

**MoDOT**

Research, Development and Technology

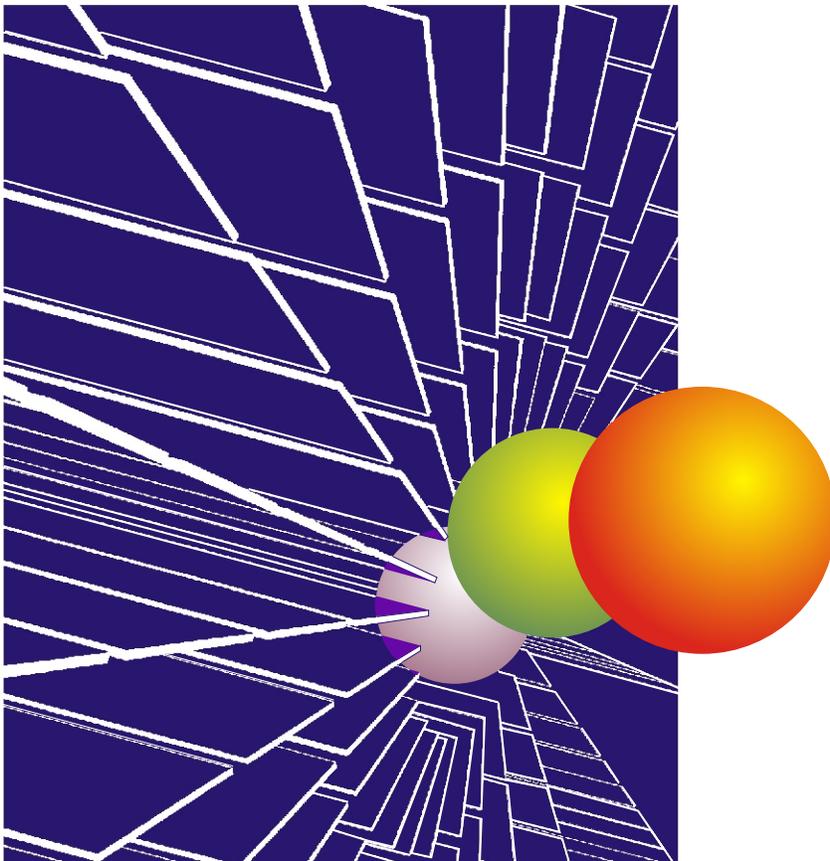
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RDT 02-11

# Missouri Department of Transportation 2002 RDT Library Peer Exchange Final Report

Conducted at:

MoDOT Central Laboratory  
1617 Missouri Boulevard  
Jefferson City, MO 65102  
August 6th - 7th, 2002



September, 2002

**2002 RDT Library Peer Exchange  
Hosted by the  
Missouri Department of Transportation  
Research, Development & Technology  
August 6-7, 2002 Jefferson City, MO  
Report No: RDT 02-011**

**Introduction**

The Missouri Department of Transportation hosted a Peer Exchange of its library research program August 6<sup>th</sup> and 7<sup>th</sup> 2002 in Jefferson City. The library peer exchange team reviewed and made recommendations on the RDT Library Automation Project that is currently under contract with the University of Missouri-Columbia -- School of Information Sciences and Learning Technologies. The team concentrated their efforts in library cataloging procedures, physical collection organization, document distribution and web based library services and linkages.

**Members of the Peer Exchange Team and Partners were:**

- Nelda Bravo, National Transportation Library, Team Leader
- Barbara Post, Transportation Research Board
- Roberto Sarmiento, Northwestern University
- Tom Kochtanek, University of Missouri-Columbia
- Paula Meredith, Missouri Department of Transportation
- Donna Ridenhour, Missouri Department of Transportation
- Mike Shea, Missouri Department of Transportation
- Ray Purvis, Missouri Department of Transportation
- Sara Pensgard, University of Missouri-Columbia
- Sean Cordes, University of Missouri-Columbia
- Lori Bain, University of Missouri-Columbia
- Charlie Nemmers, University of Missouri-Columbia
- Mohammad Qureshi, University of Missouri-Rolla

**The following RDT staff members participated in the peer exchange:**

- Dan Smith, Research and Development Engineer
- John Maciver, Intermediate Research and Development Technician
- Kerry Schnieders, Intermediate Clerk
- Charlotte Dewrock, Intermediate Research and Development Analyst
- Don Davidson, Research, Development and Technology Director/Development
- Matthew McMichael, Senior Research and Development Assistant
- Ernie Perry, Research and Development Engineer

**The following FHWA staff participated in the peer exchange:**

- Darlene Savage, FHWA
- Jim Radmacher, FHWA

The expressed objective of the Library Peer Exchange were to review and make recommendations on the following:

1. RDT Library Automation Project
2. National Transportation Library Standards, Operations and Procedures
3. Physical Collection Organization
4. Library Cataloging Procedures
5. Document Distribution
6. Web Based Library Services and Linkages



Seated from left to right: Barbara Post Librarian for TRB, Nelda Bravo Librarian for the National Transportation Library, Roberto Sarmiento Librarian for Northwestern University.

**Library Orientation and Plan – Mike Shea:**

- Reviewed Missouri Department of Transportation Organizational Chart
- Reviewed RDT Organizational Chart
- Reviewed Missouri Department of Transportation RDT Peer Exchange Meeting held April 29-May 2, 2002

### **RDT Library Automation Project and Status – Tom Kochtanek:**

- Presented overview of library automation project.
- Mining the Internet (Info Scouts)
- Authenticate Web Sources
- Electronic Abstracting and Indexing
- One Stop Shopping

### **Transportation Research Board (TRB) Library – Barbara Post:**

- Transportation Research Information Systems (TRIS) (World)
  - Provides library and information services to TRB accounts and sponsors. Collection is small and primarily archival
  - 550,000 records (published and ongoing)
  - TRIS Online – Full text and or index (6,600 links to full text)
- Funding – 60% funding for TRIS comes from state DOT's
- TRB Published Index – 22,000 records
- Research In Progress (RIP) – Over 6,600 statements of research projects
  - Includes records from the following:
    - Canada
    - FHWA
    - FTA
    - TRB
    - State DOT's
    - Universities
  - New RIP address: [rip.trb.org](http://rip.trb.org)
  - Old RIP address: [www.dccdata.com/trip/](http://www.dccdata.com/trip/)
- Combines data entry developed under NCHRP Project 20-39(2) and searchable database of all RiP records.
- PATH – The largest and most comprehensive collection of bibliographic information on Intelligent Transportation Systems (ITS). Produced by the ITS at the University of California-Berkeley and contains over 25,000 records. Integrated into TRIS.
- ITRD – 250,000 European TRIS through dialogue
- Export into XML Format

### **National Transportation Library – Nelda Bravo:**

Address: Nassif Building Room 3430

Website: <http://ntl.bts.gov>

- The National Transportation Library (NTL) was mandated in TEA 21
- Set up through the legislature to improve information access.
- Have purchased 9,000 documents that will be added.
- DOTBOT – Index of all web pages by USDOT
- DOTBOT web address: [//search.bts.gov/ntl/](http://search.bts.gov/ntl/)
- National DOT Standards
- Best Practices on library set up
- Midwest Consortium – Ohio, Indiana, Michigan, Illinois, Wisconsin, Minnesota, Missouri, South Dakota, Kansas, Nebraska, and University of Michigan. There are potential agreements between Midwest Consortium members.

### **Northwestern University – Roberto Sarmiento:**

Website: [www.library.northwestern.edu/transportation/](http://www.library.northwestern.edu/transportation/)

- The library was started in 1957
- Use expanded Library of Congress classification
- Have over 400,000 items in library (85% transportation – 10% Env. documents)
- Tran Web (Periodical Index)
- Funding:
  - University
    - Endowment Base
    - Gifts
    - Grants
- TRIS Net Library – Repository
  - U S Department of Transportation
  - University of California – Berkeley
  - Volpe Transportation Center Library
  - Northwestern University
  - MnDOT
- Transportation Sub collections –
  - Current Awareness – Push Technology
  - Growth 4-6 Thousand Items Per Year
- Transportation Article File
  - Tran Web – 10 to 15 thousand articles per year
  - SLA – Special Library Association
  - Electronic Discussion Groups
  - N. U. – Subscribes to thousands of databases and e-journals

### **Physical Collection – Sara Pensgard:**

- Keep in Series Currently
- Keep Subject Headings

- Circulation Process In/Out
- Inclusion Rates – Original and Copy Catalog
  - Prioritize Cataloging
  - MU Required Practicum (Graduate Students)
  - Media Conversion Group
  - Subscription Service to OCLC
  - Collection Development
    - How Much We Have
    - How Much We Are Missing

### **Cataloging Procedures – Lori Bain:**

- Set Guidelines and Standards
- Inclusion Rate (15 out of 20 in World Cat)
- NTL has funds to ship original collection to OCLC
- Inclusion Rate on MoDOT Reports
- CD's and Videos Catalog Numerically

### **MoDOT RDT Website and Web Based Document Distribution – Matthew McMichael:**

Internal and External (Combine to make more efficient)

- Define Business Process for Website Development
- Protocol Issues on Website Development and Library EOS Software
- PDF vs. HTML
  - PDF recommended for End User
- Reusable Headings
- Style Sheet (Text and List)
- Links Page (Navigational Structure)

### **MoDOT RDT Systems Development – Sean Cordes**

Mission of the RDT Library Automation Project Team

- Review current RDT processes that connect users with content and develop a conversion plan for local collection.
- Design and develop databases of bibliographic records for selected portions of the “library collection” housed within RDT.
- Recommend document delivery solutions to connect end users with RDT documents located using the Q-Series applications.

Milestones to date

- Enhanced physical facility for collection and shelving.
- Creation of a MARC template based format.
- Implemented a distributed cataloging environment using a dial up connection

## **Summary:**

- Identify a person within RDT to work with MU group on project.
- Identify MoDOT (library liaison) to share policy, regulations, business protocol.
- Are we relevant (users)?
- Compliments to top management
- “If there was a better way to do it, we would already be doing it.”
- Present at TRB
  - Transportation Scholar Program

## **KEY POINTS:**

- The library software (EOS) is strong and meets the needs of RDT and MoDOT.
- RDT is cataloging their library objects using the MARC library standard.
- Strength is in standardized library procedures that span time and technologies.
- Software exists to handle reference questions, keep track of questions (Level 1, Level 2)
- Library has service (people) component (FHWA Report)
  - Full Service
  - Self Service
  - No Service
- RDT must determine if its library will be a Just-in-case (keep on hand) vs. Just-in-time (get from another library)
- RDT should find ways to market library services (TRB Conference, Public Road Presentations, Highway Engineers Conference)
- MoDOT should be commended on proactive attitude
- How will this effort be sustained?
- Identify Champion (Customers)
  - Keep existing champion
  - Positive feedback from end users
  - ROI – Literature
  - Reaffirm Human Component

## **RECOMMENDATIONS AND ACTION ITEMS FOR RDT:**

- UMC will develop a collection development policy for the RDT library (e.g., retention time, physical/electronic archival) Look at NU, Ohio DOT, MnDOT, Michigan DOT)

- RDT should assign the librarian function to an existing RDT employee or develop an agreement with a contract librarian. There must be ownership to operate and maintain our library.
- RDT will put high priority on RIP, TRIS, and RAC High Value Research
- RDT will have articles published on our library in Public Roads, ASCE, ITE
- RDT will obtain access to OCLC – LC Online Redbook
- RDT will develop a reciprocal agreement with the Missouri State Library System (State library access – Brian Dunlap and others)
- UMC will create a guidebook for cataloging as part of their work with MoDOT

### **IMPLEMENTATION PLAN:**

The RDT office is currently drafting a proposal to implement several of the key planned actions recommended by the Peer Exchange Team. Review and approval of these actions is anticipated by MoDOT management.