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BUREAU OF RESEARCH

# Research Library Operations

**Calendar Year 2017**

## FINAL REPORT

September 2018

Submitted by

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In cooperation with

New Jersey
Department of Transportation
Bureau of Research
and
U. S. Department of Transportation
Federal Highway Administration

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**16. Abstract**

The NJDOT Research Library operates as a branch of the New Jersey State Library and is funded by the FHWA State Planning and Research Program as a research project. The library serves NJDOT employees; New Jersey state government employees; other libraries, organizations, and businesses; and members of the general public. Two certified professional Librarians provide reference and referral services, access to an online catalog and electronic documents, lending of materials from the collection or through interlibrary loan from other libraries, literature searches, and notifications of new materials and continuing education opportunities.

The Research Library collects documents from a variety of sources including TRB, AASHTO, FHWA, other state DOTs, and NJDOT itself, particularly its Research Bureau. Located in the David J. Goldberg Transportation Complex at 1035 Parkway Avenue in Ewing, the Research Library provides services in full to New Jersey state employees. The general public may use the collection by appointment.

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In addition, the author would like to acknowledge colleagues from across the nation and beyond, for their support, collaboration, and inspiration - transportation librarians in the Special Libraries Association-Transportation Division; the regional Transportation Knowledge Networks (ETKN, MTKN, and WTKN); Transportation Research Board (TRB) Library staff and indexers; the TRB Library & Information Science for Transportation (LIST) Committee; and the various task forces and informal work groups. Thanks also to colleagues at the National Transportation Library (NTL), University of Michigan, Renée McHenry at the Missouri Department of Transportation, and Bob Cullen at the American Association of State Highway and Transportation Officials (AASHTO) for continued efforts on behalf of the transportation librarian community.

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## ABBREVIATIONS AND ACRONYMS

| | |
|---|---|
| AASHTO | American Association of State Highway and Transportation Officials |
| AIIM | Association for Intelligent Information Management |
| ASCE | American Society of Civil Engineers |
| CFO | Chief Financial Officer |
| CPM | Capital Program Management |
| DAG | Deputy Attorney General |
| DANJ | Documents Association of New Jersey |
| E&O | Engineering and Operations Building |
| ETKN | Eastern Transportation Knowledge Network |
| F&A | Finance and Administration Building |
| FE | Fundamentals of Engineering |
| FHWA | Federal Highway Administration |
| GIS | Geographic Information Systems |
| HRDI | Human Resource Development Institute |
| HR | Human Resources |
| IT | Information Technology |
| LIST | TRB Standing Committee on Library and Information Science for Transportation (ABG40) |
| LMS | Learning Management System |
| MOB | Main Office Building |
| MTKN | Midwest Transportation Knowledge Network |
| NJDOT | New Jersey Department of Transportation |
| NJLA | New Jersey Library Association |
| NJSL | New Jersey State Library |
| NTKN | National Transportation Knowledge Network |
| NTL | National Transportation Library |
| PE | Professional Engineer |
| RiP | Research in Progress (database) |
| SLA | Special Libraries Association |
| SPR | State Planning and Research |
| TESU | Thomas Edison State University |
| TLR | Transportation Librarians Roundtable |
| TPF | Transportation Pooled Fund |
| TRB | Transportation Research Board |
| TRID | Transportation Research Information Documentation (database) |
| TRIS | Transportation Research Information Services (database) |
| TRT | Transportation Research Thesaurus |
| WTKN | Western Transportation Knowledge Network |

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## EXECUTIVE SUMMARY

The objective of the current study was to develop and improve the Research Library as a major resource for transportation knowledge sharing and technology transfer. In regard to public services, this involved provision of library reference and referral services to government employees, transportation and other professionals, and the general public. In regard to technical services, activities included selection, acquisition, processing, organization, storage, and maintenance of library materials for use by NJDOT staff and others. A communications component required marketing whenever possible, including by providing information on current resources and webinars to stakeholders, updating the website, and producing a quarterly list of new materials for posting on the website and intranet. Library staff enhanced their knowledge and skills by attending webinars, brown-bag presentations, and other library- and transportation-related events, and by participating in professional networks and committees.

This report examines Calendar Year 2017 and, for comparison purposes, also includes data from Calendar Year 2016. The library remained in its same location on the first floor of the Engineering & Operations Building during this period, and the rate of use by NJDOT staff stayed relatively constant.

There was coordination with AASHTO regarding a couple of their products and services: the distribution of digital documents from the AASHTO Bookstore, and rollout of the AASHTO training resource, the Transportation Curriculum Coordination Council (TC3).

Networking and collaboration with peers, colleagues, and customers, both internal and external, provide vital support as well as added responsibilities. Within NJDOT, the library staff cooperates with other units on projects of mutual interest, and also connects people from different units with each other or with others.

NJDOT library staff must continue to work with other units of the Department not only in filling their stated information needs, but in anticipating these needs, recognizing gaps in the Department knowledge structure, and engaging with units to build knowledge sharing tools and solutions for use throughout the organization.

## BACKGROUND

Per the Research unit's original problem statement from early 1998: "The activities of the NJDOT's Research program have evolved to the point where a Research Library staffed by a certified professional Librarian is needed to support the research and technical work of the Department and its affiliated agencies. The State Library has established a branch library in the offices of the NJDOT and assigned a Librarian 1 to provide onsite library services to NJDOT." The Library is funded by NJDOT as a project with State Planning & Research (SPR) funding.

The NJDOT Research Library reopened in February 1998 after a two-year hiatus following the retirement of the attending clerk who had overseen the collection on a part-time basis. NJDOT contracted with the New Jersey State Library, affiliated with Thomas Edison State University (previously Thomas Edison State College), for a professional Librarian to manage operations of the NJDOT Research Library and to provide library services to NJDOT staff and external customers.

Soon after the certified professional Librarian began work in February 1998, the NJ State Library supplied additional assistance in the form of a Principal Library Assistant. Several people have filled this latter position over the years, with the most recent, Laurie Strow, starting in June 2008. With her professional librarian certification and experience, the position was subsequently upgraded to a professional line (Librarian 3) the following year.

## OBJECTIVES

The main objectives of this research project were to operate and improve the Research Library as a major resource for transportation knowledge sharing and technology transfer. The mission of NJDOT, according to its website, is "Improving Lives by Improving Transportation." In support of that mission, the Research Library aids NJDOT staff and other transportation professionals with their professional, research and information needs. Although library staff is not directly involved with planning, design, construction, or maintenance of infrastructure, their endeavors turn the Department's mission around: "Improving Transportation by Improving Lives," i.e., the lives of NJDOT staff and others who work on the built environment.

By partnering with NJDOT staff and Department units whenever possible, and with other transportation libraries and entities, we endeavor to provide support to the organization and the industry, to assist people in their professional aspirations, and to fill gaps in the body of knowledge within the Department and externally.

## INTRODUCTION

The Research Library completed its 20th year of operation since reopening in February 1998. This report for Calendar Year 2017 updates the most recent report for Calendar Year 2016. Prior to the 2016 annual report, for calendar years between 1999 and 2015, the Bureau of Research had submitted compilations of the Research Library monthly reports in lieu of annual reports.

By way of review from the Calendar Year 2016 report, the following short recap will either refresh the reader's memory, or give background to the "project" of Research Library Operations for readers who have not seen the prior year's report.

In the intervening years between reopening in 1998 and 2015, the NJDOT Research Library moved a total of three times, either due to organizational changes at NJDOT (in Spring 2000), or due to space considerations of other NJDOT units (in 2011 and 2015).

The move to the E&O 1st floor in March 2015 has provided the Research Library its best location to date, in terms of accessibility for NJDOT staff and external customers, and of space for the collection. Comparative usage statistics based on the library's current and past locations, support the benefit of the Research Library's current location.

## SUMMARY OF THE WORK PERFORMED

To successfully accomplish the objectives of operating and improving the Research Library as a major resource for transportation knowledge sharing and technology transfer, the librarians performed the following tasks:

- Provided library reference and referral services to government employees, transportation and other professionals, and the general public by:
  - Answering inquiries for information.
  - Performing literature searches and providing records.
  - Identifying, locating and providing documents, whether in print or digital format.
  - Lending materials from our or the NJ State Library's collection, or through interlibrary loan from other libraries.
  - Making referrals to subject matter experts or other sources.
- Maintained and enhanced the collection by selecting, acquiring, processing, organizing, storing and maintaining library materials for use by NJDOT staff and others through:
  - Purchasing new materials at the request of NJDOT staff and by librarian's discretion.
  - Processing new acquisitions and donated items onsite or by sending to the NJ State Library for original cataloging.
  - Organizing and maintaining the collection and subcollections.
  - Offering excess materials to other transportation libraries, Department units, or individuals.
- Promoted staff development and an enhanced workplace by:
  - Aiding staff with career development efforts by identifying, locating, and lending civil service career examination study materials and professional certification exam study materials.
  - Participating in and mentoring members of the NJDOT Toastmasters Club.
  - Publicizing the Department's access to the AASHTO technical services program, Transportation Curriculum Coordination Council (TC3) (Appendix G).
- Provided technology transfer by:
  - Sending notifications of upcoming webinars notices to relevant units, and proactively forwarding links to journal articles, newsletters, and research reports or other documents.
  - Presenting information about the 96th TRB Annual Meeting sessions attended (Appendix D).
  - Adding new materials received into a Shared Resources Catalog (database of holdings), editing entries, and generating quarterly reports (Appendix C).
  - Sending the quarterly lists of new materials to the Webmaster for posting on the NJDOT intranet and external internet sites.
- Marketed the library and promoted services to current and potential customers, by:
  - Participating in the Annual Research Showcase and giving away extra materials.
  - Providing training on Research Library resources and services.
  - Coordinating and promoting training on vendor-supplied resources (Appendix F).
  - Adding and updating content on the Research Library website in coordination with IT and Communications.

- Providing copies of the NJDOT Research Library promotional brochure to Human Resources for distribution to new staff.

- Coordinated knowledge services and access to materials by:
  - Downloading digital publications from AASHTO and sending notification to Department units.
  - Locating undocumented resources held elsewhere in the Department.
  - Referring staff to subject matter experts in NJDOT units and to other researchers outside of NJDOT.
- Collaborated with internal and external groups for promotion of knowledge and resource sharing by:
  - Looking for opportunities to work with other internal and external partners on projects of mutual interest and/or benefit.
  - Participating in transportation library groups such as the Eastern Transportation Knowledge Network (ETKN), the TRB LIST Committee, the Transportation Library Pooled Funds, and other technical committees (Appendix E).
- Kept NJDOT and the State Library informed of progress through:
  - Monthly narrative reports detailing critical issues, new initiatives, significant accomplishments, and classes/meetings (Appendix B).
  - A spreadsheet updated monthly showing requests received as the unit of analysis – how many, from whom (by affiliation), method of contact, and type of product offered, whether a verbal or written reply, document, loan, photocopy, or printout (Appendix A).
  - A spreadsheet updated monthly for State Library-required statistics for "patron contacts" and other parameters (Appendix A).
- Enhanced library staff knowledge and skills through attendance at presentations, webinars, and conferences in order to improve provision of library and knowledge services to the Department.

copies, keeps at least one onsite, and distributes the rest to the divisions most in need of them for their business use.

AASHTO has begun to distribute some of their publications as PDFs or web-based documents; increasingly, Library staff downloads the AASHTO digital publications and, like the 10 print copies traditionally received, archives them, and distributes them with download instructions to appropriate units throughout the Department. Due to AASHTO's policy of sending download instructions with a promotional code that can only be used once per state DOT for free download, state DOT librarians race to download these new digital documents, lest a DOT committee person gets to it first, and then every download of that document has to use the credentials of the original downloader. By getting to these first, state DOT librarians can provide consistency of access by using the same username and password for all these AASHTO digital documents. Opening these documents, even knowing the credentials, is cumbersome at best, and some documents are web-based only, and not available through the state DOT distribution process as PDFs. See Appendix F for the poster designed and sanctioned by four state DOT librarians for presentation at the TRB 97th Annual Meeting in January 2018 to warn AASHTO committee members at state DOTs about the inconveniences that can result from individual members downloading.

In large part due to these difficulties, CPM agreed in 2017 to fund access to AASHTO documents via the ASTM Compass Portal to which the Department's Bureau of Materials already subscribes. This makes access by Department staff much easier, as authentication is not required for every opening of a document. This AASHTO "Transportation Package," however, covers only 11 titles.

State DOT research reports and university research reports arrive in mostly digital format. TRID, the database supplied by TRB, often has links to the full text of the reports indexed. The National Transportation Library (NTL) is increasingly archiving the full-text of research reports in their Repository Open Science Access Portal, aka, the ROSA P repository.

The NJDOT Research Library had been subscribing to two paid journals, *Engineering News-Record* from BNP Media and *ITE Journal* from the Institute of Transportation Engineers. Due to the difficulties in receiving issues and the extensive amount of time spent claiming missing issues through the publishers and through EBSCO, a journal subscription service, those subscriptions were not renewed when they expired. The journal issues are available electronically in full-text via the NJ State Library's electronic journal subscriptions. NJDOT staff have access to myriad journal titles via the NJ State Library's e-journal collection chiefly through vendors EBSCO, Gale, ProQuest, and H.W. Wilson.

Additionally, many industry journals, magazines, and newsletters arrive digitally or, to an increasingly lesser extent, in print at no charge.

**Output**

***Requests for Information and/or Materials Fulfilled***

As mentioned in the last NJDOT Research Library Annual Report for calendar year 2016, the first full year in its new location in the Engineering & Operations Building 1st floor, NJDOT Research Library staff responded to a total of 2,331 requests from NJDOT staff, other New Jersey requestors, and out-of-state requestors. In 2017, Library staff responded to a total of 2,430. This small increase over 2016 nonetheless resulted in an all-time high for requests received in a calendar year for the past ten years as shown in Figure 1:

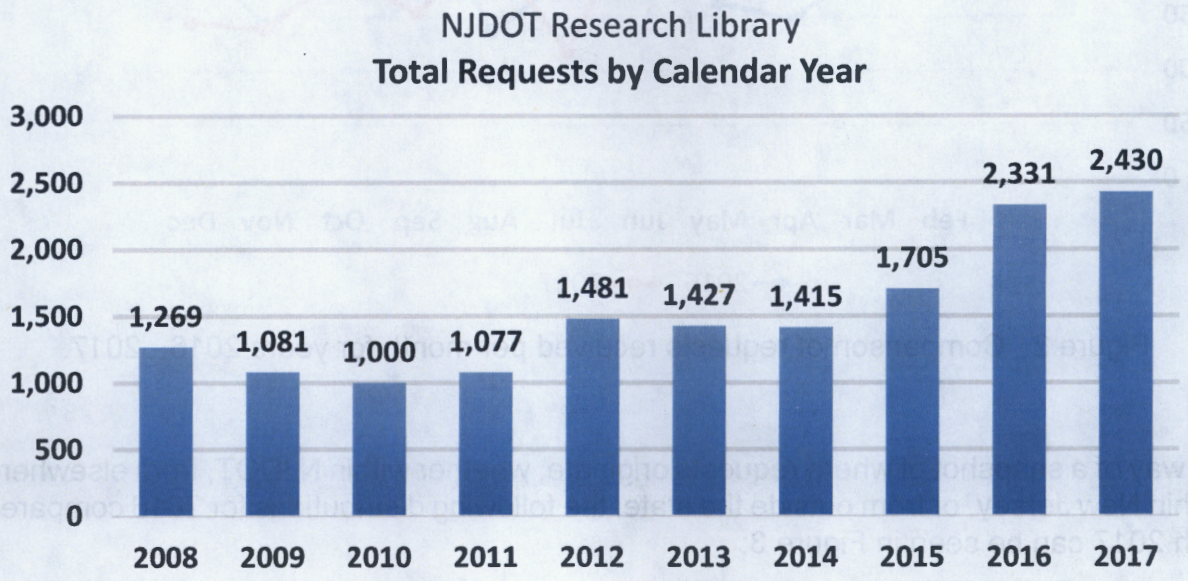


Figure 1. Annual number of requests received per calendar year 2008 - 2017.

The previous report for calendar year 2016 went into detail comparing the total requests for three calendar years, 2008, 2012, and 2016, each year representing a full year for the Research Library residing in a different location. Comparisons were drawn and the correlation of library usage, as measured by the number of requests, to each location of the library and of requestors was noted. This report will only compare Calendar Year 2016 to Calendar Year 2017.

A monthly comparison of requests received for 2016 - 2017 can be seen in Figure 2:

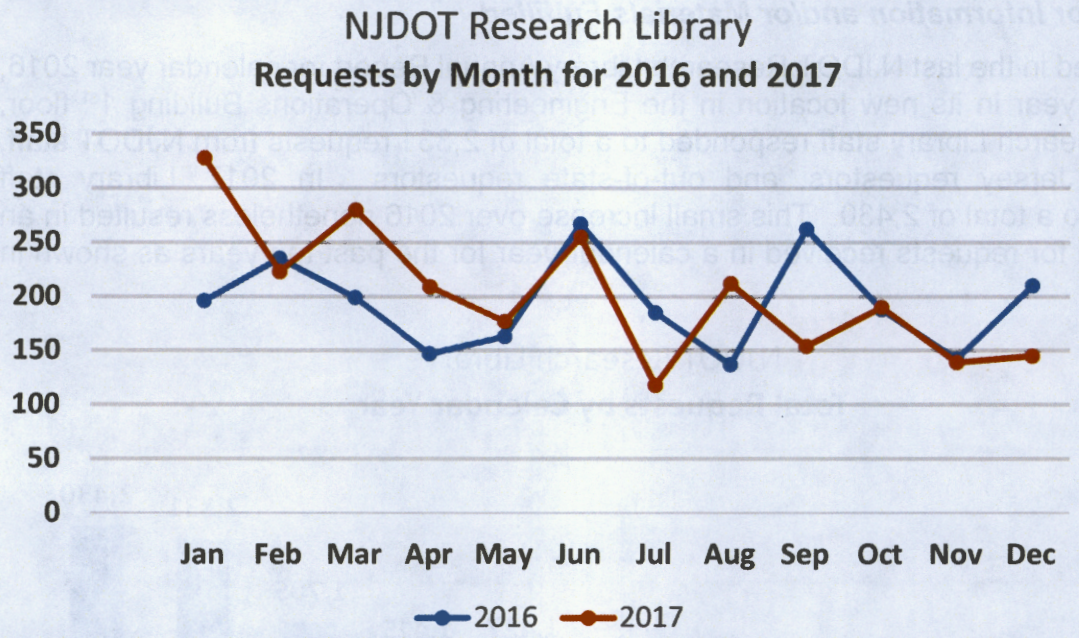


Figure 2. Comparison of requests received per month for years 2016 - 2017.

By way of a snapshot of where requests originate, whether within NJDOT, from elsewhere within New Jersey, or from outside the state, the following distributions for 2016 compared with 2017 can be seen in Figure 3:

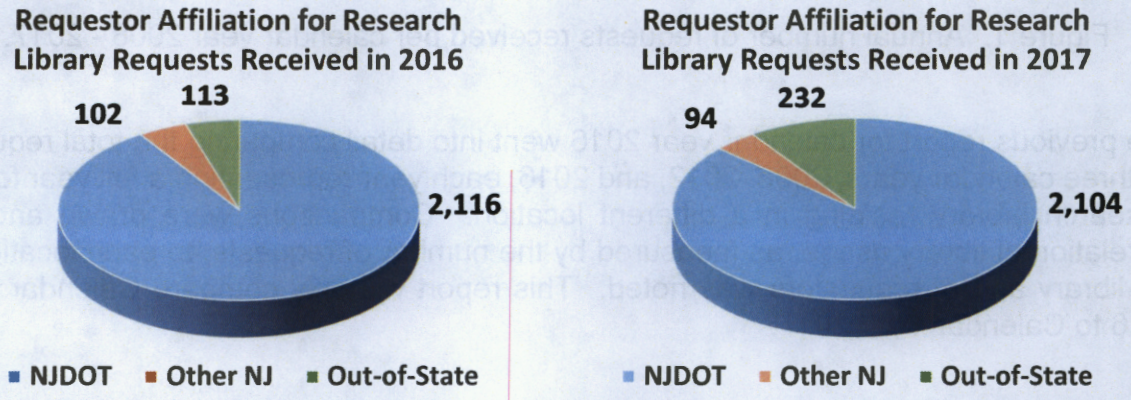


Figure 3. Comparison of requests received by Requestor Affiliation, 2016 and 2017.

As Figure 3 illustrates, the total number of requests received from NJDOT staff and from other New Jersey sources remained largely consistent with a slight dip (.57 percent and 7.8 percent respectively), while external requests more than doubled.

The Main Office Building (MOB), holds the staffs of the Commissioner's Office (COM'R), Administration (ADM), Government & Community Relations (G&CR), Planning (PLNG),

and Transportation Systems Management (TSM). The Engineering & Operations (E&O) Building, houses the staffs of Capital Program Management (CPM) and Operations (OPNS), while the Finance & Administration (F&A) Building comprises the subdivisions reporting to the Chief Financial Officer (CFO). Requests from staff in NJDOT's regional offices were counted as received from the division of which they are a part. A breakdown of the origin of requests from NJDOT major divisions (by assistant commissioner) for 2016 and 2017 is shown in Figure 4:

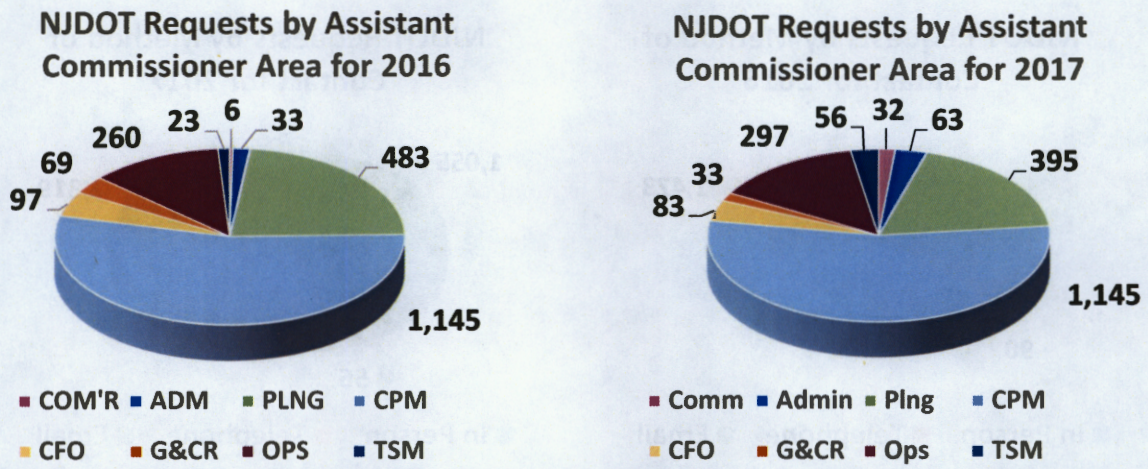


Figure 4. Comparison of NJDOT requests by Assistant Commissioner divisions for 2016 and 2017.

As illustrated in the annual report for calendar year 2016, another way of viewing this data is to see the effect of the library's location on the relative number of requests for each of the three main Headquarters buildings and their respective assistant commissioner divisions. Looking at the request data for NJDOT staff by customer locations, Figure 5 shows generally from what buildings the library's NJDOT customer requests originate:

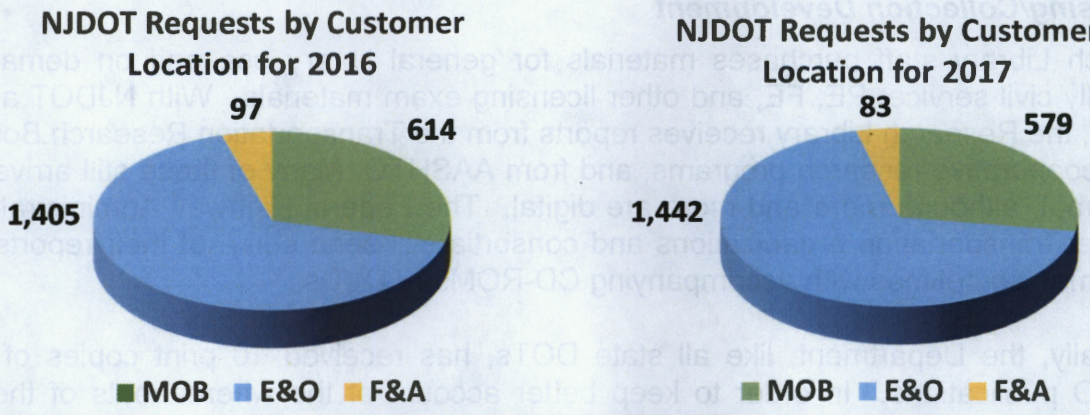


Figure 5. Comparison of NJDOT requests by Building Locations of assistant commissioner divisions for 2016 and 2017.

Requests originating from staff in E&O continued to outnumber those originating from staff in MOB or F&A by a large proportion. The number of requests increased slightly from staff in both E&O and F&A, dropping slightly from staff in MOB.

The Library receives a substantial number of requests via email; however, the bulk arrive in person, and relatively few come in via telephone. Figure 6 shows the breakdown by method of contact for requests from NJDOT staff in 2016 and 2017:

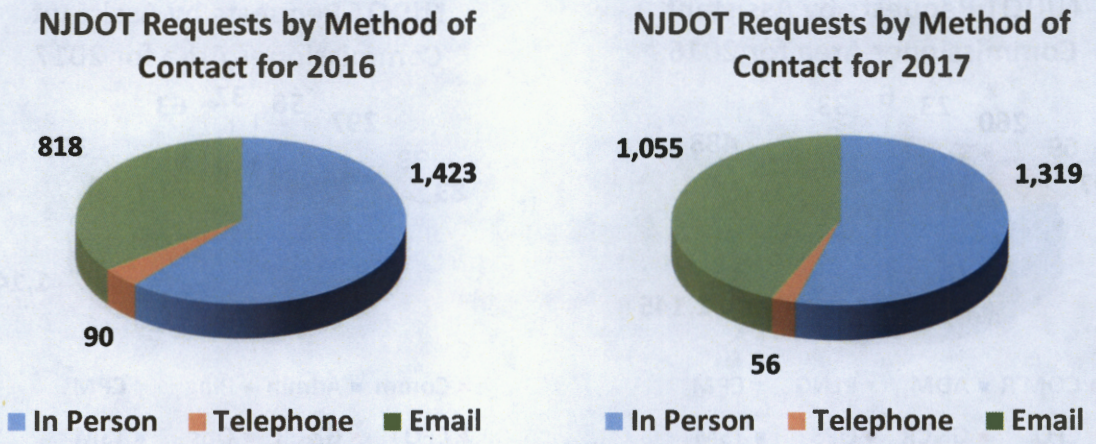


Figure 6. Comparison of NJDOT requests by Method of Contact for 2016 and 2017.

Although email requests increased in 2017 relative to 2016, and telephone and in-person requests declined slightly, in-person still clearly represents the most popular method of contact for requesting information from NJDOT staff.

For a breakdown of the form of the services provided for 2017, see Appendix A: Annual Statistics, NJDOT Research Library Statistics for CY 2017 - Reporting to NJDOT by Requests, columns for "Service Provided."

***Purchasing/Collection Development***

Research Library staff purchases materials for general library use and on demand, especially civil service, PE, FE, and other licensing exam materials. With NJDOT as a sponsor, the Research Library receives reports from the Transportation Research Board and its cooperative research programs, and from AASHTO. Many of these still arrive in print format, although more and more are digital. The Federal Highway Administration and other transportation organizations and consortia still send some of their reports in print format, sometimes with accompanying CD-ROMs or DVDs.

Historically, the Department, like all state DOTs, has received 10 print copies of all AASHTO publications. In order to keep better account of the whereabouts of these copies, and to maintain at least one copy centrally, the Research Library has worked with the Mailroom, the Correspondence unit, the Commissioner's Office, and more recently, the Department committee member (if there is one) for the AASHTO committee most aligned with a particular publication to ensure that the Research Library receives the ten

### *Collection Maintenance*

Adding new materials to the collection involves cataloging in NJ State Library's integrated library system (catalog) and/or entry of metadata into the Shared Resources Catalog database available through the intranet. This database provides means of generating the quarterly report of *Selected Recent Acquisitions*, the need for which drove the database's development. Collection maintenance also involves determining collection organization, categorization, and classification, and physically adding, removing, and shifting materials on the shelves. Due to previous moves and the high number of donations from retiring or moving Department staff, the processes of discovery, decision, integration, cataloging, classification, data entry, shelving, deaccessioning, and disposal of materials are ongoing and continuous.

### *Other Services*

- Posting flyers around the complex to announce NJ State Library events, such as author talks or classes.
- Receiving and processing donated materials from other units, and providing storage or disposal service as mentioned above.
- Donating extra or unneeded materials to NJDOT staff, the NJ State Library, and external transportation libraries.
- Providing items for conference-hosting units to give away, such as maps, pens, and brochures.

### *Marketing*

Our marketing/current awareness efforts continue and include such methods as the following:

- NJDOT Research Library brochure – latest edition is March 2016, and included in the Calendar Year 2016 Annual Report in Appendix A. We provide copies to Human Resources for inclusion in the orientation packets for new employees.
- Quarterly publication of the list of new materials, *Selected Recent Acquisitions* (see Appendix C).
- Training by email, telephone, or in person, e.g., presentation on TRB 96th Annual Meeting sessions attended (Appendix D).
- Web presence on internet and intranet NJDOT webpages – under revision.
- Table at the Annual NJDOT Research Showcase with brochures and giveaways.
- Selected dissemination of information – sending out articles, reports, and notifications of webinars to recipients by organizational unit; audience type, such as Professional Engineers (PEs) or Planners; or staff function, such as Directors and Managers.

### *Collaboration and Networking*

Library staff network with peers, colleagues, and customers, both internal and external, to provide vital support and service delivery. Within NJDOT, the library staff cooperates with other units on projects of mutual interest, and also connects people between different

units or with others. Projects undertaken for, or with the assistance of, other units include:

- Meeting with staff from the Commissioner's Office and Communications regarding digitization of photographs.
- Working with Bureau of Materials staff to have the Department subscribe to AASHTO publications electronically via the ASTM platform.
- Coordinating with Administration and Capital Program Management to subscribe to the AASHTO Transportation Coordination Curriculum Council (TC3) online training. See promotional poster/flyer developed in coordination with TC3 Marketing Team to promote staff use of this resource (Appendix G).

Some external entities with which staff are affiliated include:

- Eastern Transportation Knowledge Network (ETKN).
- TRB Standing Committee on Library and Information Science for Transportation (ABG40) (Friend).
- AASHTO Research Advisory Committee Coordination & Collaboration Task Force Working Group (RAC CCTF WG) (Friend).
- Transportation Research Thesaurus (TRT) Subcommittee (of LIST).
- Special Libraries Association (SLA) Transportation Division.
- New Jersey Library Association (NJLA).
- Documents Association of New Jersey (DANJ).
- Transportation Librarians Roundtable.

Staff also monitors and participates in the Transportation Librarians discussion list, TRANLIB, hosted by the University of Michigan, and monitors other organizations' lists such as the American Society for Engineering Education's ELDNET and the Association for Information and Image Management (AIIM) as well.

### *Reporting*

The Research Library reports monthly to the NJ State Library and to the NJDOT Bureau of Research with a narrative report on critical issues, new initiatives, significant accomplishments, and meetings or classes attended. These monthly narratives are accompanied by two spreadsheets, one keeping monthly track of statistics for reporting to the NJ State Library, and the other enumerating the requests received each month by parameters of requestor affiliation, method of contact, type of service requested (general reference question or literature search, versus a document), and form of the service provided, whether a verbal/memo reply, document, loan, printout, or photocopy. The narrative reports for each month follow in Appendix B, and the spreadsheets for calendar year 2017 appear in Appendix A.

The Research Library reports its new acquisitions on a quarterly basis with its publication, *Selected Recent Acquisitions*. The four editions for 2017 appear in Appendix C. In addition, Library staff provides assistance in preparation of the reports/thumbnails for the State Planning and Research (SPR) Program for FHWA when requested by the Bureau of Research.

### *Staff Training*

Library staff attend professional development opportunities whenever possible and feasible. Relevant training opportunities include attendance at:

- Webinars from many sources, library- or transportation-related.
- Conferences, library- or transportation-related, including the Special Libraries Association Annual Conference and/or the TRB Annual Meeting.
- Brown-bag lunchtime presentations (usually on technical topics).
- Toastmasters – NJDOT Toastmasters Club provides public speaking, communication, and leadership training.
- Other, as required by Human Resources at Thomas Edison State University or NJDOT.

## Challenges

The challenges as mentioned in the annual report for calendar year 2016 persisted into 2017.

### *Space*

Department staff depend on use of the Library's space and amenities, including "quiet" study space away from distractions in their own work areas. Visiting regional staff in particular avail themselves of the table, chairs, and the public access terminal in order to logon to their NJDOT accounts and other computer services. Department staff have used the Library's videocassette machine, as well as the binding machine. Because library use is directly tied to its location relative to the staff who most depend on its services, it is critical that the library remain in a central location with easy access by those DOT staff members. Proximity to the restrooms presents risk for possible flooding issues which have reportedly happened in the past.

### *Noise*

The Research Library's location, while certainly convenient, does experience various noisy disruptions including mechanical room noise. As mentioned in the 2016 calendar year report, due to the library's presence on a main corridor bordering the exits and the rest rooms, people pass by frequently, and often congregate nearby, engaging in regular conversation and sometimes even shouting across the wing. Irregular usage of a large shredder located in the Engineering Documents Unit, and an intermittent booming sound from the HVAC system that people mistake for thunder, can also add to the din.

### *Time*

Time always presents a challenge, and this has not changed since last year. With two full-time staff, some important projects get put on a back burner. Although some progress has been made, many of the donations of materials received remain in boxes, even as new donations from various units continue to arrive. The website, although updated periodically, needs a major overhaul. A schedule for collection maintenance has been implemented, and some preliminary efforts for weeding and shifting the collection have begun. Subcollections such as photographs and VHS tapes still need attention for reformatting and/or preservation. With energies focused on day-to-day inquiries and processing of new materials, these projects remain on hold or proceed intermittently.

### *Funding*

An annual allocation of $2,500 for materials affords only a few items for purchase. As previously mentioned, the transportation sector provides access to many "free" materials from entities such as TRB and AASHTO, for which NJDOT and the other states are sponsors. The Research Library also gets free materials from US DOT, the states, and other organizations, in print or electronically.

The allocation budget limits the number and type of journal subscriptions, and precludes library funding of access to certain databases. Luckily, the NJ State Library and NJDOT provide access to many. The Research Library briefly had a subscription to *ASCE Library*, first funded by the Transportation Library Connectivity and Development Pooled Fund, and then for one year, by the NJDOT Bureau of Research. As no other NJDOT units were willing to fund, the subscription lapsed. People can still browse the ACSE journals tables of contents and abstracts, and library staff obtain the fulltext of individual articles and papers as requested. With additional funding, the Library could subscribe to this ASCE collection or *Engineering Village*. Access to the fulltext for current issues of many e-journals via the NJ State Library is blocked due to a 12-month embargo imposed by the publishers, so often recent articles must be requested via interlibrary loan from a library willing to provide a copy.

There have been requests for use of the microform reader/printers. The Research Library currently does not have an operational unit to serve this need.

### *Perceptions / Awareness*

In spite of marketing efforts, many people at NJDOT remain unaware of the library's presence or available services. Staff of the Research Library must continually market its services and counter the misconception that everything can be found through Google and/or is free on the Web. The Research Library print collection is still valued by users. Many of the most sought-after items are available only in print, or are needed in print format.

### *Technical Challenges*

With the growth of digital collections, the difficulty in keeping up with them increases - their discovery, dissemination, archiving and/or processing. Even keeping track of NJDOT-produced materials is challenging in that the units producing publications don't always provide notifications or copies.

As NJ State Library employees, Research Library staff are not included in the NJDOT Online Directory, which makes it a challenge for some people to reach Research Library staff by email or by telephone.

Another challenge that affects library staff is availability of NJDOT-listed courses in the state Human Resources Development Institute (HRDI) Learning Management System (LMS). Library staff must get special access from NJDOT Human Resources staff when access is needed.

## CONCLUSIONS AND RECOMMENDATIONS

With resources both within the library and in the Department proper, as well as those in the NJ State Library and available from the larger library community, Research Library staff continue to provide library and knowledge services by sharing information, supplying material, and developing and maintaining the collection. The numbers and statistics, while potentially illuminating, don't tell the positive impacts the Research Library has on NJDOT staff, and by extension, the Department. By identifying, locating, and lending civil service examination study materials, Library staff have helped people get promotions; by purchasing and lending industry study guides and standards materials, Library staff have assisted people with preparing for and passing their professional licensure exams; and by notifying license holders of continuing education opportunities, mostly at no cost, Library staff have provided opportunities to earn professional development hours toward maintaining the licenses. On the organizational level, Research Library staff once again supplied material, this time to the Inspector General's Office, in support of legal efforts in a lawsuit involving the Department.

The Research Library's affiliation with the NJ State Library affords not only technical support in terms of acquisitions, cataloging, and reference assistance, it also provides access to numerous databases which cannot be afforded with a limited budget. Likewise, since the State Library has been collecting books and materials since the 1700's, they have a very rich and deep collection to turn to as needed.

The Research Library staff has begun a collection maintenance schedule including "weeding," or removing, unneeded materials from the collection, as some sections have materials packed so tightly that shelving items has become impossible. Age of items, however, is not necessarily a clear indication of their importance or lack thereof.

The Department has taken a very proactive step in supporting the workforce by making online training available through AASHTO's Transportation Curriculum Coordination Council (TC3), and the Library staff is supporting this effort through marketing (Appendix G).

On a national level, the problems with AASHTO's new distribution policy for digital documents continue to present many challenges for all the state DOTs. One assistant commissioner downloaded an AASHTO digital document before the Research Library staff could download it, and now anyone in the Department who wants access to this document must use that assistant commissioners credentials. Due to the inconvenience and limitations of AASHTO's distribution process to the state DOTs, the Department has spent extra funds above what Materials spends for the ASTM standards in order to subscribe to AASHTO digital documents via the ASTM Compass Portal. This subscription significantly eases access to the titles offered in this manner, since no special login is required, and all the documents are available in PDF format, unlike some of the free web-based documents supplied to the states as a benefit of their membership. The downside to this subscription, besides the price for materials that the states should get for free, is that this "Transportation Package" covers only 11 titles, even though AASHTO has many more publications available in digital format; AASHTO, however, chooses not to make

them available, even at the subscription price, to their own members. This is an ongoing issue that the state DOTs and the AASHTO Research Advisory Committee have begun to address.

While the Research Library staff continually market their services, there are always people who are unaware of the library's existence. While it is true that not everyone requires the library's services, it would be good to have a better web presence on both the intranet and internet. This is a project still in process.

The Department still needs better access to its own staff. Beyond the NJDOT Online Directory, which provides links to people by name or by divisions or bureaus, enhanced organization charts, tied in with the current or updated and revamped Directory, would provide much needed information about the staff *for* the staff. It should live on the intranet, where the Online Directory currently does. The Directory would improve with inclusion of other long term, onsite non-DOT state workers, such as the Research Library staff, and probably other consultants as well, and should show relationships instead of just lists.

NJDOT Library staff must continue to work with other units of the Department not only in filling their stated information needs, but in anticipating these needs, recognizing gaps in the knowledge structure, and engaging with units to build knowledge sharing tools and solutions for use throughout the organization.

In order to continue to provide and improve services most effectively and efficiently, the Research Library should remain accessible to the majority of its users. In spite of technological advances and the ubiquitous digital documents and email, a lot of information exchange is often serendipitous and occurs during in-person contact. People often prefer to conduct their inquiries face-to-face, and this remains a most efficient means of accurate communication.

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# APPENDIX A:

# ANNUAL STATISTICS

## NJDOT Research Library Statistics for CY 2017

## Reporting to NJDOT – by Requests

| Month | Total Research Library Requests | Requestor Affiliation | | | Method of Contact | | | | | Service Requested | | Service Provided | | | | | Quarterly Total Requests |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | NJDOT | Other NJ | Out of State | In Person | Telephone | Email | Fax | US Mail | Reference | Document / Interlibrary Loan | Verbal / Memorandum | Document | Loan | Photocopy | Printout | |
| Jan-17 | 328 | 297 | 4 | 27 | 249 | 1 | 78 | 0 | 0 | 177 | 151 | 167 | 29 | 124 | 4 | 4 | |
| Feb-17 | 223 | 196 | 9 | 18 | 137 | 6 | 80 | 0 | 0 | 126 | 97 | 99 | 42 | 75 | 2 | 5 | |
| Mar-17 | 280 | 234 | 13 | 33 | 165 | 4 | 111 | 0 | 0 | 172 | 108 | 134 | 44 | 96 | 3 | 3 | |
| | | | | | | | | | | | | | | | | | 831 |
| Apr-17 | 209 | 197 | 4 | 8 | 113 | 7 | 89 | 0 | 0 | 138 | 71 | 98 | 44 | 65 | 0 | 2 | |
| May-17 | 177 | 146 | 6 | 25 | 74 | 14 | 89 | 0 | 0 | 116 | 61 | 88 | 37 | 45 | 4 | 3 | |
| Jun-17 | 255 | 228 | 5 | 22 | 122 | 4 | 129 | 0 | 0 | 177 | 78 | 110 | 73 | 71 | 0 | 1 | |
| | | | | | | | | | | | | | | | | | 641 |
| Jul-17 | 118 | 108 | 4 | 6 | 57 | 6 | 55 | 0 | 0 | 93 | 25 | 57 | 31 | 26 | 1 | 3 | |
| Aug-17 | 212 | 185 | 3 | 24 | 102 | 2 | 108 | 0 | 0 | 149 | 63 | 100 | 58 | 20 | 1 | 3 | |
| Sep-17 | 154 | 115 | 10 | 29 | 57 | 4 | 93 | 0 | 0 | 121 | 33 | 100 | 28 | 23 | 0 | 3 | |
| | | | | | | | | | | | | | | | | | 484 |
| Oct-17 | 190 | 163 | 5 | 22 | 104 | 4 | 82 | 0 | 0 | 125 | 65 | 96 | 39 | 50 | 0 | 5 | |
| Nov-17 | 139 | 117 | 14 | 8 | 61 | 3 | 75 | 0 | 0 | 104 | 35 | 64 | 36 | 35 | 1 | 3 | |
| Dec-17 | 145 | 118 | 17 | 10 | 78 | 1 | 66 | 0 | 0 | 92 | 53 | 64 | 38 | 39 | 4 | 0 | |
| | | | | | | | | | | | | | | | | | 474 |
| Annual | 2430 | 2104 | 94 | 232 | 1319 | 56 | 1055 | 0 | 0 | 1590 | 840 | 1177 | 499 | 669 | 20 | 35 | 2430 |

## NJDOT Research Library Statistics for CY 2017

## Reporting to the NJ State Library

| Month | Patron Contacts | Reference Questions | Items via Librarian | Pages Delivered | Free Searches | Fee Searches | ILL Borrowing | ILL Lending | Loans Outside of Horizon |
|---|---|---|---|---|---|---|---|---|---|
| January | 132 | 129 | 166 | 528 | 112 | 6 | 3 | 23 | 12 |
| February | 120 | 113 | 91 | 960 | 53 | 22 | 4 | 12 | 16 |
| March | 140 | 150 | 139 | 1143 | 43 | 20 | 5 | 25 | 26 |
| April | 130 | 133 | 124 | 674 | 51 | 7 | 3 | 7 | 17 |
| May | 117 | 103 | 100 | 690 | 46 | 12 | 2 | 22 | 9 |
| June | 149 | 148 | 160 | 1557 | 52 | 21 | 5 | 16 | 13 |
| July | 74 | 78 | 55 | 568 | 39 | 8 | 1 | 7 | 8 |
| August | 147 | 136 | 102 | 1428 | 23 | 9 | 4 | 19 | 8 |
| September | 119 | 144 | 73 | 1555 | 54 | 38 | 6 | 26 | 9 |
| October | 104 | 109 | 108 | 1113 | 81 | 19 | 7 | 20 | 11 |
| November | 104 | 108 | 70 | 2456 | 40 | 6 | 2 | 9 | 11 |
| December | 71 | 77 | 78 | 1136 | 63 | 19 | 12 | 8 | 19 |
| Totals | 1407 | 1428 | 1266 | 13808 | 657 | 187 | 54 | 194 | 159 |

# APPENDIX B

# MONTHLY RESEARCH LIBRARY REPORTS

# New Jersey Department of Transportation

# RESEARCH LIBRARY MONTHLY REPORT

## January 2017

## 7510 - Research Library Operations

### Critical Issue

- Assistant Commissioner Dave Kuhn downloaded an AASHTO digital publication before we could get to it, so now anyone at NJDOT wanting to view this document must login with his DRM account and password. He now realizes the benefits of having the Research Library download these documents.
- The NJDOT webmaster is not saving Administrative Directives – he advised that it is up to the units to save them, preferably in SharePoint. It is unclear if the units are aware of this situation.
- The OCLC Connexion upgrade was installed by IT to Laurie's computer, allowing resumption of copy cataloging.

### New Initiatives

- Received materials from Pavement Design (NJDOT) and will incorporate into our collection.
- From contact with session presenter Patty Cramer at the 2017 TRB Annual Meeting, received links to her reports on wildlife crossings, traffic safety, and ecology and transportation, which we will add to our digital collection.
- Signed up with two FHWA divisions to receive their publications.

### Significant Accomplishments – Librarian 1

- Identified, located, and lent legal information re: takings and mitigation for Right-of-Way (ROW) staff.
- Located correct spelling of a former NJDOT director in the 2000 NJDOT telephone directory for Operations.
- Located and lent items cited in *Transportation Choices 2025* for use by Legislative, Administrative & Regulatory Actions.
- Sent copies of a CD-ROM to the NJ State Library for their collection.
- Purchased and lent a geotechnical engineering text for use by Structural Design.
- Downloaded two TRB 2017 Annual Meeting papers for Multimodal Services.
- Sent articles on the Gateway tunnel project to Operations.
- Provided notice of and access to an AASHTO digital publication for Statewide Planning.
- Forwarded a *Government Technology* article on a new asset management platform to Statewide Planning.
- Provided link to a CNN video on Obama's legacy for Civil Rights.
- Forwarded notice of Michigan research reports online to Research.
- Told several NJDOT staff from various units about online databases, *Pronunciator and Rosetta Stone*, available via the NJ State Library website.
- Forwarded the latest issue of the UC-Berkeley e-newsletter, *SafeTREC*, to Bike/Ped, Transportation Data & Safety, and Traffic Engineering.

- Sent information on *MatWeb*, a searchable database of materials properties, to Materials, Traffic, Bridge Design, Pavement & Drainage Management & Technology, Structural & Railroad Engineering, Structural Evaluation, Operations, and Research.
- Edited an article abstract for Structural Design staff to submit to a journal publisher for publication.
- Obtained print copy of an online FHWA report at request of Bike/Ped.
- Forwarded an *Asbury Park Press* article on the recent Delaware River Bridge failure to Operations.
- Forwarded an *Emergency Management* article on 911 cyberattack to the Office of Emergency Management & Transportation Security (formerly OEM), IT, and Operations.
- Identified, located, and lent the latest edition of the *Steel Construction Manual* for use by Geotechnical Engineering.
- Forwarded the latest issue of the University of South Florida's *Journal of Public Transportation* and an *Access Magazine* infographic on bus ridership to NJ Transit and NYC MTA.
- Assisted Government & Community Relations staff with computing SSA retirement benefit options.
- Sent our list of NJDOT staff with PEs to Administration.
- Forwarded an *Advocate* article on a polymer coating to Materials, Construction, Pavement & Drainage Management & Technology, Structural & Railroad Engineering, and New Technologies & Products.
- Forwarded a link to Volpe reports to Planning, Transportation Systems Management (TSM), and Capital Program Management (CPM) bureaus.
- Sent a link to *HeinOnline* database and location of NJDOT units receiving print updates for federal and NJ State law to Research.
- Provided location of an AASHTO publication for Structural & Railroad Engineering.
- Identified, located, and photocopied updates to the AASHTO *LRFD Bridge Design Specifications* for Structural & Railroad Engineering.
- Requested material via interlibrary loan for use by CPM staff.
- Identified, located, and lent PE material to Structural Evaluation.
- Sent notices of webinars to PEs, IT, Construction, Materials, Pavement Design, Environmental Services (CPM), Statewide Planning, Multimodal Services, Data Development & Safety, Environmental Resources, Operations/OEM, Bridge Engineering & Infrastructure Management, TSM, Administration, and the Inspector General's Office.
- Identified, located, and lent civil service exam preparation materials to Construction, Regional Design CADD & Survey, Pavement Design, Project Management, Operations, and Accounting & Auditing.
- With Club President Neha Galgali, wrote an article on the NJDOT Toastmasters Club for the Transporter, the employee (e-)newsletter.

## Significant Accomplishments – Librarian 3

- Identified, located, and lent civil service exam study materials to Project Management, Program Management Office (PMO), Quality Management Services (QMS), Construction, Right-of-Way, Major Access Permits, Regional Design CADD & Survey, Roadway Design, and Traffic Engineering.
- Identified, located, and lent a GRE study book for use by Structural Evaluation.
- Identified, located, and lent a TOEFL study book for use by Structural & Railroad Engineering.

- Provided library card registrations to Right-of-Way, Project Management, Construction, and Materials.
- Provided several documents from our collection to other libraries via interlibrary loan.
- Identified, located, and lent PE material to Structural Evaluation.
- Continued adding new TRB materials and older items in the collection into the Shared Resources Catalog.

## Significant Accomplishments – Both Librarians

- Responded to a total of 328 requests, 297 (or 91%) of which were from NJDOT staff. The rest were from the NJ State Library; NJIT; NJ Transit; FHWA/TFHRC; USEPA Region 2; GAO; Oregon DOT; Virginia DOT; Massachusetts Water Resources Authority; Louisiana Technical University; North Carolina State University; Penn State University; Southern Illinois University; Syracuse University; Texas A&M University; University of Buffalo; University of Delaware; University of Kentucky; University of Maryland; University of Massachusetts-Amherst; University of Minnesota; University of Missouri-Kansas City; University of Texas-Arlington; University of Wisconsin-Madison; and the Lithuanian National Commission for Cultural Heritage. The 250 reference requests and 78 document requests together resulted in provision of 124 loans, 29 documents, 4 photocopies, 4 printouts, and 167 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended the TRB Annual Meeting in Washington, DC.
- Carol attended an AIIM webinar, *How to Plan Your Information Management Strategy in 2017*, presented by Bob Larrivee of AIIM and Mark Brousseau of Brousseau & Associates.
- Carol attended a Transportation Librarians Roundtable webinar, *Challenges and Opportunities in Providing Access to Transportation Collections*, presented by Dawn Reinhardt of the FHWA Research Library, Lamara Williams of the North Carolina DOT Library, and Anlin Yang of the National Transportation Library.
- Carol attended an SLA Rio Grande Chapter webinar on *Copyright and Fair Use* in Research presented by Marsha Baum of the University of New Mexico School of Law.
- Laurie attended a *Library Journal* webcast, *PostMARC'd: Delivering a New Approach to Cataloging*, presented by Jamison Reynolds of The Library Corporation (TLC).
- Carol attended a CIPGA Initiatives meeting.
- Carol attended the ETKN telephone meeting.
- Carol attended an ALA webinar on *Library Marketing* presented by Dana Braccia, University of Arizona, Kimberly Crowder, Indianapolis Public Library, and Angela Hursh, Public Library of Cincinnati and Hamilton County.

c: Camille Crichton-Sumners
Amanda Gendeck
Doris Murphy
Maria Baratta
Margaret Nizolek
Cindy Warrick
Stefanie Potapa

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**February 2017**

**7510 - Research Library Operations**

## Critical Issues

- IT has installed the Adobe security plug-in on all Department PCs, so everyone now can have access to the AASHTO digital publications either through the intranet or AASHTO Bookstore. Login is still required. Previously, IT was installing the software to individual PCs only on demand.
- We are missing many issues of *ENR: Engineering News-Record*, a paid subscription, and have been claiming the missing issues through EBSCO, the journal subscription management company.
- The Research Library, in its new location for almost two years now, is providing quiet work space as well as onsite computer use to Headquarters staff and visitors from the regions and yards. To quote one neighbor, thanking us for use of quiet space away from her desk, "I got 75% of my project done – due tomorrow." Visitors accessing the computer or just the study space have just this month included staff from Operations, Planning, Research, and Right-of-Way-North.

## New Initiatives

- We've requested a set of the next most recent edition of the ACI *Manual of Concrete Practice* (MCP) from Materials when they get their new edition.
- TRB Committee ADD20, Committee for Social and Economic Factors, is interested in adding resources for recovery for disadvantaged populations to the FHWA Pooled Fund Study TPF-5(237)-sponsored *Extreme Event Preparedness & Response for Operations (EEPRO)* LibGuide.
- Carol has been invited to join the Transportation Research Thesaurus (TRT) Subcommittee of the TRB Information Services Committee (B0002).

## Significant Accomplishments – Librarian 1

- Identified and located dredging publications for Statewide Strategies.
- Sent access information for AASHTO *Guide Specifications for Wind Loads on Bridges during Construction* to Bridge Engineering and provided printouts.
- Sent latest issue of *HSDL Critical Releases in Homeland Security* to Office of Emergency Management & Transportation Security.
- Told numerous staff in Structural Design and Construction about the NJ State Library *Pronunciator* and *Rosetta Stone* databases.
- Sent *Be Leaderly* article on improving presentations to NJDOT Toastmasters members.
- Sent report on regional sea-level rise to Planning, Operations, and others.
- Edited an article on the NJDOT Toastmasters Club for submission to the *Transporter*, the NJDOT employee e-newsletter.
- Identified, located, and borrowed from other libraries via interlibrary loan several books for Structural Design.
- Explained to Right-of-Way-South staff the difference between browsing biographies on the shelf at the NJ State Library versus searching the online catalog and saving records to a folder.

- Sent the Research Library promotional brochure to NJDOT HR for new employee orientation.
- Downloaded several AASHTO documents and notified relevant units.
- Forwarded a Texas report on an overlay tester for asphalt mixtures to Materials.
- Sent link to a video series from *HeinOnline* to attorneys and legal researchers throughout the Department.
- Located and lent the AASHTO *LRFD Bridge Design Specifications* and interim revisions for Structural & Railroad Engineering.
- Sent a *Curbed* article on proposed interstate removal to Planning staff - a vigorous discussion ensued.
- Gave library tour to Construction staff and lent the latest edition of the *Asphalt Handbook.*
- Located and lent the AASHTO *Standard Specifications for Highway Bridges*, 3rd edition (1941) to Geotechnical Engineering.
- Forwarded notice of a VitalSmarts event on addressing "the cultural chasm in your organization" to CIPGA.
- Showed New Technologies & Products staff how to access ASTM standards.
- Identified, located, and lent civil service exam study materials to staff in Accounting & Auditing, Construction, and Operations.
- Explained the holdings of the NJ State Library and the NJDOT Research Library to Structural Evaluation staff and showed how to access both; also sent list of PE/FE materials held and link to the National Learning Corp website.
- Explained to Accounting & Auditing staff how to search the NJ State Library catalog.
- Sent link to KARE-TV (Minneapolis-St. Paul) drone article and video to Aeronautics, Bridge Inspection & Evaluation, Construction, Materials, Operations, and Project Management.
- Sent link to the February 2017 issue of *ITE Journal* including links to full text of articles to Planners, Aeronautics, and Project Management.
- Sent *Access Magazine* infographic on bikeshare users to Bike/Ped staff.
- Provided *Science Daily* article on process for creating concrete at lower temperatures to Bridge Engineering & Infrastructure Management, Construction, Materials, Operations, and Research.
- Forwarded a *PhysOrg.com* article on self-healing cement to multiple units in CPM and Operations.
- Sent *USA Today* article on drones to Aeronautics and Information Management & Technology Planning.
- Sent *Government Technology* article on National Drone Rules to Aeronautics and the Inspector General.
- Located the 2015 and 2016 *Interim Revisions* to the AASHTO *LRFD Bridge Design Specifications* for Structural & Railroad Engineering.
- Sent *Civil Engineering* article on liquefaction to Geotechnical Engineering.
- Provided purchase information for the AASHTO *LRFD Bridge Design Specifications* and interims to Structural Evaluation.
- Sent notice of a webinar on LED street lights to Traffic Engineering and Support Services/Facilities.
- Sent notice of a webinar on highway rumble strip noise to PEs, Environmental Resources, and Data Development & Safety.

- Forwarded a *Forbes* article on employee retention to Operations and NJDOT HR.
- Assisted Structural Evaluation staff with opining an AASHTO digital publication.

## Significant Accomplishments – Librarian 3

- Identified, located, and lent civil service exam study materials to Access Design, Accounting & Auditing, Project Management, Structural Evaluation, and Traffic Engineering.
- Located and lent the AASHTO *LRFD Bridge Construction Specifications* and interim revisions to Structural Evaluation and to Structural & Railroad Engineering.
- Located and lent the AASHTO *LRFD Bridge Design Specifications* and interim revisions to Structural & Railroad Engineering and Structural Evaluation.
- Identified, located, and lent ASCE/SEI 7-10, *Minimum Design Loads for Buildings and Other Structures* and companion significant changes to Structural & Railroad Engineering.
- Verified access to the *PCI Bridge Design Manual* 3rd edition for Structural & Railroad Engineering.
- Identified, located, and lent the latest edition of *Fitzgerald's Manual of the Legislature of New Jersey* to Freight Services.
- Identified, located, and lent *Design Loads for Structures during Construction* (ASCE 37-14), *Formwork for Concrete* (ACI SP-4), and ACI 318-14 (in *Manual of Concrete Practice*, Part 3) to Maintenance.
- Located and lent the latest *NJDOT Standard Construction Details* to Project Management.
- Provided a library card and introduction to services to Structural & Railroad Engineering.
- Lent two NCHRP reports to Bike/Ped.
- Identified, located, and lent the latest *Steel Construction Manual* to Geotechnical Engineering and showed access to ASTM portal via intranet.
- Showed Transportation Data & Safety staff how to access Title 39 (Motor Vehicles) via the NJ State Library website.
- Provided library cards to Construction-North, Project Management, and Roadway Design.
- Responded to external libraries' requests for materials via interlibrary loan.

## Significant Accomplishments – Both Librarians

- Lent 2 volumes of the *Bridge Engineering Handbook* to Structural & Railroad Engineering.
- Responded to a total of 223 requests, 195 (or 88%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; a New Jersey non-profit; a New Jersey resident; US Army Engineer R&D (Vicksburg, MS); NY Metropolitan Transit Authority (MTA); Sound Transit (Washington State); California State University-Fresno; Cokamo/Mid-Continent Library (MO); Cornell University; Hansen Professional Services (IL); National Indian Law Library (CO); Portland State University (OR); Texas A&M University; University of Maryland; and University of Wisconsin-Madison. The 126 reference requests and 97 document requests together resulted in provision of 75 loans, 42 documents, 2 photocopies, 5 printouts, and 99 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended an SLA Transportation Division Board telephone meeting - last one as outgoing Division treasurer.
- Laurie attended an OCLC "WorldShare ILL Borrowing" webcast presented by Jeff Brunner of OCLC.

- Carol attended a NJ State Library staff meeting
- Carol attended a CIPGA Initiatives meeting.
- Carol attended the CIPGA Brown Bag discussion on the State Transportation Innovation Council (STIC).
- Carol attended a Lucidea webinar, "Striking the Balance: the Power of High Touch in a High Tech World," presented by Steve Abram of the Federation of Ontario Public Libraries.
- Carol attended a SirsiDynix webinar on "The Future of Library Space" presented by Kathryn Moore Crowe of the University of North Carolina at Greensboro.
- Carol attended a NJDOT Toastmasters officers' meeting.

c: Camille Crichton-Sumners
Amanda Gendeck
Doris Murphy
Maria Baratta
Margaret Nizolek
Cindy Warrick
Stefanie Potapa

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**March 2017**

**7510 - Research Library Operations**

## Critical Issues

- The Tranlib access issue has been resolved, with assistance from NJDOT IT, OIT, and SLA IT.
- Much confusion exists among NJDOT staff, particularly Bridge Engineering & Infrastructure Management, regarding access to AASHTO materials, even when that Division has gotten 9 copies. A Department procedure on the intranet would be helpful.
- Our reporting format may change due to a requirement for quarterly and annual reports to FHWA and NJDOT, while continuing monthly reports to the NJ State Library.

## New Initiatives

- Assisting the Communications Office with locating materials for display to celebrate the 50th anniversary of NJDOT as the *NJ Department of Transportation* (as opposed to the State Highway Department).
- Supplying the Department "artist" (in Project Management) with materials and suggestions for a painting for the Department's 50th anniversary.

## Significant Accomplishments – Librarian 1

- Located a copy (not in Library) of the NJDOT 1989 *Crew Supervisor's Manual* for the Inspector General's Office to prepare for defense in a lawsuit.
- Verified presence of hardcopy of the *Manual on Uniform Traffic Control Devices* (MUTCD) and two revisions for future loan to Legislative Analysis & Regulatory Actions.
- Sent info and a link for changes to the *Bridge Welding Code* to Materials - they will order several copies of the new 7th edition, including an extra one for the Research Library!
- Verified presence of the AASHTO *Roadside Design Guide* for Structural & Railroad Engineering.
- Forwarded the latest online issue of *SafeTREC Newsletter* (UC-Berkeley) to Bike/Ped, Transportation Data & Safety, and Traffic Engineering.
- Suggested select intranet pages to view for Project Management staff to prepare for a job interview.
- Showed Maintenance staff how to access an AASHTO digital publication, *Movable Bridge Maintenance Manual*.
- Forwarded a Nevada DOT drone video (via *Traffic technology International*) to Aeronautics, Office of Emergency Management & Transportation Security (OEMTS), and Operations.
- Gave library tour and introduction to the NJ State Library catalog and NJDOT Shared Resources database, and searching both to Project Management staff.
- Reviewed third and fourth quarter reports on the Research Library before Research staff submitted them to FHWA-NJ Division.
- Finished editing the 2016 third quarter of *Selected Recent Acquisitions* and sent to the Webmaster for posting to the intranet newsletters and internet Library site.
- Located an NJDOT manual (not in Library) listing control sections for Structural Evaluation.

- Assisted a consultant (former NJDOT director) to locate Department materials on mechanically stabilized earth and provided photocopies and loan from the collection, and sent literature search results.
- Identified, located, and lent PE exam study materials to staff in Pavement Design.
- Identified, located, and lent civil service exam study materials to staff in Auditing & Accounting, Bridge Maintenance, Construction, CPM Director's Office, Electrical Permits, Roadway Design, ROW, Structural & Railroad Engineering, and Traffic Engineering.
- Sent notices of free lectures and webinars to Aeronautics, Materials, Operations, Pavement Design, PEs, Planning, and Transportation Systems Management (TSM).
- Sent *forConstructionPros.com* article on autonomous vehicles to CPM, Planning, and TSM staff.
- Sent Texas reports on autonomous vehicles to Planning and TSM.
- Identified, located, and lent the 1969 AASHTO *Standard Specifications for Highway Bridges*, and subsequently other editions and interim revisions, to Geotechnical Engineering staff.
- Located CPM "Funds Management Training" on the intranet for Major Access Permits staff.
- Sent notice of a TRB video series on self-consolidating concrete to Materials, Construction, Bridge Engineering, and Operations.
- Sent an *AASHTO Journal* article and link to a report on *Driverless Future* to Planning and TSM.
- Sent notice of an AASHTO digital publication, *2016 Salary Survey*, to NJDOT Human Resources.
- Identified and located published evidence of Motor Vehicle Commission's past status as an NJDOT division for Accident Records staff to provide to FHWA.
- Sent a *Government Technology* article on innovation to CIPGA.
- Procured hardcopies of a TCRP report from TRB and a report from FHWA for Bike/Ped.
- Sent a *Fast Company online* article on communication styles for women to the Women in Transportation group.
- Sent a *Scientific American* article on potential pedestrian and autonomous vehicle conflicts to Planning and TSM.
- Sent a *State Journal* (Charleston, WV) article on filling potholes to staff in Operations, CPM, and Environmental Resources.
- Lent book from the collection, *Move!*, to the Commissioner.
- Searched TRID for records on high friction surface treatments and sent results to Local Aid.
- Located articles and a book for Research and provided documents and loan via OCLC interlibrary loans.
- Verified, located and borrowed a book via interlibrary loan for Landscape Architecture.

## Significant Accomplishments – Librarian 3

- Identified, located, and lent civil service exam study materials to Construction, Geotechnical Engineering, Operations, Project Management, Research, Right-of-Way, Statewide Planning, and Structural Evaluation.
- Verified, located, and lent the AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals* to Geotechnical Engineering.

- Identified, located, and lent the AASHTO *Standard Specifications for Highway Bridges*, 12th and 14th editions to Geotechnical Engineering
- Identified, located and lent PE exam study materials to Project Management and Traffic Engineering.
- Provided reading lists for supervisory and management test batteries to Operations.
- Identified, located, and lent a statistics textbook to Research.
- Copy cataloged donated and new materials.

## Significant Accomplishments – Both Librarians

- Responded to external libraries' requests for materials via interlibrary loan.
- Responded to a total of 280 requests, 234 (or 84%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; New Jersey Department of Treasury; New Jersey State Library; two New Jersey businesses; US Department of State; Arkansas State Highway & Transportation Department; Allen County (IN) Public Library; California State University-Fullerton; Cokamo/Mid-Continent Library (MO); George Washington University; Ithaca College; Iowa State University; Milton Union (OH) Public Library; Penn State University; Perry County (KY) Public Library; Purdue University; Rivier University (NH); Texas A&M University; Temple University; University of Arkansas; University of Buffalo; University of Maryland; and University of Oklahoma. The 172 reference requests and 108 document requests together resulted in provision of 96 loans, 44 documents, 3 photocopies, 3 printouts, and 134 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended the Project Management Overview for CIPGA provided by Project Management staff.
- Laurie attended a *Library Journal* and Dove Press webcast, "Open Access: How to Support Researchers" presented by Rick Andersen of the University of Utah, Ashley Farley of the Gates Foundation, and Yvonne Budden, of the University of Warwick (UK).
- Carol attended a VitalSmarts webinar, "The Influential Leader: How to Reverse Status Quo Behavior and Lead Change" presented by book author David Maxfield and Tom Rose of VitalSmarts.
- Carol attended a Transportation Research Thesaurus (TRT) Subcommittee telephone/online meeting.
- Laurie attended a *Library Journal* webinar, "What's the Right Mix? A Holistic Look at Collection Development presented by Eric Wedig of Tulane University and Sara Beaubeen of Grand Valley State University.
- Carol attended a Special Libraries Association (SLA) webinar on KanbanFlow presented by Rachel Evans of the University of Georgia.
- Carol attended a CIPGA Initiatives meeting.
- Laurie attended an OCLC "WorldShare ILL Lending" webcast presented by Jeff Brunner of OCLC.
- Carol attended an *American Libraries* ALlive webinar on "How to Design Your Own Library READ Poster" presented by Rachel Johnson and Julie Cai of ALA Graphics.
- Carol attended the NJDOT Women's History Month panel discussion on "Automation & Connectivity" featuring Nadereh (Nady) Moini of the NJ Sports and Exposition Authority, Kathleen Swindler of Parsons Brinckerhoff, and Hong Yuan of HDR Inc.
- Carol attended the NJDOT Toastmasters officers meeting.
- Carol attended an ETKN telephone meeting.

- Laurie and Carol both attended the CIPGA roundtable presentations by attendees of the January 2017 TRB Annual Meeting. Carol was one of 7 presenters - PowerPoint is attached.

c: Camille Crichton-Sumners
Amanda Gendeck
Doris Murphy
Maria Baratta
Margaret Nizolek
Cindy Warrick
Stefanie Potapa

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**April 2017**

**7510 - Research Library Operations**

## Critical Issues

- Met with Research staff re: revamp of library website and discussed other topics as well, including a locking bookcase for "hot" materials, need for an archivist, and a user needs assessment survey.
- Phoned publisher of *ENR: Engineering News-Record* and was told that EBSCO has not claimed the missing issues on our behalf. We subsequently received 8 back issues, which leaves 9 issues in the last 12 months still not received - at this point, we're not expecting them. EBSCO has also apparently unilaterally canceled our subscription, and has applied some credit. Online access to the journal is possible via the NJ State Library's website, Research Library/Electronic Resources/E-Journals, so we will not pursue further with EBSCO.
- We also received some missing issues of *ITE Journal* by contacting the publisher directly.
- Met with Commissioner's Office and Communications staff to discuss how to handle photographs from retiring Communications staff and also Library's unlabeled photos. Commissioner's Office staff will digitize. Discussed need for an archivist - no funding for such a position.

## New Initiatives

- Wrapping up ordering for FY2017 and looking for any last-minute requests from units.
- We've received donations from Geotechnical Engineering and will sift through these items to see what to keep, rehome, or discard.
- Looking into user needs assessment, and will work with Research to see if part-time archival function can be filled as a project.
- Gathering photos to bring to Commissioner's Office for digitizing.

## Significant Accomplishments – Librarian 1

- Identified several possible reports of interest based on a very incomplete citation (I-287 Mobility Plan) for Statewide Planning.
- With assistance from NJDEP Information Center staff, located an updated dredging manual published as an appendix to a regulation for Statewide Planning.
- Suggested NJDOT contacts for Statewide Planning staff looking for info regarding mapping standards, boundaries, and right-of-way.
- Sent current issue of *ITE Journal* table of contents to Planners.
- Reviewed and edited notes from the TRB attendee presentation for Research.
- Searched for reviews of *e-builder* software for Research.
- Obtained a conference paper via interlibrary loan from Stevens Institute of Technology for Research.
- Forwarded the current issue of *Texas Transportation Researcher* to Research.
- Showed Research staff how to access NJDOT research reports on the Library public access PC; lent print copies of the reports sought (print format preferred).

- Sent a *ScienceDaily* article on an automated "rockfall activity index" system to Geotechnical Engineering.
- Sent an *Atlanta Journal-Constitution* article on the Interstate 85 bridge collapse in Atlanta to Construction & Materials, Bridge Engineering, and Maintenance.
- Forwarded a Michigan report on older adult crashes to Transportation Data & Safety, Roadway Design, and Transportation Systems Management (TSM).
- Located someone in the Dept. with a hygrometer (to measure humidity) for use by Landscape Architecture staff.
- Forwarded a *CityLab* article with link to an online guide, *Naturally Resilient Communities*, to multiple units in Planning, CPM, and Operations.
- Sent a *Bloomberg* article on the Hudson River rail tunnels to Maintenance.
- Forwarded online issue of *Stormwater Magazine* to staff in several units of CPM, Operations, and Planning.
- Sent links to information and materials on pollinators and roadsides from *AASHTO Journal* to multiple units in CPM, Planning, and Operations.
- Sent the March/April issue of the *National Technical Reports Newsletter* regarding "smart cities" to staff in Planning, TSM, CPM, and Operations.
- Identified, located, and lent an NCHRP report on bridge software validation guidelines for Structural Evaluation.
- Sent a *Forbes* article with speaking tips to NJDOT Toastmasters members.
- Sent an ASCE paper on limestone in cement to Materials.
- Downloaded and sent access instructions for the web-based AASHTO "Materials Book" to units in CPM and Operations.
- Identified, located, and lent PE exam study materials to staff in the Program Management Office, Roadway Design, and Structural Evaluation.
- Identified, located, and lent civil service exam study materials to staff in CADD Support, Construction, Environmental Resources, Facilities, Geotechnical Engineering, and Statewide Planning.
- Sent notices of free lectures and webinars to Capital Investment, CFO, CIPGA, Environmental Solutions, Legislative Analysis, Materials, Multimodal Services, Office of Emergency Management & Transportation Security (OEMTS), PEs, Planners, Statewide Planning, Traffic Engineering, Transportation Data & Safety, and TSM.

### Significant Accomplishments – Librarian 3

- Identified, located, and lent AASHTO, NJDOT, and TRB roadway design and safety materials to Structural & Railroad Engineering.
- Identified, located, and lent civil service exam study materials to Construction, Highway & Traffic Design, Landscape Architecture, Operations, Project Management, Structural & Railroad Engineering, and Structural Evaluation.
- Explained process for borrowing items from the NJ State Library to Project Management staff.
- Lent the AASHTO *Maintenance Manual 2007* to Maintenance.
- Lent the AASHTO *Bridge Design Specifications* and interim updates to Structural Design.

- Identified, located and lent PE and FE exam study materials to Pavement Design and Structural Evaluation.
- Lent the *Steel Construction Manual* to Geotechnical Engineering.
- Copy cataloged donated and new materials.
- Continued adding newly acquired materials and reports from the TRB newsletters into the Shared Resources Catalog, uploading the full text where possible.
- Checked giveaway list of AASHTO publications from California DOT (Caltrans) against our holdings for possible inclusion into the collection.

**Significant Accomplishments – Both Librarians**

- Lent AASHTO materials to Structural & Railroad Engineering.
- Provided NJSL library cards to staff in various units.
- Filled interlibrary loan requests for books and articles to outside requestors.
- Responded to a total of 209 requests, 197 (or 94%) of which were from NJDOT staff. The rest were from the New Jersey State Police; New Jersey State Library; USEPA Region 9 (CA); Washington State Department of Transportation; King County (WA) Library System; Ohio University; Temple University; University of Arizona; University of Massachusetts-Amherst; and University of Texas-Rio Grande Valley. The 138 reference requests and 71 document requests together resulted in provision of 65 loans, 44 documents, 2 printouts, and 98 verbal or written replies. A separate spreadsheet is provided.

**Meetings/Classes**

- Carol convened the website meeting with Research staff.
- Carol met with Commissioner's Office and Communications staff as mentioned above.
- Laurie and Carol attended the Transportation Librarians Roundtable webinar on the National Work Zone Safety Clearinghouse presented by Hong Yu of the Texas A&M University Texas Transportation Institute.
- Carol attended a Lucidea webinar, "Digital Preservation for Archives: Strategies for Success," presented by Victoria McCargar of Mount Saint Mary's University in Los Angeles.
- Laurie viewed several TRB saved video presentations on Using the New TRID Interface: "Why Start Your Transportation Research with the TRID Database?"; "Searching the TRID Database from Your Desktop"; and "Searching the TRID Database from Your Mobile Device."
- Carol attended the CIPGA Brown Bag presentation on the Drone Program presented by Glenn Stott of Aeronautics (NJDOT)
- Carol attended the TRB Library and Information Science in Transportation (LIST) Committee telephone meeting.
- Carol attended a Lucidea webinar, "How to Accelerate your KM Program: It's Achievable if You're Agile," presented by Bill Kaplan, founder of Working Knowledge and book author.

c: Camille Crichton-Sumners
Doris Murphy
Margaret Nizolek
Stefanie Potapa
Amanda Gendeck
Maria Baratta
Cindy Warrick

# New Jersey Department of Transportation

# RESEARCH LIBRARY MONTHLY REPORT

## May 2017

## 7510 - Research Library Operations

### Critical Issues

- Met with the Webmaster regarding an NJDOT Research Library presence on the intranet with some links behind firewall. From that, update of internet site will be easier.
- Having received the 8 back issues of *ENR: Engineering News-Record*, we've been informed by EBSCO that the other missing issues will not be forthcoming, either due to being out of stock or beyond the claim period (although they were claimed within it). The publisher will extend the subscription to make up for the issues they can't send, and we will not renew – the renewal notices have been arriving much more reliably than have the journal issues.
- We were able to have folders installed on an alternate network printer/scanner since the one we had been using has been out of commission.

### New Initiatives

- Asked Materials for a print copy of the last edition of the ACI *Manual of Concrete Practice* when they get their new one.
- With Research Project Manager, will be working on the Research Library final report for FY 2017.
- Ordered pre-publication PE books to be counted for FY 2018 since they won't be received before cutoff.
- Suggested subscription to the *APA Style Central*, an electronic resource, for the State Library's digital collection of databases.

### Significant Accomplishments – Librarian 1

- Showed in person and/or sent email instructions for accessing AAHTO digital documents to staff in Bridge Engineering & Infrastructure Management, Construction, Materials, and Traffic Engineering.
- Sent a Wheeling, WV newspaper article on a fiber-reinforced polymer composite that replaces steel rebar in concrete to Bridge Engineering, Materials, and Operations.
- Answered questions regarding the TRB Annual Meeting sessions and dynamic cruise control for Operations.
- Identified and located final products for a 1997 "Emissions Reduction Study" for Research to close out a project.
- Assisted Operations staff with wording for a proposal.
- Sent notice of a NJ State Museum program on fossils to Geotechnical Engineering.
- Provided introduction to the library and services to Materials staff; demonstrated access to the Shared Resources Catalog, NJ State Library catalog, and holdings for a civil service study guide.
- Sent an article from *The Verge* regarding concrete resilience to Bridge, Construction, Materials, and Operations.
- Identified, purchased, and lent several National Learning Corp. passbooks for use by Project Management.

- Obtained printout of an FHWA report for Landscape Architecture.
- Identified, located, and lent NLC passbooks for Auditing & Accounting, Landscape Architecture & Environmental Solutions, Operations, and Survey.
- Verified for Bike-Ped that an FHWA report is available only electronically.
- Verified for Research that particular documents from AASHTO and TRB are available only digitally.
- Lent the *MUTCD* 2009 edition to Legislative Analysis.
- Responded to a request from the FHWA Library regarding copyright of state reports.
- Sent notices of webinars to Construction, drainage people from various units, Environmental staff, HR, professional engineers (PEs), and Planning.
- Forwarded notice of, and link to, the 2016 *AASHTO Salary Survey* to HR.
- Sent an *AASHTO Journal* article on an FHWA "microsite" on guardrail performance to Materials, Roadway Design, Structural & Railroad Engineering, and Transportation Data & Safety.
- Obtained the latest version of the *Blue Book* and lent that and the previous fuller edition to Local Aid.
- Located information on 2 *CFR* 200, including print purchase information for Research.
- Sent a *Civil Engineering* article on 3D imaging for engaging the public to Bridge, Capital Program Support, Construction & Materials, Environmental, Highway & Traffic Design, Planning, and Project Management.
- Sent notice of UTRC-Region 2 connected vehicle demonstrations to Transportation Systems Management (TSM).
- Sent several articles on public speaking to NJDOT Toastmasters members.
- Located a local holder (The College of New Jersey) of an RSMeans publication for Geotechnical Engineering staff and arranged access for use of material on reserve there.
- Obtained an *ASCE Library* conference paper via interlibrary loan for Research.
- Sent a *Futurism* article and video on self-healing asphalt to Construction & Materials, Pavements, and Operations.
- Sent an *E&E News* article on cyberattacks on critical U.S. energy infrastructure to the Office of Emergency Management & Transportation Security (OEMTS).
- Sent a *FutureStructure* article and video on light poles and smart city strategy to Planners, Traffic, TSM, and Utilities.
- Identified, located, and lent print and video resources on mass concrete to Structural & Railroad Engineering.
- Forwarded an *AASHTO Journal* article on roadside mowing to Operations.
- Borrowed a text from Caltrans via interlibrary loan for use by Geotechnical Engineering.

## Significant Accomplishments – Librarian 3

- Identified, located, and lent civil service exam study materials to Accounting, Construction, Geotechnical Engineering, Highway & Traffic Design, Operations, and Right-of-Way.
- Lent the AASHTO *Bridge Design Specifications*, 7th edition, to Structural Evaluation.

- Identified, located, and lent the AASHTO *Standard Specifications for Highway Bridges*, 2002 17th edition, to Structural & Railroad Engineering.
- Copy cataloged recently donated materials.
- Continued adding newly acquired materials and reports from the TRB newsletters into the Shared Resources Catalog, uploading the full text where possible.

## Significant Accomplishments – Both Librarians

- Lent AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires & Traffic Signals*, 2015 edition, to Structural & Railroad Engineering.
- Provided use of library computer to Operations staff.
- Filled interlibrary loan requests for books and copies to outside requesting libraries and institutions.
- Responded to a total of 177 requests, 146 (or 82%) of which were from NJDOT staff. The rest were from the NJ State Police; NJ State Library; NJ Dept. Environmental Protection; NJ Dept. of Labor & Workforce Development; California Dept. of Transportation (Caltrans); Wisconsin Dept. of Transportation; Federal Highway Administration; U.S. Army Engineering R&D (MS); the Brookings Institution; San Francisco Metropolitan Transportation Agency; Antioch University; Penn State University; Northern Arizona State University; Saint Joseph's University; Southern Illinois University; Texas A&M University; University of Delaware; University of Massachusetts-Lowell; University of Redlands (CA); University of South Florida; University of Wisconsin-Madison; and an out-of-state business. The 116 reference requests and 61 document requests together resulted in provision of 45 loans, 37 documents, 4 photocopies, 3 printouts, and 88 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended the CIPGA Brown Bag presentation on Autonomous Vehicles.
- Carol attended an Eno Center for Transportation webinar, "Beyond Speculation: Automated Vehicles and Public Policy," presented by Paul Lewis, Gregory Rogers, and Stanford Turner, coauthors of a report by the same title.
- Laurie attended a *Library Journal* webcast, "How to Drive Success in Research," presented by Andrew Nagy of EBSCO Information Services.
- Carol attended an SLA Pharmaceutical and Health Technology Division webinar on ontologies presented by Bonnie Snow of InfoDesk.
- Carol attended SirsiDynix webinar, "A Conversation with Sarah Houghton," aka the "Librarian in Black."
- Laurie and Carol attended the Transportation Librarians Roundtable webinar, "After the First 100 Days: Transportation Priorities of the New Administration on the policies of the new Administration," presented by Joung Lee of AASHTO.
- Carol attended the NJDOT visit by David Pamplin of the Turner-Fairbank Highway Research Center and answered questions about the NJDOT Research Library and its activities.
- Carol attended Parts 1 and 2 of the TRB Task Force on Knowledge Management webinars on "The Brass Tacks of Knowledge Management" presented by several people in industry and government.
- Laurie attended the Public Library Association webinar, "Outside the Lines: An Initiative to Help Achieve Your Organizational Goals," presented by Erica Grossman and Stacie Ledden of Anythink Libraries and Jacqueline Murphy, Colorado State Library.

- Carol attended a CIPGA Initiatives meeting.
- Carol attended an SLA Information Technology Division webinar, "Artificial Intelligence, Search, and Information Professionals," presented by Laura Gordon-Murnane of Bloomberg BNA.
- Laurie and Carol attended the Transportation Librarians Roundtable on the USDOT National Transportation Library's new digital repository, the "Repository and Open Science Access Portal" (*ROSA P*), presented by Mary Moulton and Leighton Christiansen of the NTL.
- Carol met with the Webmaster regarding the library's presence on the intranet and new content.

c: Camille Crichton-Sumners
Amanda Gendeck
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**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**June 2017**

**7510 - Research Library Operations**

## Critical Issues

- Camille Crichton-Sumners, Manager, Bureau of Research, is leaving NJDOT effective July 1 for a position at TRB. Amanda Gendek is Acting Manager.
- David Kuhn, Assistant Commissioner for Capital Investment, Planning & Grant Administration, has filed for a September 1 retirement date. This will leave a vacuum of authority for pushback against Operations, who would like us to move and/or disappear so they can take over our space.
- Discussed access to AASHTO TC3 training (requires state DOT contribution) with HR – they knew nothing about it; however, per contact with the CPM budget person, the procurement process is in motion.
- Sent an IT-16 form, "Request for Network Policy Exemption," for access to "Educational Videos" which are currently blocked by Websense, to Statewide Planning Director, Andy Swords, for his signature.

## New Initiatives

- The final report for calendar year 2016 for the project that is the NJDOT Research Library is in progress for submittal to the Research Bureau and ultimately, FHWA-NJ Division.
- Forwarded an email message from ASTM's new account manager to the Bureau of Materials manager and asked the latter for status, if known, of adding the AASHTO electronic document subscription (hosted by ASTM for AASHTO) to the ASTM subscription that Materials already covers. It would add about $17,000 to the current $32,000 cost. This subscription is totally separate from the digital publications that AASHTO has been sending to the Department in that the subscription provides unlimited online access to AASHTO's most popular publications without DRM login, and not limited to five concurrent users. Dave Lambert had mentioned several months back that this subscription might be included in the FY 2018 budget.
- Accepted Sanborn Insurance Maps microfilm from Environmental Solutions and also their microfilm reader/printer. Our previous microfilm reader/printer, originally from the NJ State Library, is still in storage - it had sustained a broken wheel from one of our prior Library moves, and its instability makes it unsafe, so it's good to have a replacement. Our micro*fiche* reader/printer remains in storage.
- Created a *Collection Maintenance Schedule* (attaching) to provide us with a proposed timeline for weeding the collection to make more room for materials still in boxes, and to shift the collection so space is available where needed. In addition, we need to be ready in case Operations is successful in appropriating part of our space, as they intend to increase their staff.

## Significant Accomplishments – Librarian 1

- Reminded the Director of Bridge Engineering & Infrastructure Management that FHWA had provided free access to a PCI manual in the past, and so he obtained from FHWA five certificates for free downloads of the PCI *Bridge Design Manual* - one will be for the Research Library.

- Explained to Research staff the differences between a literature review and a literature search; what databases to look in; and how to prepare a Boolean search statement and narrow results for the topic of bridge repair standards for rehabilitation versus replacement.
- Identified and located a section on bearings in a pre-2008 AASHTO *LRFD Bridge Construction Specifications* edition for a deputy attorney general (DAG) [i.e., for a court case] and lent to NJDOT Program Management Office (PMO) staff to scan and send to him.
- Located an NJ Dept. of Environmental Protection publication (semi-published) and its status via NJDEP staff for Environmental Solutions.
- Answered Multimodal Services inquiries regarding viewing VHS tapes, and converting to DVD.
- Sent numerous HR-type articles to NJDOT directors and managers (all divisions and bureaus).
- Sent an *NJ Spotlight* article on a New Jersey State Supreme Court OPRA decision to the Inspector General and Records Management.
- Advised Operations staff on whom to contact at NJDOT to obtain multiple NJ State highway maps.
- Located free online courses for the Professional Engineer (PE) ethics requirement for Local Aid staff.
- Suggested places to look for continuing education credits to maintain a professional tree expert license for Landscape Architecture.
- Explained to Structural & Railroad Engineering staff how to access the AASHTO digital publications.
- Researched and provided purchase information for a reference book for Landscape Architecture.
- Showed Planning staff how to access the full text of an online Smart Growth America report.
- Sent numerous articles on various subjects from several sources to staff in Aeronautics; Bike/Ped; Bridge Engineering; Construction; Materials; Legislative, Administrative & Regulatory Actions; Pavements; Planning; OEMTS; Operations; Toastmasters; Traffic Engineering; and Transportation Data & Safety.
- Sent Virginia reports to multiple units in Capital Program Management (CPM) and Operations.
- Lent several AASHTO publications to Structural Evaluation and Structural & Railroad Engineering.
- Gave library tour to an intern from Project Management, told him about major transportation associations and agencies, publication formats, and TRID.
- Forwarded a Michigan DOT research report on road delineation to Construction, Materials, Operations, Research, Traffic Engineering, and Transportation Data & Safety.
- Identified and located a Kansas hydraulic engineering (HEC) report via the Kansas DOT Librarian for Environmental Solutions, and provided full text.
- Located surveying materials in the collection for Right-of-Way, and borrowed another item via interlibrary loan.
- Identified, located, and borrowed study materials via interlibrary loan and lent to Operations, Structural Design, and Traffic Engineering.
- Identified, located, and lent RSMeans *Heavy Construction Cost Data*-2014 to the Program Management Office (PMO).
- Lent *Harnessing MicroStation V8* from the collection to Roadway Design.
- Sent and issue of *EDC News* to staff in CPM, Operations, Planning, and TSM.

- Identified and lent civil service exam study materials to staff in Operations, Outdoor Advertising, Project Management, Structural Design, and Traffic Engineering.
- Identified and lent Fundamentals of Engineering (FE) exam study materials to Structural Evaluation.
- Sent notices of webinars to Aeronautics; Construction; Environmental units; Inspector General's Office; IT; Legislative, Administrative & Regulatory Actions; Materials; Pavements; Planning; professional engineers (PEs); Research; Traffic Engineering; Transportation Data & Safety; and Transportation Systems Management (TSM).

### Significant Accomplishments – Librarian 3

- Identified, located, and lent civil service exam study materials to Materials; Operations; Outdoor Advertising; Regional Design, CADD, & Survey Services; and Right-of-Way.
- Identified and lent PE exam study materials to staff in Structural & Railroad Engineering and Structural Evaluation.
- Located a New Jersey library (Burlington County) holding an item requested by Project Management.
- Explained available library services to a new employee from Landscape Architecture & Environmental Solutions, and gave library card.
- Lent the AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals* 2015 edition to Structural & Railroad Engineering.
- Identified, located, and lent project management books for Environmental Resources.
- Located and lent print 1961 copies of the AASHTO *Specifications for Highway Bridges* and the NJDOT *Standard Specifications for Road and Bridge Construction* to Structural Design.
- Identified, located, and lent an AASHTO materials specification to Structural & Railroad Engineering.
- Identified, located, and lent from our collection the 1990 ANSI *National Electrical Safety Code* to Roadway Design, and offered a newer edition currently out on long-term loan.
- Copy cataloged recently donated materials.
- Continued adding newly acquired materials and reports from the TRB newsletters into the Shared Resources Catalog, uploading the full text where possible.

### Significant Accomplishments – Both Librarians

- The 2016 4th quarter list of *Selected Recent Acquisitions* was completed and sent to the Webmaster for posting to the NJDOT inter- and intranet sites.
- Verified for TSM staff that the *Blue Book* is no longer published in print, and that no extra print copies of prior editions are available.
- Provided use of library computer to Operations staff.

- Responded to a total of 255 requests, 228 (or 89%) of which were from NJDOT staff. The rest were from the NJ Attorney General's Office; NJ State Police; NJ Dept. of Labor & Workforce Development; Minnesota Dept. of Transportation; Missouri Dept. of Transportation; Oregon Dept. of Transportation; Virginia Dept. of Transportation; California State University-Long Beach; George Washington University; North Carolina State University; Penn State University; Project for Public Spaces; Southern Illinois University; Syracuse University; Temple University; Texas A&M University; Texas Technical University; University at Buffalo (SUNY); University of Maryland-College Park; University of Massachusetts-Lowell; University of Nebraska-Lincoln; University of Wisconsin-Milwaukee; and an out-of-state business. The 177 reference requests and 78 document requests together resulted in provision of 71 loans, 73 documents, 1 printout, and 110 verbal or written replies. A separate spreadsheet is provided.

**Meetings/Classes**

- Carol attended a Transportation Research Thesaurus (TRT) Subcommittee telephone meeting.
- Carol attended an interactive TKN (Transportation Knowledge Network) telephone meeting with AASHTO's Erin Grady regarding AASHTO's digital publications.
- Laurie and Carol attended the Transportation Librarians Roundtable webinar, "Smart Growth and Complete Streets," presented by Emiko Atherton of Smart Growth America and Lynott of AARP.
- Carol attended an AL Live (ALA) webinar, "Mindfulness for Librarians," presented by a panel featuring Richard Moniz of Johnson & Wales University, Martin House of Central Piedmont Community College, and Kenley Neufeld of Santa Barbara City College.
- Laurie attended the Research Bureau staff meeting.

c: Amanda Gendek
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# New Jersey Department of Transportation

# RESEARCH LIBRARY MONTHLY REPORT

## July 2017

## 7510 - Research Library Operations

### Critical Issues

- The Research Library space and public computer are getting regular use by NJDOT staff from MOB, and also by Right-of-Way and Operations staff from the regions and field offices. Although the space could be quieter by library standards, it apparently gives MOB staff enough seclusion from their usual work environment. For visitors from the regions and field offices, they can work online, check email, etc.
- Sent a follow-up IT-16 form, "Request for Network Policy Exemption," for access to "Educational Videos" which are blocked by Websense, to Statewide Planning Director, Andy Swords for signature.

### New Initiatives

- Laurie has sent out a list of extra materials to give away to TRANLIB, the transportation librarians' discussion list. We would rather give the items to other libraries than to trash them.
- Submitted to the State Transportation Innovation Council (STIC) a suggestion for NJ Transit for an enhancement to train doors that would bridge the gap between trains and platforms when they are at the same level.
- Got donations of books from two different bureaus in Right-of-Way & Access Management as they pack up their units for a carpet replacement. We will consolidate these into the collection or give away if not needed. Also got some donations from Capital Investment Planning & Development.
- We will purchase the new edition of the ***Steel Construction Manual*** by the American Institute of Steel Construction (AISC) when FY 2018 funds are released.
- Volunteered to assist with the Bureau of Research staff retreat to be held this fall.

### Significant Accomplishments

- Compiled a list of transportation library-related entities (attached) for new ETKN members and also submitted to the newly formed AASHTO Research Advisory Committee (RAC) Coordination & Collaboration Task Force (CCTF) Working Group, a successor to the AASHTO RAC TKN Task Force.
- Contacted NJ Transit for a copy of the Draft Environmental Impact Statement (DEIS) of the Hudson Rail Tunnel Project for the Research Library and got on their distribution list.
- Referred the Inspector General's Office to Cultural Resources for an Open Public Records Act (OPRA) request (after referral to us from Major Access Permits).
- Provided status of the not-yet-published update to the *Transportation Asset Management Guide* and sent links to the recently-begun project and a conference proceeding to Planning.
- Forwarded a Michigan report on design enhancements to increase safety for older drivers to Planning, Research, Roadway Design, Traffic Engineering, and Transportation Data & Safety.
- Forwarded the latest Victoria Transport Policy Institute e-newsletter with links to the fulltext articles to Planners.

- Set up our videocassette player for use by Multimodal Services staff to review 20 of their VHS tapes to determine retention.
- Sent notice of an AASHTO publication and download instructions to Planning and Environmental staff.
- Forwarded the latest issue of *Access Magazine* to Planners, Traffic Engineering, and Traffic Operations.
- Provided a link to an NCHRP report to Bike/Ped.
- Sent links to a video and free online courses regarding engineering ethics (for PE credits) to CPM staff.
- Showed Construction staff how to access digital publications from AASHTO and FHWA, and sent a link to the National Highway System.
- Sent a list of right-of-way materials held in the Research Library to Right-of-Way.
- Identified and located an audiobook and databases on the NJ State Library website for Operations staff for improvement of English language skills.
- Identified, located, and lent TOEFL study materials for Geotechnical Engineering and Structural & Railroad Engineering staff.
- Identified, located, and lent that "Roadside thing with green cover" (AASHTO *Roadside Design Guide*) to Structural & Railroad Engineering.
- Identified, located and lent *Minimum Design Loads for Buildings and Other Structures* (ASCE 7-10) to Structural & Railroad Engineering.
- Forwarded a Pennsylvania report on bridge waterproofing to staff in CPM and Operations.
- Identified, located, and lent "ACI structural concrete code" (ACI 318: *Building Code Requirements for Structural Concrete*) to Structural Evaluation.
- Identified, located, and lent AASHTO *Standard Specifications for Highway Bridges*, 2002 to Structural Evaluation.
- Lent the *PCI Bridge Design Manual* to Structural Evaluation.
- Lent the *PCI Design Handbook* to Structural Design.
- Identified, located, and lent civil service exam study materials to staff in Environmental Resources, Highway & Traffic Design, Materials, Planning, and Right-of-Way.
- Identified, located, and lent PE exam study materials to staff in Structural & Railroad Engineering and Structural Design.
- Sent notices of webinars to Drainage staff in CPM, Operations, and Planning; Environmental (Resources *and* Solutions); Operations; Planners (professional); Planning (units); professional engineers (PEs); and Research.
- Sent numerous articles from various publications to staff in Aeronautics; Bridge Engineering; Budget; Capital Investment Planning; Construction; Environmental units; Freight; Maritime; OEMTS; Operations; Planning; and Transportation Systems Management.
- Sent multiple units in CPM, Operations, Planning, and TSM a *Roads & Bridges* article re: Texas DOT using infrared technology to alert truck drivers if their truck is too tall for an underpass, in order to avoid crashes. The next day, a truck hit an overpass in South Jersey.

- So far, from the giveaway list sent to TRANLIB, Laurie has sent out 63 items to the libraries at AASHTO, FHWA, the Portland Cement Association, and the DOT libraries in Illinois, Kansas, Montana, Oklahoma, and Washington State.
- Responded to a total of 118 requests, 108 (or 92%) of which were from NJDOT staff. The rest were from Camden County Library; a New Jersey business; a New Jersey resident; Penn State University; Texas Tech University; University at Buffalo (SUNY); University of Illinois-Chicago; and University of Massachusetts-Lowell. The 93 reference requests and 25 document requests together resulted in provision of 26 loans, 31 documents, 3 photocopies, 1 printout, and 57 verbal or written replies. A separate spreadsheet is provided.

**Meetings/Classes**

- Carol attended an ALA webinar, "Driving Decisions with Data," presented by Jason Kuscma, Toledo Lucas County (OH) Public Library and Liz Bondie of Gale (webinar sponsor).
- Carol attended the online American Library Association (ALA) Tech Wrap-up, a summary of technical developments featured at the ALA Annual Conference. Presenters included Marshall Breeding, consultant, Tabatha Farney, University of Colorado-Colorado Springs, and Mirela Roncevic, editor and author.
- Carol attended a National Complete Streets Coalition webinar, "Greening the Streetscape: Complete Streets & Stormwater Management," presented by Emiko Atherton of Smart Growth America, Aaron Villere of the National Association of City Transportation Officials (NACTO), Jessica Noon of the Philadelphia Water Department, and Sarah Anderson, City of Denver.
- Laurie and Carol attended the Bureau of Research staff meeting. Carol asked project managers to remind universities to submit their final reports with sturdy shelf-worthy covers, e.g., cardstock or plastic.
- Laurie and Carol attended the Transportation Librarians' Roundtable webinar, "Small Changes with Big Impacts for Solo Librarians," presented by Gabriele Hysong of the Rolls-Royce Library & Knowledge Services Center in Indianapolis.
- Carol attended the Bureau of Research brown bag *Tech Talk!* session, "More than a Pretty Face(ade): Meeting Safety & Historic Requirements in Concrete Barriers," presented by Hani Nassif of Rutgers University.
- Carol attended an ALA webinar, "Working with Friends Groups: The Good, the Great, and the Unfriendly," presented by Sally Gardner Reed of United for Libraries, a division of ALA.
- Carol attended a Georgia Library Association/Georgia Public Library Service webinar, "Effective and Valuable Outreach: Aligning Activities to Goal-Drive Assessment," presented by Kristen Mastel and Shannon Farrell of the University of Minnesota.
- Carol attended the CIPGA brown bag meeting on the "HPMS-Highway Performance Monitoring System: Assessing New Jersey's Highway System Performance" presented by Paul Thomas of the NJDOT Bureau of Transportation Data & Safety.
- Carol attended the online/telephone meeting of the newly formed AASHTO Research Advisory Committee (RAC) Coordination & Collaboration Task Force (CCTF) Working Group, a successor to the AASHTO RAC TKN Task Force.
- Carol attended a Transportation Research Thesaurus (TRT) Subcommittee telephone meeting.

- Carol attended an ETKN (Eastern Transportation Knowledge Network) telephone meeting and, as promised during the meeting, and mentioned above, compiled a cheat sheet of transportation library-related entities (attached) for new members and as a reminder for anyone else.

c: Camille Crichton-Sumners
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**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**August 2017**

**7510 - Research Library Operations**

## Critical Issues

- According to AASHTO's list of recently released publications, there was one print copy of AASHTO/AWS D1.5M/D1.5:2015 7th edition (American Welding Society *Bridge Welding Code* for Steel) sent to each state DOT in 2016. If it came to NJDOT, it is unclear who has it. AASHTO's publication distribution methods have been in flux since some publications have gone digital, and the inconsistencies in format, quantity, and recipient make them difficult to track. The complexity has led to numerous telephone meetings between the transportation librarians across the nation and the AASHTO publications director, and has resulted in compilation of a ten-page FAQ, now also available as a LibGuide, both by Renée McHenry of the Missouri DOT.
- Materials has actually ordered several copies of the new *Bridge Welding Code*, including one for the Research Library.
- With the retirement of David Kuhn, Assistant Commissioner of Capital Investment Planning & Grant Administration (CIPGA), access to the AASHTO e-publication, *AASHTO Guide for Enterprise Risk Management*, continues to be through his account and not the library's, due to AASHTO's e-publication policy of one-time "purchase."
- Sent yet another email to EBSCO for missing *Engineering News-Record* and *ITE Journal* issues.
- Per a conversation with Capital Program Management (CPM) Assistant Commissioner Dave Lambert several months ago, online access to popular AASHTO publications will finally be made available via the ASTM subscription currently funded by the Bureau of Materials. This was to have begun with FY 2018, so after an inquiry to Paul Allen, Business Manager in the Assistant Commissioner's Office, the acquisition process might finally be moving forward.

## New Initiatives

- Coordinating with Administration and CPM to get access to AASHTO online training for the Dept. via AASHTO's TC3 program, which requires funding beyond the State DOT annual dues.
- Once access to the TC3 training comes through, and the AASHTO online publications via ASTM, we will market both platforms heavily.
- We are compiling a list of new materials to purchase once the OK arrives from the NJ State Library to recommence ordering for the 2018 fiscal year.
- Inspired by the District of Columbia DOT (DDOT)'s new online photo archive, *DDOT Back In Time*, staff from the Research Library, Commissioner's Office, Communications, and Cultural Resources are hoping to create something using the photos here at NJDOT (as time permits).

## Significant Accomplishments

- Got proposal from ASTM for an additional $17,000 to add electronic access to AASHTO publications via the ASTM subscription (Materials already pays @$32,000 for electronic access to ASTM standards) and submitted to CPM Business Manager for payment from their budget.
- Explained the existence of multiple TRID records for an NJDOT project to Research.

- Edited "thumbnail" for Research Library's SPR listing as Project 7510.
- Searched for Warren County mobility studies for Planning.
- Forwarded the current *Complete Streets* e-newsletter to Planning and Transportation Data & Safety.
- Sent link to a *Mobility Lab* article, report, and Governors Highway Safety Association webinar on bicyclist safety to Planners, Bike/Ped, Traffic, Transportation Data & Safety, and TSM.
- Forwarded *NJ Spotlight* Commentary, "A New Business Model for NJDOT," by a former Department employee, Gary Toth, to Planning, Local Aid, and Research.
- Sent notice of a University of North Carolina Highway Safety Research Center free online course on road safety fundamentals to staff in Planning, CPM, and TSM.
- Sent link to an ASCE paper on construction site safety to Employee Safety, Construction, and Operations.
- Showed links and search methods for civil service study materials via the National Learning Corp. and NJ State Library to Structural Evaluation.
- Forwarded an *American City & County* white paper on text message policy and retention to the Inspector General's Office.
- Sent a *Government Technology* article on workforce to Department Directors and Managers.
- Supplied recommended reading lists for Supervisor and Manager to Right-of-Way and Structural Evaluation.
- Forwarded a video on green stormwater management in Berlin to Landscape Architecture, Drainage staff, Planners, and others.
- Sent link to an NCHRP Synthesis by the University of New Hampshire on low asphalt binder to Materials and Pavement Design.
- Recommended, located and lent "reading material" (managerial) for Roadway Design.
- Downloaded the *AASHTO LRFD Bridge Design Specifications* 8th edition and the "Materials Standards" for use by the Department.
- Showed Structural & Railroad Engineering staff how to open and download the above *Specifications*.
- Ascertained a source (RSMeans *Heavy Construction Cost Data*) from an inquiry by subject, cost and estimation for labor and equipment; located item, and lent to Structural Design.
- Identified, located, and provided Operations staff with Department historical materials.
- Located Department staff having a list of Delaware & Raritan Canal bridges for Operations.
- Showed Operations staff how to access AASHTO e-publications via the Research Library account.
- Located an NJDOT employee in Region North with a 1976 NJ manual on optically programmed traffic signals for Operations (same Division).
- Identified, located, and lent historical print editions of the NJDOT *Standard Specifications for Road and Bridge Construction* for Structural & Railroad Engineering staff, and showed where to find digital superseded specifications on the NJDOT intranet.
- Located and lent the 2012 AAASHTO *Roadside Design Guide* and 2015 errata to Structural & Railroad Engineering.
- Identified, located, and lent statistics materials to Roadway Design.

- Identified and located an NJ State Library e-book, *Microsoft 2016 at Work for Dummies*, and provided library cards for Materials staff.
- Identified, located, and lent civil service exam study materials to staff in Civil Rights, Materials, and Operations.
- Identified, located, and lent PE exam study materials to staff in Structural Design and Structural Evaluation.
- Provided list of FE exam study materials held in the Library to Pavement Design.
- Sent notices of webinars to Capital Investment Planning; Construction; Drainage staff in CPM, Operations, and Planning; Geotechnical Engineering; Government & Community Relations; IT; Materials; Operations; Pavement Design; Planners (professional); Planning (units); professional engineers (PEs); Project Management; and Research.
- Sent numerous articles from various publications to staff in Aeronautics; Bike/Ped; Capital Program Management; Landscape Architecture; NJDOT Toastmasters; Operations; Planning; Traffic; Transportation Data & Safety; and Transportation Systems Management.
- Responded to a total of 212 requests, 185 (or 87%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; the NJ State Library; Colorado DOT; Montana DOT; Bismarck (ND) Veterans Memorial Public Library; Clinton (AZ) Public Library; City College of New York; Garfield County (CO) Library; Iowa State University; Louisiana State University; North Carolina State University; Syracuse University; University at Buffalo (SUNY); University of Maryland-College Park; University of Wisconsin-Milwaukee; and West Virginia. The 149 reference requests and 63 document requests together resulted in provision of 50 loans, 58 documents, 1 photocopy, 3 printouts, and 100 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended the American Library Association (ALA) AL Live webinar, "Revamping Your Space – Creating a Modern Media Center," presented by Doug Mader and Chad Lewis, Sycamore (OH) High School; and Angela Webb, School Outfitters and webinar sponsor.
- Carol attended the NJDOT Women in Transportation (WIT) event, "Institutional Knowledge – Where is it going? How can we capture it? What happens when it's lost?" presented by an NJDOT panel: Andrew Tunnard, Operations; David Kuhn, CIPGA; and Susan Catlett, TSM; with Laine Rankin as facilitator.
- Carol attended a telephone meeting of the TRB Knowledge Management Task Force (KM TF).
- Carol attended the online/telephone meeting of the AASHTO Research Advisory Committee (RAC) Coordination & Collaboration Task Force (CCTF) Working Group.
- Carol attended an ENR webinar, "The Smarts on Knowledge Transfer - How Firms Build Institutional Memory," presented by a panel: Andrew Peña, El Paso Community College; John Wanberg, Stantec; and Darryl Wing of Fluor, Ltd.
- Laurie and Carol attended the Bureau of Research staff meeting.
- Laurie and Carol attended the Transportation Librarians' Roundtable, an open-discussion forum providing updates from transportation-related institutions and organizations.
- Carol attended a SirsiDynix webinar, "Intelligent Outcomes: Learning from Both Success and Failure," presented by Dustin Fife, Western State Colorado University.
- Carol attended the SLA-NY Chapter "Advanced Googling and Internet Archiving" webinar presented by R. Martin Witt, Columbia Law School.

- Laurie and Carol attended the TRB webinar, "Learning about and Using the Research in Progress (RiP) Database," presented by Janet Daly, TRB.
- Carol attended the Eno Center "Asset Recycling Webinar" presented by Joe Hockey, Australian Ambassador to the U.S.; Jennifer Aument, North American Transurban; and Robert Puentes, Eno.
- Laurie and Carol attended a *Library Journal* webinar, "Evidence-Based Acquisition: Leveraging Both Usage Data and Librarian Expertise," presented by Valerie Yaw, JSTOR; Brian C. Gray, Case Western Reserve University; and Amy McColl, Swarthmore College.
- Carol attended an NJDOT Toastmasters officers meeting.
- Carol attended a Transportation Research Thesaurus (TRT) Subcommittee telephone meeting.

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**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**September 2017**

**7510 - Research Library Operations**

## Critical Issues

- Access to AASHTO digital publications is now possible on the ASTM Compass portal via the intranet thanks to the add-on subscription funded by CPM. While the portal seemed to work pretty well at first, it appears that the functionality for the AASHTO publications leaves a lot to be desired - some publications do not download, and others are not even findable. More on this next month!
- The Transportation Research Board (TRB) has stopped sending print copies of the *Transportation Research Record*, TRB's irregular "journal" containing papers presented at the Annual Meeting. The discontinuation of the print format is helpful in that we're running out of space in that portion of the shelves; however, it makes tracking and reporting their existence for the quarterly acquisitions list a bit more difficult.
- We received five issues of *Engineering News-Record*, although not yet any missing *ITE Journal* issues. Sent another email to EBSCO.
- We've been having some connection issues with Horizon, and have had to enlist the simultaneous assistance of IT staff at both the State Library and NJDOT. Apparently, Horizon requires a special version of Citrix which needed to be reinstalled. Even after that, connection is temperamental.

## New Initiatives

- Requested and received 140 NJDOT Research Library brochures from the NJ State Library (thank you, Cindy Warrick!) for distribution at the upcoming NJDOT Research Showcase, since we cannot print in color here at NJDOT, by order of the management and IT.
- Requested and received NJ State Library pens from NJSL Marketing (thank you, Gary Cooper!) also for distribution at the Research Showcase.
- Emailed Facilities to return our two microform (fiche and film) reader/printers from storage, as the microfilm reader/printer we got from Right-of-Way failed to turn on when needed.
- Discussing with our ASTM Marketing Representative the possibility of him presenting a webinar for NJDOT staff to become aware of and acquainted with the AASHTO digital collection on the ASTM Compass portal.
- We have requested purchase of an *Engineering Ethics* book for use throughout the Department.
- Sent a proposal to the TRB Library and Information Science in Transportation (LIST) Committee for a poster session regarding AASHTO digital publications to be presented at the upcoming TRB Annual Meeting in January.

## Significant Accomplishments

- The AASHTO subscription on the ASTM Compass portal has gone live, with the limitations noted above. Email notification was sent to all NJDOT directors and managers and will hopefully filter down.
- Forwarded the current issue of *TR News* featuring "Moving Research into Practice" to Research.

- Sent a possible research topic and potential NJDOT customers as suggested by a DOT retiree/consultant to Research.
- Sent the latest issue of Texas Transportation Institute e-newsletter to Research.
- Verified for Bike/Ped that an AASHTO publication has not been updated since 2004, and that an update is due out in mid-2018.
- Located and lent a print AASHTO publication for Bike/Ped.
- Forwarded an AASHTO report on a State DOT Social Media Survey to Communications and IT.
- Identified, located, and provided a conference paper that actually ended up to be a section of an NJDOT report for Structural & Railroad Engineering.
- Located a working microfilm reader/printer for use by CPM and HR staff.
- Sent link to an ASCE paper on bridge structural deficiency ratios to Structural (CPM) and Maintenance (Operations) staff.
- Forwarded a link to the ASCE Urban Flooding Collection to "Drainage people" in various units in CPM, Operations, and Planning (Environmental).
- Sent link to a WHYY newspiece on concrete that melts snow and ice to Materials, Operations, and Environmental Solutions.
- Sent notice of a new AASHTO publication to Environmental staff.
- Recommended NJSL databases for English language practice to Structural Design.
- For Project Management staff, recommended sources for data for NJ Local population, employment, and travel projections; located the *Highway Safety Manual*; added the requestor to the PE email list for notification of webinars; found and lent a calculus textbook; and gave a tour of the library.
- Identified and accessed an electronic version of the *AASHTO Drainage Manual* for Roadway Design; demonstrated the ASTM/AASHTO portal and AASHTO publication access via the AASHTO Bookstore.
- Provided publication and sales information for the ITE *Trip Generation* 10th edition to Major Access and financial staff.
- Explained access to study materials for "supervisor" for Access Design and lent items.
- Identified and located materials for historic research on a NJ municipality for Landscape Architecture.
- Recommended ways to deal with external requests for information to Pavement Management.
- Responded to questions regarding civil service exam materials and library services by IT staff.
- Borrowed standards and other materials via interlibrary loan and lent for use by Structural Design for the upcoming PE exam.
- Borrowed *Construction Law for Design Professionals* . . . via interlibrary loan for Roadway Design.
- Borrowed *Estimating in Building Construction* 8th edition via interlibrary loan for Geotechnical Engineering.
- Responded to OCLC Lending requests.
- Identified and lent PE study materials for Structural & Railroad Engineering.
- Sent notices of webinars to Bike/Ped Unit; Capital Investment Planning; Construction; Directors and Managers; Employee Safety; Inspector General; Local Aid; Materials; Operations; Planning; professional engineers (PEs); and Research.

- Identified, located, and lent civil service exam study materials to staff in Access Design; Right-of-Way; Operations; and Transportation Systems Management.
- Copy cataloged new materials into the NJ State Library's catalog (public access).
- Added new materials into the Shared Resources Catalog (NJDOT access).
- Shelved newly acquired materials.
- Updated our listing in the *American Library Directory*.
- Provided giveaways – pens from the NJ State Library, NJ State highway maps, and ETKN brochures – for Maintenance staff to give out at a regional conference, the Northeast Bridge Preservation Partnership Conference, held in New Brunswick. Also referred the "host" to NJDOT units from which he could borrow easels for the event.
- Sent completed and edited *Selected Recent Acquisitions* list for the 2017 first quarter to the Webmaster for posting on the intranet and internet.
- Responded to a total of 154 requests, 115 (or 75%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; the NJ State Library; NJIT; Rutgers University; an NJ business; Oregon DOT; Sound Transit; City College of New York; College of Wooster (OH); Florida Institute of Technology; George Washington University; James Madison University (VA); Louisiana State University; Northeastern University; New York State Dept. of Conservation; Penn State University; Salve Regina University (RI); San Francisco Municipal Transportation Agency; Syracuse University; Temple University; Texas A&M University; University at Buffalo (SUNY); University of Arizona; University of Arkansas; University of Kansas; University of Maryland-College Park; West Virginia University; and an out-f-state resident. The 121 reference requests and 33 document requests together resulted in provision of 23 loans, 28 documents, 3 printouts, and 100 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Laurie listened to the *Library Journal* on-demand webcast, "Navigating Research: How Academic Users Understand, Discover, and Utilize Reference Resources," presented by Simon Pawley of webcast sponsor Oxford University Press and Dave Tyckoson of the Henry Madden Library in Fresno, CA.
- Carol attended a telephone meeting of the Transportation Research Thesaurus (TRT) Subcommittee (of the TRB LIST Committee).
- Carol attended a SpringShare webinar -SpringShare is the producer of the popular LibGuide software.
- Laurie and Carol attended the Bureau of Research staff meeting.
- Laurie and Carol attended the Transportation Librarians' Roundtable on the Transportation Research Thesaurus presented by Sandy Tucker of Texas A&M University and Janet Daly of TRB.
- Carol attended an Association of New Jersey Environmental Commissions (ANJEC) webinar on electric vehicles presented by a panel comprising staff from NJCar, the city of Secaucus, and ANJEC.
- Carol attended an NJDOT Toastmasters officers meeting.
- Laurie listened to a *Library Journal* on-demand webcast, "Smoothing the Path of the Research Journey: Designing for User Experience in Academic Libraries," presented by panelists Kat Palmer of webcast sponsor Emerald Publishing, Iris Bierlin of New York University, and Rachel Vacek of the University of Michigan.
- Carol attended an ETKN telephone meeting.

- Carol attended a NJ State Library staff meeting.
- Carol attended a Contoural webinar on records management presented by Tom Mighell of Contoural.

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**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**October 2017**

**7510 - Research Library Operations**

## Critical Issues

- Although there is now access to AASHTO digital publications on the ASTM Compass portal via the intranet, it turns out that the AASHTO "Transportation Package" for state DOTs includes only 11 titles out of all the AASHTO publications. The spreadsheet sent by the ASTM marketing representative with the full complement of titles was sent in error, and only applies to the subscription for the nation of Qatar. After ASTM's inadvertent transmission of the full spreadsheet and my forwarding it to all NJDOT directors and managers for notification to their staffs, I am trying to make the case to ASTM and AASHTO that they should supply us (and other subscribing state DOTs) with the whole range of digital publications via the portal since, as AASHTO sponsors, we have free access via the downloads that AASHTO sends (very cumbersome) and, since we're paying $17,000 extra for the convenience of access via the portal, it should include all the titles we get for free anyway, as we are paying purely for the convenience of access method. The jury is out.
- Based on referral from Facilities, Aeronautics staff inquired about relocating 6-8 bookcases (54-72 linear feet) of their materials to the Research Library, as they need to make room for another unit. It is unclear why Facilities would think that we have the space to store these materials – we do not!
- We received three issues of *Engineering News-Record*, and four *ITE Journal* issues. Some are still missing, and have been claimed via email to EBSCO.
- Per a conversation with NJDOT IT staff, Websense is "dying," and is causing connection problems for internet sites. Everyone in the Dept. is plagued by constant Windows security dialog boxes requiring login. This will eventually go away, per IT, when OIT Websense takes over.

## New Initiatives

- Will send pertinent new materials as received to the newly formed Autonomous Vehicle Working Group.
- The Dept. is in the process of subscribing to AASHTO TC3 training – we will ensure that there is a coordinated effort to alert NJDOT staff to the availability of this new resource.
- With three other transportation librarians (Illinois, Missouri, and Wisconsin) will work on a poster aimed to the attention of AASHTO committee members to remind them not to download AASHTO digital publications. It will be presented at the upcoming TRB Annual Meeting in January along with others from the TRB Library and Information Science in Transportation (LIST) Committee.

## Significant Accomplishments

- Downloaded three new AASHTO digital publications, and disseminated information and access methods to appropriate units.
- In conversation with Operations staff regarding his anti-graffiti project, informed him of past Research project on the topic and supplied fulltext of report; did literature search in TRID; and edited his report.
- Forwarded a Virginia report on lighting for nighttime work zones to Traffic Engineering, Construction, Operations, Transportation Data & Safety, and Employee Safety.
- Searched for materials on circles versus roundabouts and lent to Transportation Data & Safety. (Laurie)

- Advised Research Bureau on granting permission to reprint NJDOT materials in an NCHRP project report.
- Located a *Journal of Infrastructure Systems* article for Freight Services and obtained via interlibrary loan. (Laurie)
- Borrowed books by famous Hispanic authors for Hispanic Heritage Committee to display for their celebration day during Hispanic Heritage Month.
- Forwarded a newsletter from the State Smart Transportation Initiative (SSTI) to Planning.
- Supplied access instructions for an AASHTO digital publication to Structural & Railroad Engineering.
- Provided a staff person from Right-of-Way with a listing of computer classes near her local public library.
- Advised Project Management staff on access to TRB materials and webinar attendance from home.
- Provided library card, brochure, and tour to new Planning staff.
- Issued library cards to staff in Planning, Pavement & Drainage Management, and Traffic Operations. (Laurie)
- Identified two items for Planning. (Laurie)
- Provided link to digital copy of AASHTO *Maintenance Manual* . . . 4th edition to Operations.
- Forwarded an *Architect Magazine* article on net-zero building to Facilities (Support Services).
- Identified from a partial citation and located NJDOT standard specifications and showed new Government & Community Relations staff how to access via the NJDOT website.
- Sent a *PhysOrg* article on a new database of concrete to Materials.
- Sent link to a TRV video series on Highway Worker Safety to Transportation Data & Safety, Employee Safety, Construction, and Operations.
- Located and borrowed via interlibrary loan two items for Planning.
- Identified, located, and lent NJDOT EEO and Workforce Development Plans and Affirmative Action Plans for several years to Research. (Laurie)
- Verified with Civil Rights the status of updated EEO and Workforce Development Plan for Research.
- Forwarded the latest issue of *Traffic Technology International* to Planners, Traffic Engineering, and TSM.
- Located a TRB report for Freight Services and provided link to fulltext.
- Sent links to PIARC online road asset management manual and other materials to Statewide Planning.
- Forwarded Texas reports on oversize/overweight vehicles to Freight.
- Verified for Structural Design that a "textbook" is available only online.
- Sent a *San Francisco Chronicle* article on liability for self-driving car crashes to Autonomous Vehicle Working Group and Legislative, Administrative, & Regulatory Actions.
- Sent a *GovTech Today* article on bike-sharing to the Bike/Ped Group.
- Identified, located, and lent AASHTO *LRFD Bridge Design Specifications* to Structural & Railroad Engineering and Support Service. (Laurie)
- Identified, located, and lent civil service exam study materials to staff in Administration, Auditing, Construction, Materials, Operations, Project Management, and Structural Design. (Laurie and Carol)

- Searched for Certified Project Manager study materials for Project Management and provided a list of books. (Laurie)
- Provided a list of PE study materials in the Research Library to Structural Evaluation.
- Identified, located and lent PE/FE exam study materials for Project Management and provided a list of books. (Laurie)
- Lent *Highway Safety Manual* (4 vols.) and the *Roadside Design Guide* to Structural Evaluation for use at the PE exam. (Laurie)
- Identified, located, and lent supervisor material for Operations.
- Forwarded information on an Eno webinar re: a Federal Automated Vehicle Policy update to Planning, Government & Community Relations, Traffic Engineering, and Traffic Operations.
- Other webinar notifications were sent to Aeronautics, PEs, Roadway Design, Transportation Data & Safety, Planning, Transportation Systems Management, and Traffic Engineering.
- Responded to OCLC Lending requests. (Laurie and Carol)
- Copy cataloged new materials into the NJ State Library's catalog (public access). (Laurie)
- Added new materials into the Shared Resources Catalog (NJDOT access). (Laurie and Carol)
- Responded to a total of 190 requests, 163 (or 86%) of which were from NJDOT staff. The rest were from the NJ State Library; NJ State Police; an NJ resident; US EPA (OH); NY MTA; Minnesota DOT; Broward County (FL); California State Polytechnic University; Catholic University; City College of New York; Louisiana State University; Missouri Western State University; Multnomah County (OR); North Carolina State University; Oakton Community College (OH); Penn State University; Ridgefield Public Library (CT); Texas A&M University; University at Buffalo (SUNY); and University of Arizona. The 125 reference requests and 65 document requests together resulted in provision of 50 loans, 39 documents, 5 printouts, and 96 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Laurie attended the 19th Annual Research Showcase held at Mercer County College and brought promotional materials and extra reports to give away..
- Laurie and Carol each attended separate sessions at NJDOT of the Active Shooter training.
- Laurie and Carol attended the Transportation Librarians' Roundtable 10th Anniversary with a presentation by cofounder Amanda Wilson, previously of the National Transportation Library (at USDOT) and now at the National Library of Medicine (NLM).
- Carol attended a SpringShare webinar series with presentations by Ken Winter of the Virginia DOT, Sara Marks of UMass-Lowell, Lisa Raymond and Heather Westerlund of Walden University, Brett Nafziger and Adrienne Warner of the University of New Mexico, and Shenise McGhee, University of Arkansas-Pine Bluff regarding the use of LibGuides and related SpringShare products.

c: Amanda Gendek
Doris Murphy
Maria Baratta
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**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**November 2017**

**7510 - Research Library Operations**

## Critical Issues

- Have not heard anything further from ASTM or AASHTO regarding the limited subscription they're providing for online access to AASHTO titles through the ASTM Compass portal, and will perhaps take it up with them at the TRB Annual Meeting in January. If they are going to offer just a few titles, it would be good for them to provide other options for more coverage.
- Per Research, AASHTO's TC3 online training will soon be available to NJDOT. When it is, we will need to market it to staff. The Dept. needs a better way of making staff aware of its own resources.

## New Initiatives

- Coordinating with Research Bureau on forwarding NCHRP publications that they receive via the AASHTO Research Advisory Committee (RAC). They will forward to us, and we will distribute to appropriate units.
- Received 17 large pictures, most framed, from NJDOT staff in Region South. Sent suggestion to various units including the Commissioner's Office, Communications, and Cultural Resources that we inventory the pictures here and others around the Dept., and enter the data about them into a database. Proposed about a dozen fields, and got a suggestion from Cultural Resources to add pictures (of the pictures) to each record.
- At request of Traffic Operations, will look for info on technologies to prevent truck-bridge overpass crashes.

## Significant Accomplishments

- Downloaded three new AASHTO digital publications from the AASHTO Bookstore, and disseminated information and access methods to appropriate units. Also distributed 5 print copies of the *AASHTO LRFD Bridge Design Specifications*, 8th edition.
- Provided info on NJDOT Research Library and NJ State Library resources and services, civil service exam study materials, and new library cards to new IT staff.
- Located items in collection containing information on Gantt charts for Research.
- Sent link to the Northwestern University LibGuide, *Literature Searches and Literature Reviews for Transportation Research Projects: Getting Started*, to Research.
- Located and lent EEO Workforce Development Plans for various years to Research. (Laurie)
- Located and lent three Transit Cooperative Research (TCRP) reports to Research. (Laurie)
- Sent list of resources to Bike/Ped for historical info on Route 18 and the multi-use path next to it. (Laurie)
- Forwarded the current UNC Highway Safety Research Center (HSRC) e-newsletter to Bike/Ped, Transportation Data & Safety, and Research.
- Sent links to two NCHRP reports on travel forecasting to Planning, Multimodal Services, and Traffic Engineering.

- Forwarded an NCHRP report on highway assets to staff in Planning, CPM, Operations, and the CFO.
- Sent an article and a report on red-light running to Transportation Data & Safety, Traffic Engineering, Traffic Operations, and Planning.
- Obtained an article from *Research in Transportation Business & Management* via interlibrary loan for Planning.
- Sent notice of an NJ Spotlight conference on electric vehicles to Planning and Transportation Systems Management.
- Forwarded links to Texas reports on nighttime construction to Construction, Operations, Planning, Environmental units, and Research.
- Sent *Business Insider* article and City Parks Alliance videos to Planning, Environmental units, Landscape Architecture, Pavements, and Operations.
- Identified, located, and lent pedestrian and urban design materials for Landscape Architecture & Environmental Solutions. (Laurie)
- Provided a library card and recalled an item currently out on interlibrary loan for use by Landscape Architecture. (Laurie)
- Identified, located, and lent materials on scheduling and project management for Operations. (Laurie)
- Sent notice of the November Transportation Librarians Roundtable on the Washington, DC (District) Dept. of Transportation's online historical photo archive, DDOT Back in Time to the Commissioner's Office, Communications, and Cultural Resources to encourage a similar project here at NJDOT.
- Sent notices of webinars to NJDOT Directors, Managers, the Program Management Office, Planning, Right-of-Way, Project Management, Construction, and Operations.
- Sent *The Government Social Media Survival Guide* (digital) to Communications and Traffic Operations, the only two units in the Dept. that use social media.
- Identified, located, and lent supervisory and management test battery materials to Operations. (Laurie)
- Forwarded a Montana DOT report, *Rockfall Hazard Process Assessment*, to Bridge Engineering (including Geotechnical Engineering).
- Provided information on an AASHTO product to Roadway Design, and advised not worth purchasing by Library.
- Forwarded current issue of *Asphalt Magazine* to Materials, Pavements, and Operations.
- Provided Traffic Engineering staff with locations of print copies of AASHTO *Guide for the Development of Bicycle Facilities*, 4th edition, including three copies in their own Division.
- Sent links to NJ State Library databases for languages to Structural Design.
- Sent an FHWA report, *Riprap Rock Stability at Bridge Piers and Abutments*, to Geotechnical Engineering, Bridge Evaluation, and Maintenance.
- Sent an NCHRP Report on pavement preservation treatments to Pavements, Materials, Construction, and Operations (Maintenance).
- Forwarded links to Kansas research reports to various staff in CPM and Operations.
- Obtained an *Engineering Journal* (AISC) article on bridge loads via interlibrary loan for Structural Design.
- Sent notice of an NJ State Library lunch-time learning session on their *Pronunciator* database to Structural Design staff.

- Identified, located, and lent the latest print copy of the NJDOT *Standard Specifications for Road and Bridge Construction* to Structural & Railroad Engineering.
- Identified, located, and lent FE and PE materials for Structural Evaluation and Structural & Railroad Engineering, and sent a list to Support Services. (Laurie)
- Identified, located, and lent civil service exam study materials for Operations and Roadway Design. (Laurie)
- Identified, located, and lent AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals* with 2017 Revisions to Geotechnical Engineering. (Laurie)
- Provided locations for AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals* to Structural & Railroad Engineering since our copy was out.
- Verified various editions of the AASHTO *LRFD Movable Highway Bridge Design Specifications* for Structural & Railroad Engineering.
- Provided locations of four copies of the new print AASHTO publication to Structural & Railroad Engineering staff (in their Division).
- Sent links to NJ State Library databases for languages to Structural Design.
- Located and sent link to an online NJDOT Bureau of Research final report to NJDEP Bureau of Recycling and Hazardous Waste. (Laurie)
- Provided standard to NJDEP. (Laurie)
- Responded to OCLC Lending requests. (Laurie)
- Copy cataloged newly acquired materials into the NJ State Library's catalog (public access). (Laurie)
- Added new materials into the Shared Resources Catalog (NJDOT access) and uploaded fulltext when possible. (Laurie)
- Continued going through donations and incorporating into collection or adding to the giveaway lists. (Laurie)
- Edited a memo for Operations staff.
- Responded to a total of 139 requests, 117 (or 84%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; NJ Building Authority (Treasury); Eatontown Police Dept.; The College of New Jersey; South Orange Public Library; an NJ resident; Antioch University; St. Mary's Public Library (OH); Syracuse University; University of California-Irvine; University at Buffalo (SUNY); University of Louisville; and an out-of-state resident. The 104 reference requests and 35 document requests together resulted in provision of 35 loans, 36 documents, 1 photocopy, 3 printouts, and 64 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended OCLC Distinguished Seminar Series webinar, "For the greater (not) good (enough): Open access and information privilege," presented by Char Booth of California State University-San Marcos.
- Laurie and Carol attended the Transportation Librarians' Roundtable, "Digitizing DC's Transportation History: Using Omeka and Social Media to Uncover Hidden Collections," presented by Katie Crabb of the Washington, DC (District) Dept. of Transportation, featuring their online historical photo archive, DDOT Back in Time.
- Carol attended a Lucidea webinar, "Selling KM: Define the Essentials," presented by author and speaker, Stan Garfield.

- Laurie and Carol attended the NJDOT Bureau of Research staff meeting. Updated staff on the ASTM/AASHTO title list situation.
- Carol attended the NJDOT Research Brown Bag session, "Getting through the Green: Smarter Traffic Management with Adaptive Signal Control," presented by NJDOT Transportation Systems Management Assistant Commissioner, Bill Kingsland.
- Laurie attended the Association for Library Collections and Technical Services (ALCTS)-sponsored webinar, "RDA 3R Project," presented by Kathy Glennan, Head of Special and Original Collections Cataloging at the University of Maryland and ALA Representative to the RDA Steering Committee.
- Carol attended the Transportation Research Thesaurus (TRT) Subcommittee telephone meeting.

c: Amanda Gendek
Doris Murphy
Maria Baratta
Margaret Nizolek
Cindy Warrick
Stefanie Potapa

# New Jersey Department of Transportation

# RESEARCH LIBRARY MONTHLY REPORT

## December 2017

## 7510 - Research Library Operations

### Critical Issues

- Multiple Websense exemption requests from months ago for categories such as "Educational Videos" and "Personal Blogs/Storage" have stalled somewhere in the approval chain. Not pursuing further - just won't access anything that Websense blocks.
- Due to delivery difficulties with *ENR-Engineering-News Record*, even after claiming missing issues via EBSCO, we are not renewing our subscription to the print editions. Access is possible, if anyone wants to see this, via the NJ State Library's e-journals.
- Legislative Analysis sent us a password for searching Lexis Advance (previously LexisNexis) - an unexpected and welcome occurence. In the past, we've always had to request that Legislative Analysis staff or NJ State Law Library staff search this platform on our behalf.

### New Initiatives

- Working on a poster session regarding AASHTO digital publications for display at the Transportation Research Board (TRB) Standing Committee on Library and Information Science for Transportation (LIST) Committee poster sessions at the TRB Annual Meeting in January.
- Asked Dave Lambert - CPM Assistant Commissioner, State Bridge Engineer, and AASHTO committee member - to request that AASHTO provide their digital interim revisions (several publication titles, especially bridge-related, are updated by these) on a white background so that printouts can be legible. Historically, AASHTO sent print interim revisions on pink or blue paper and, in trying to recreate this tradition, they are using these colors for background on the digital editions. The printouts are then very difficult to read, since the colors print as a medium-dark gray (we're not supposed to print in color, which would use up a lot of pricey color toner).
- Assisting Traffic Operations with identifying past internal Department efforts concerning tall truck detection.

### Significant Accomplishments

- Sent a *FreightWaves* article on cybersecurity and autonomous trucks to the Connected & Automated Vehicle (CAV) Group, comprising staff from Transportation Systems Management (TSM) and Planning, and Emergency Management & Transportation Security.
- Forwarded a link to a Virginia report on improving animal-vehicle collision data to Transportation Data & Safety, Operations, Environmental units, and Traffic Operations.
- Sent a *GovTech Today* article on technology to prevent wrong-way driving to Transportation Data & Safety, Traffic Engineering, TSM, and Operations.
- Sent new OSHA rules for workers' exposure levels for silica dust to Employee Safety, Construction, and Operations.
- Sent an *Asbury Park Press* article on the historical Glimmer Glass lift bridge to Operations and Environmental Resources. Even though it's a Monmouth County, and not a State bridge, NJDOT may be involved in a lawsuit.

- Forwarded a City Parks Alliance five-part video series to Planners, Environmental units, and Local Aid.
- Sent notification of the Metropolitan Area Planning (MAP) Forum to Planning and Operations.
- Sent information to a new employee in Statewide Planning regarding holdings in the Research Library and how to access.
- Gave information to Research concerning group emails in Outlook and their maintenance.
- Forwarded information on the Fifth Biennial Marine Transportation Systems Research and Technology Conference to Maritime Resources.
- Located and provided documents to the Inspector General's Office for fulfillment of an OPRA request.
- Answered questions from the Inspector General about Research Library services in regard to their OPRA work.
- Accepted donation of a historical item from the IG Office's staff; created and inserted a memorial bookplate, and added item to the collection.
- Corroborated Highway & Traffic Design's perception of the nonexistence of an AASHTO publication as cited by a plaintiff's attorney and requested by a Deputy Attorney General (DAG).
- Identified, located, and lent civil service exam study materials to Construction, Data Development & Safety, IT, Pavement & Drainage Management, and Operations.
- Forwarded an *INC-Online* article on public speaking to the NJDOT Toastmasters Club members.
- Located a copy of the National Fire Protection Association's (NFPA) *National Electrical Code* in Traffic Engineering, and borrowed for loan to Construction.
- Forwarded the ACI e-newsletter to Materials.
- Completed citations, located holders, and obtained seven articles via interlibrary loan for Geotechnical Engineering.
- Identified material from ACI 318, lent for onsite use, and provided photocopies to Structural Design.
- Located textbooks and borrowed via interlibrary loan for use by Structural Design and Roadway Design.
- Identified, located, and lent books on interviewing (as interviewee) for Structural Design.
- Identified, located, and lent PE materials for Structural Design and Support Services.
- Showed Structural & Railroad Engineering staff how to access AASHTO *LRFD Bridge Design Specifications* via the ASTM portal.
- Identified and located the AASHTO *Manual for Bridge Evaluation* with interim revisions for Structural Evaluation, and instructed on access via the ASTM portal.
- Identified, located, and provided NJDOT standard specifications for 1996 and the 1998 Supplement to Structural & Railroad Engineering.
- Sent a Reuters article and an Associated Press article on the Gateway tunnel to Operations.
- Responded to interlibrary loan borrowing requests from other libraries.
- Added new materials into the Shared Resources Catalog, uploading the full text where possible.
- Copy cataloged several new items.
- Continued going through donations and adding to unwanted items to the giveaway list.

- Completed the list of *Selected Recent Acquisitions* for the 2017 second quarter and had the webmaster post to the intranet Newsletters and internet webpage.

## Significant Accomplishments

- Responded to a total of 145 requests, 118 (or 81%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; NJ Building Authority (Treasury); Camden County Library; Monmouth County Archives; an NJ resident; Minnesota DOT; Virginia DOT; Catholic University; Drexel University; Metropolitan Library System (OK); Texas A&M University; and West Virginia University. The 92 reference requests and 53 document requests together resulted in provision of 39 loans, 38 documents, 4 photocopies, and 64 verbal or written replies. A separate spreadsheet is provided.

## Meetings/Classes

- Carol attended a CIPGA brown bag on the Department Transportation Asset Management Plan presented by "TAM Team" members Danielle Graves, Sue Gresavage, and Harjit Bal.
- Carol attended an ENR webinar, "Selling your Great Idea: Intrapreneurship in AEC Firms," presented by Joe Derhake of Partner Engineering & Science, Inc., Brian Sifton of Black & Veatch, and Joe Williams of Project Atlas.
- Carol virtually attended the 2017 Annual Meeting of the Metropolitan Area Planning (MAP) Forum which covered transportation performance management, a post-Hurricane Sandy transportation resilience study, and trans-Hudson studies and projects.
- Carol attended an ETKN telephone meeting.
- Laurie and Carol attended the Transportation Librarians' Roundtable, "A Peak Behind the Curtain: Updates and Known Issues for NTL Services," presented by Laura Farley and Mary Moulton of the National Transportation Library.

c: Amanda Gendek
Maria Baratta
Cindy Warrick
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# APPENDIX C

## QUARTERLY LISTS OF *SELECTED RECENT ACQUISITIONS*

**NJ DEPARTMENT OF**

**TRANSPORTATION RESEARCH**

**LIBRARY**

***SELECTED RECENT ACQUISITIONS***

**January - March 2017**

The resources reported in this issue are listed by main subject area and then alphabetically by title. Each item is listed only once, so please check related subjects for additional materials that may be of interest. If you would like to see any of these items and there is no link to an online version, please contact the Research Library at library@dot.nj.gov (Library, DOT) or call 609-530-5289 for these or any other publications.

## Administration and Management

**AASHTO Annual Report 2016 /**

American Association of State Highway and Transportation Officials -- Washington, DC : AASHTO, 2017-01 (Publication Code: 2016AR-1), 24 pp.
https://bookstore.transportation.org/free_publications.aspx?ItemID=3727 - login required

**AASHTO Guide for Enterprise Risk Management /**

Gordon Proctor et al. -- 1st edition -- Washington, DC : Association of State Highway and Transportation Officials (AASHTO) ; Federal Highway Administration (FHWA) ; National Cooperative Highway Research Program (NCHRP), 2016 (Publication Code: ERM-1), 227 pp.
http://drm.transportation.org - login required

**Beyond Traffic 2045 /**

U.S. Department of Transportation, Office of the Secretary -- Final Report -- Washington, DC: USDOT, 2017-01, 239 pp.
https://www.transportation.gov/sites/dot.gov/files/docs/BeyondTraffic_tagged_508_final.pdf

**Evaluation of Public-Private Partnership Contract Types for Roadway Construction, Maintenance, and Rehabilitation /**

Panagiotis Ch. Anastasopoulos, Adel Sadek, and Natlan Suresh -- Buffalo, NY : University of Buffalo, State University of New York, Dept. of Civil, Structural, and Environmental Engineering ; New York : The City College of New York, UTRC - Region 2, 2015-12, 279 pp.
http://www.utrc2.org/sites/default/files/Final-Report-Evaluation-Public-Private-Partnership-Contract-Types.pdf

**Implementation of Transportation Asset Management in Grandview, Missouri /**

Henry Brown et al. -- Columbia, MO : University of Missouri - Columbia, Dept. of Civil and Environmental Engineering, Transportation Infrastructure Center ; Ames, IA : Midwest Transportation Center ; Grandview, MO : City of Grandview, Missouri, 2017-02, 159 pp.
http://www.intrans.iastate.edu/research/documents/research-reports/Grandview_MO_TAM_Implementation_w_cvr.pdf

**Managing Unspent Federal Metropolitan Planning Funds /**

CTC & Associates LLC -- Minneapolis, MN : Minnesota Dept. of Transportation, Office of Transportation System Management, Research Services & Library, 2017-02 (TRS 1701), 36 pp. http://www.dot.state.mn.us/research/TRS/2017/TRS1701.pdf

**Maximizing the Value of Investments Using Life Cycle Cost Analysis /**

Eno Center for Transportation and the American Society of Civil Engineers -- Reston, VA : ASCE ; Washington, DC : Eno Center, 2014, 28 pp. http://www.asce.org/uploadedFiles/Issues_and_Advocacy/Our_Initiatives/Infrastructure/Content_Pieces/as ce-eno-life-cycle-report.pdf ; https://www.enotrans.org/wp-content/uploads/LCCA.pdf

**Putting Price Tags on International Trade Use of State Infrastructure - Final Report /**

Taehoon Lim et al. -- Austin, TX : University of Texas at Austin, Center for Transportation Research ; Texas Dept. of Transportation, Research and Technology Implementation Office, 2017-03 (FHWA/TX-17/0-6844-1), 149 pp. http://library.ctr.utexas.edu/ctr-publications/0-6844-1.pdf

**Strategic Program Delivery Methods /**

Dan Tran, Christofer Harper, and R. Edward Minchin, Jr. -- Washington, DC : Transportation Research Board, 2017 (NCHRP Synthesis 504), 102 pp. http://www.trb.org/Publications/Blurbs/175825.aspx

**Transportation Economic Trends /**

Karen E. White, Stephen Brumbaugh, Kenneth Notis, et al. -- Washington, DC : U.S. Dept. of Transportation, Bureau of Transportation Statistics, 2016, 94 pp. https://www.bts.gov/content/transportation-economic-trends

**Transportation Governance and Finance: A 50-State Review of State Legislatures and Departments of Transportation /**

Jaime Rall et al. -- 2nd edition -- Washington, DC : American Association of State Highway and Transportation Officials, AASHTO Standing Committee on Finance and Administration 2016 and AASHTO Subcommittee on Transportation Finance Policy 2016, 2016-11 (Publication Code: TGF-2-OL), 542 pp. https://bookstore.transportation.org/free_publications.aspx?ItemID=2700

**Aviation**

**Clean Water Act Requirements for Airports /**

Dean Mericas, Jeffrey Longsworth, and Kim Shannon -- Washington, DC : Transportation Research Board, 2017 (ACRP Research Report 169), 29 pp. http://www.trb.org/Publications/Blurbs/175472.aspx

**Graduate Research Award Program on Public-Sector Aviation Issues Update: 2008-2017 /**

Airport Cooperative Research Program -- Washington, DC : Transportation Research Board, 2017-01 (Research Results Digest 25), 27 pp. http://www.trb.org/Publications/Blurbs/175502.aspx

**Guidebook for Developing Ramp Control Facilities /**

Barbara Cogliandro et al. -- Washington, DC : Transportation Research Board, 2017 (ACRP Research Report 167), various pagings http://www.trb.org/Publications/Blurbs/175172.aspx

**Guidebook for Selecting Methods to Monitor Airport and Aircraft Deicing Materials - Second Edition /**

Jill Greene and Dean Mericas -- 2nd edition -- Washington, DC : Transportation Research Board, 2017 (ACRP Research Report 72), various pagings http://www.trb.org/Publications/Blurbs/167504.aspx

**Interpreting the Results of Airport Water Monitoring: A Guidebook /**

Gresham, Smith and Partners et al. -- Washington, DC : Transportation Research Board, 2017 (ACRP Research Report 166), various pagings http://www.trb.org/Publications/Blurbs/175862.aspx

**Preemption of Worker-Retention and Labor-Peace Agreements at Airports /**

Eric T. Smith -- Washington, DC : Transportation Research Board, 2017-02 (Legal Research Digest 31), 32 pp. http://www.trb.org/Publications/Blurbs/175654.aspx

**Runway Protection Zones (RPZs) Risk Assessment Tool Users' Guide /**

Hamid Shirazi et al. -- Washington, DC : Transportation Research Board, 2016 (ACRP Research Report 168), 66 pp. http://www.trb.org/Publications/Blurbs/174951.aspx

**Synthesis of Information Related to Airport Practices /**

Airport Cooperative Research Program -- Washington, DC : Transportation Research Board, 2017-01 (Research Results Digest 26), 9 pp. http://www.trb.org/Publications/Blurbs/175530.aspx

## Bicycles and Pedestrians

**Bicycles and Motorcycles /**

Transportation Research Board -- Washington, DC : TRB, 2016 (Transportation Research Record No. 2587), 148 pp. http://www.trb.org/Publications/Blurbs/175582.aspx

**Crossing Solutions at Roundabouts and Channelized Turn Lanes for Pedestrians with Vision Disabilities: A Guidebook /**

Bastian Schroeder et al. -- Washington, DC : Transportation Research Board, 2016 (NCHRP Research Report 834), 119 pp. http://www.trb.org/Publications/Blurbs/175586.aspx

**Errata for Guide for the Development of Bicycle Facilities, 4th Edition (GBF-4) /**

American Association of State Highway and Transportation Officials -- 4th edition -- Washington, DC: AASHTO, 2017-02 (Publication Code: GBF-4), 11 pp. http://downloads.transportation.org/GBF-4-Errata.pdf

## Bridges and Structures

**Control of Concrete Cracking in Bridges /**

Henry G. Russell -- Washington, DC : Transportation Research Board, 2017 (NCHRP Synthesis 500), 104 pp. http://www.trb.org/Publications/Blurbs/175649.aspx

**Current Practices and Guidelines for the Reuse of Bridge Foundations /**

Andrew Z. Boeckmann and J. Erik Loehr -- Washington, DC : Transportation Research Board, 2017 (NCHRP Synthesis 505), 80 pp. http://www.trb.org/Publications/Blurbs/175558.aspx

**Development of Guidelines for Transportation of Long Prestressed Concrete Girders /**

Jonathan C. McGormley and Richard E. Lindenberg -- Northbrook, IL : Wiss, Janney, Elsner Associates, Inc. ; Baton Rouge, LA ; Louisiana Dept. of Transportation and Development, 2016-12 (FHWA/LA.16/567), 294 pp. http://www.ltrc.lsu.edu/pdf/2016/FR_567.pdf

**Effect of Implementing Lean-On Bracing in Skewed Steel I-Girder Bridges /**

Andrew Bechtel -- Ewing, NJ : The College of New Jersey ; New York : City College of New York, UTRC- Region 2, 2016-09, 23 pp.
http://www.utrc2.org/sites/default/files/Final-Report-Effect-of-Implementing-Lean-On-Bracing.pdf

**Errata for S2.1, Steel Bridge Fabrication Guide Specification, 2016 Edition /**

AASHTO/NSBA Steel Bridge Collaboration -- 3rd edition -- Washington, DC : American Association of State Highway and Transportation Officials (AASHTO) ; [Chicago] : National Steel Bridge Alliance, 2017-03 (NSBASBF-3 - Errata), 45 pp. http://downloads.transportation.org/NSBASBF-3-Errata.pdf

**FHWA LTPP Guidelines for Measuring Bridge Approach Transitions Using Inertial Profilers /**

Brandt Henderson et al. -- Tonawanda, NY : Stantec Consulting, Ltd. ; McLean, VA : Federal Highway Administration, Office of Research, Development, and Technology, Turner-Fairbank Highway Research Center, 2016-12 (FHWA-HRT-16-072), 41 pp.
https://www.fhwa.dot.gov/publications/research/infrastructure/pavements/ltpp/16072/index.cfm

**Guide Design Specifications for Bridge Temporary Works /**

American Association of State Highway and Transportation Officials, Highway Subcommittee on Bridges and Structures, 2016 -- 2nd edition -- Washington, DC : AASHTO, 2017 (Publication Code: GSBTW-2), 114 pp. https://bookstore.transportation.org/my_bookstore.aspx

**Guide Specifications for Wind Loads on Bridges During Construction /**

American Association of State Highway and Transportation Officials, Highway Subcommittee on Bridges and Structures, 2016 -- Washington, DC : AASHTO, 2017 (Publication Code: GSWLB-1), 27 pp. http://drm.transportation.org/login.aspx

**Guidelines for Emergency Ventilation Smoke Control in Roadway Tunnels /**

Igor Maevski -- Washington, DC : Transportation Research Board, 2017 (NCHRP Research Report 836), 72 pp. http://www.trb.org/Publications/Blurbs/175854.aspx

**Hydraulic Performance of Shallow Foundations for the Support of Vertical-Wall Bridge Abutments /**

Oscar Suaznabar et al. -- Hampton, VA : Genex Systems, LLC ; Washington, DC : Federal Highway Administration, 2017-02 (FHWA/HRT-17-013), 128 pp.
https://www.fhwa.dot.gov/publications/research/infrastructure/structures/bridge/17013/17013.pdf

**Implementation Project: Strengthening a Continuous Steel Girder Bridge in Lakeport, Texas with Post-Installed Shear Connectors: Phase 1 - Bridge Strengthening Design and Load Testing /**

Kerry L. Kreitman et al. -- Austin, TX : University of Texas at Austin, Center for Transportation Research ;Texas Dept. of Transportation, Research and Technology Implementation Office, 2017-03 (FHWA/TX-16/5-6719-01-1), 127 pp. http://library.ctr.utexas.edu/ctr-publications/5-6719-01-1.pdf

**Movable Bridge Inspection, Evaluation, and Maintenance Manual /**

American Association of State Highway and Transportation Officials, Highway Subcommittee on Bridges and Structures, 2016 -- 2nd edition - 2017 -- Washington, DC : AASHTO, 2017 (Publication Code: MBI-2), 561 pp. https://bookstore.transportation.org/ - login required

**Post-Extreme Event Damage Assessment and Response for Highway Bridges /**

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Neil J. McCall, William T. Riddell, and Krishan K. Bhatia -- Glassboro, NJ : Rowan University ; New York : City College of New York, University Transportation Center - Region 2, 2015-12, 52 pp. http://www.utrc2.org/sites/default/files/Final-Report-Effect-of-Plug-in-Hybrid-Electric-Vehicle-Adoption.pdf

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Jose Holguin-Veras et al. -- Washington, DC : Transportation Research Board, 2017 (NCFRP Research Report 37), 238 pp. http://www.trb.org/Publications/Blurbs/175283.aspx

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**Evaluation, Development, and Implementation of 3D GPR for Assessment of Minnesota Infrastructure /**

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## *SELECTED RECENT ACQUISITIONS*

**April - June 2017**

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# NJ DEPARTMENT OF TRANSPORTATION RESEARCH LIBRARY

## *SELECTED RECENT ACQUISITIONS*

**July - September 2017**

The resources reported in this issue are listed by main subject area and then alphabetically by title. Each item is listed only once, so please check related subjects for additional materials that may be of interest. If you would like to see any of these items and there is no link to an online version, please contact the Research Library at library@dot.nj.gov (Library, DOT) or call 609-530-5289 for these or any other publications.

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# APPENDIX D

## PRESENTATION ON 96TH TRB ANNUAL MEETING SESSIONS ATTENDED

# TRB 96th Annual Meeting

## Jan 8-12, 2017

# Presentations, Meetings, and Workshops Attended

*Carol Paszamant – NJDOT Research Library*

## *Why are librarians at TRB?*

- Improving access to research
- Presenting and coordinating
- Learning

## *What did I attend?*

*Meetings!*

- LIST Committee
- TRB Information Services Committee
- TRT Thesaurus Subcommittee

## Sessions –

*Library-related or coordinated:*

- *Public Access Speed Dating*
  - *DMPs*
- *Brass Tacks of Knowledge Management*
- *Poster sessions*

## Other sessions –

❖ Safety:

*Neighborhood Greenways*

❖ Policy:

*Big Brother in the Sunshine*

## More sessions

- Environment:

  - *Pollinators on the Verge*
  - *We Know There's a Climate Problem*
  - *Maintaining Connectivity*

## Benefits of attending:

- Learning and sharing
- Making contacts
- Visiting the Exhibits

## Benefits (continued)

- The Journey itself
  - Observation
  - Inspiration

*Thank you for the opportunity to attend!*

## More Information

**Available from:**

- TRB / TRID
  the TRIS and ITRD database
- NJDOT Research Library
  "Your Knowledge-sharing partner"

**Midwest Transportation Knowledge Network (MTKN)** includes transportation organizations in AASHTO Region 3. The MTKN was the first group created as part of a larger effort to form a national transportation knowledge network.

**Eastern Transportation Knowledge Network (ETKN)** comprises representatives of transportation organizations from the Eastern U.S. (AASHTO Regions 1 and 2).

**Western Transportation Knowledge Network (WTKN)** is a diverse group of transportation organizations from AASHTO Region 4.

**"Pooled Fund"** in the context of the transportation library community refers to two 5-year FHWA-sponsored cooperative agreements between participating state DOTs. The first, **Transportation Library Connectivity Pooled Fund Study TPF-5(105)**, was coordinated by Wisconsin DOT as lead state. Approved by FHWA in 2005, it ran from 2006 - 2010. The second, FHWA Pooled Fund Study **Transportation Library Connectivity & Development TPF-5(237)**, was coordinated by lead state Missouri DOT. Both studies were led by consultant **Maggie Sacco** previously of CTC & Associates LLC, and more recently, HS InFocus.

**AASHTO RAC TKN Task Force (TF)**: shorthand for the **American Association of State Highway and Transportation Officials (AASHTO) Standing Committee on Research (SCOR)** and its **Research Advisory Committee (RAC) Transportation Knowledge Networks Task Force**. This group comprises representatives from state DOT research units and "serves as a forum to develop the concept, understanding, and application of transportation knowledge networks for the transportation sector."

**TLCat**, created in 2004 as a National Union Catalog of Transportation Libraries via an OCLC Group Catalog, featured the holdings of the transportation libraries in OCLC as a subset. Supported by the National Transportation Library with the cooperation of the Midwest Transportation Knowledge Network, the prototype regional group, and the National Pooled Fund Study for Library Connectivity, TLCat is no longer being maintained. **Ken Winter** of Virginia DOT provided a ***Brief History of TLCat*** in December 2006.

The **AASHTO RAC TKN TF** is in the process of morphing into the **AASHTO RAC Coordination & Collaboration Task Force (CCTF) TKN Working Group** led by Missouri DOT.

**Resources:**

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## Alphabetical index to entities:

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AASHTO RAC TKN Task Force (defunct – replaced by above)
ETKN
GTRIC
MTKN
National Transportation Library (NTL)
NTKN
Pooled Fund(s) (closed as of 10/1/2015)
SLA Transportation Division
TLCat (defunct)
TRANLIB
WTKN
Transportation Knowledge Networks (TKNs)
Transportation Librarians Roundtable (TLR)

Compiled by Carol Paszamant 7/24/2017

# APPENDIX F

# POSTER ON DOWNLOADING CAVEAT FOR AASHTO DIGITAL DOCUMENTS FOR PRESENTATION AT TRB 97TH ANNUAL MEETING

*Attention: AASHTO Committee Members:*

# AASHTO Digital Publications - *Before you download . . . . (Don't!! )*

For AASHTO Committee members notified of new digital publications with download/"purchase" instructions -

## Abstract

Given all the confusion since AASHTO started providing their publications to state DOTs in digital format, and given the complexities of the download process, the limit of one free download per institution, and the need for DRM account login and password to open such documents, the credentials for which, once used, cannot be transferred to another account, it would therefore be helpful for state DOT libraries to inform their organizations of the best practice of letting their department library download these publications so that access can be predictable and consistent for all such publications.

## Who?

***AASHTO Committee Members*** *who receive email notifications of new digital publications your agency receives as part of its AASHTO State DOT membership.*

## What?

***Let Your Library Register First!***

***Let your Library do the Downloading!!***

## Why?

- ✓Consistent login access to digital publications.
- ✓No need to find the "owner" who originally did the download to get their credentials.
- ✓Document storage and ease of retrieval.
- ✓Reliable notification of new publications.
- ✓Save your time, and your and your coworkers' sanity!
  - ❖Time of downloading -
  - ❖Time of figuring out what to do with the document -
  - ❖Time to notify others –

## What Happens If I Register It?

- The promotion code to register the complimentary publication can only be used ONCE.
- If you register for it, the publication can only be accessed within your organization using YOUR credentials.
- Once a publication has been registered, it can't be transferred to another owner (like the library).

***If you download, you're responsible!!!***

## No Library or Librarian?

Your state DOT may already have a Designee who is responsible for registering, downloading, saving and archiving a copy.

*Not sure who it is?* Ask the AASHTO Publications Department, your agency's Director's Office or Research Division Administrator.

## More Information

AASHTO PUBLICATIONS
bookstore.transportation.org

- Carol Paszamant, Librarian, NJDOT Research Library , 609-530-5289, email carol.paszamant@dot.nj.gov
- Renée McHenry, Transportation, Librarian, Missouri DOT, 573-522-1948, email renee.mchenry@modot.mo.gov
- John Cherney, Wisconsin DOT Library, 608-264-8142, email john.cherney@dot.wi.gov
- Karen Waters, Technical Reference Librarian, Illinois DOT, 217-782-6680, email Karen.Waters@illinois.gov

# APPENDIX G

## AASHTO TRANSPORTATION COORDINATION CURRICULUM COUNCIL (TC3) ONLINE TRAINING PROMOTIONAL FLYER / POSTER

TRANSPORTATION CURRICULUM COORDINATION COUNCIL

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