

The Connecticut General Assembly

REAPPORTIONMENT COMMITTEE

SENATE

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Sandra Norman-Eady, Project Coordinator

May 16, 2011

HOUSE

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PUBLIC ACCESS TERMINAL*

Members of the public who wish to contribute information to the Reapportionment Committee may do so by providing testimony at public hearings or sending questions, suggestions, or commentary to the committee by e-mail. To facilitate this, the Reapportionment Committee is providing a public access terminal for use by members of the public interested in submitting proposed redistricting plans, including district maps.

Terminal Location and Availability

The terminal is located in the Legislative Library: Room 5400 of the Legislative Office Building. The terminal is available during the normal hours the library is open, generally 8:30 a.m.- 5 p.m. Monday through Friday. The computer will automatically shut down at 5 p.m. and warning notices will appear at 4:30 p.m. and 4:55 p.m.

Terminal Use

The terminal is available on a first-come-first-served basis. Reservations are not accepted. Individuals interested in using the terminal must sign in with the librarian on duty. Users may sign up in two-hour intervals. Once signed in, the librarian will provide the user with a password that will allow computer access. For security, Information Technology Services (ITS) staff will change the password each week.

Instructions on Usage

ITS will install on the public computer a link to PowerPoint slides on how to use AutoBound and AutoBound Administration, the redistricting software the Reapportionment Committee uses. ITS will also install on the computer instructions on ArcView, including how to use it and how to obtain assistance by using the "help" feature.

Kristen Miller, the Reapportionment Committee’s nonpartisan Public Information Officer, will be available to answer general redistricting questions.

Data Available on Public Terminal

Users will have full Internet access, including access to election data from 2002-2010, the 2001 redistricting plans, census data, the National Conference of State Legislatures’s main redistricting page, and the Reapportionment Committee’s website.

User Data

Users will receive a “WARNING” at login that notifies them to save, export, or import their data. Users who wish to keep their work products confidential during the day should delete it. Publicly-generated data will be automatically erased at 6 p.m. every week day. A reminder notice will flash on the screen at 5 p.m. each such day. Retrievals will not be possible because the data will not be backed up.

A printer is connected to the public computer.

Submitting Publicly-Generated Data to the Reapportionment Committee

Members of the public may submit redistricting data to the committee electronically, in person, or by mail. Each submission should include the submitter’s name, address, telephone number, and, if applicable, e-mail address. All submissions should be in by August 31, 2011.

Sandra Norman-Eady, Reapportionment
Project Coordinator

*The policy governing the use of the public access terminal is subject to change without notice.