

State of Wisconsin/Department of Transportation
 RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: December 31, 2007

Library Connectivity Pooled Fund Project TPF-5(105) http://www.pooledfund.org/projectdetails.asp?id=337&status=4 http://www.libraryconnectivity.org	
Project Title: Consultant Services Consultant: Maggie Sacco, CTC & Associates LLC maggie.sacco@ctcandassociates.com Patrick Casey, CTC & Associates LLC pat.casey@ctcandassociates.com	Project ID: 0092-06-31 Approved Starting Date: 11-11-05 Approved Ending Date: 09-30-09
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Percent Complete:

The study as originally funded from 11-11-05 through 11-10-07 is now 100% complete. It has been extended through federal fiscal year 2009 (September 30, 2009) with the first quarter's work completed (12.5%).

Project Description:

Accessible, reliable, and timely information is critical for transportation agencies and stakeholders. Yet, a vast amount of transportation-related information is neither collected nor made available for use. Effective library and information services are critical for getting needed information in the hands of practitioners and decision-makers within state departments of transportation.

This pooled fund study on Transportation Library Connectivity focuses on making transportation information more readily available through better communication and coordination among state, federal, academic and private sector libraries. The study aims to institutionalize the best practices of individual transportation libraries and regional Transportation Knowledge Networks.

The study is a grassroots effort by librarians and information professionals in 15 state departments of transportation and two partner universities. Since 2005 pooled fund members have been sharing their expertise and resources to develop better ways to serve their DOT customers. A full-time consultant contracted by the study provides technical assistance to members and works to bring the benefits of effective information access to the entire transportation community.

Note: The previous Administrative/Marketing Services contract (0092-06-30) expired 9-30-2007 and was not renewed. Consultant services under contract 0092-06-31 have been approved by the TAC with a detailed 2008 Work Plan included below at Work Next Quarter, and in fuller detail on the project Web site at <http://www.libraryconnectivity.org/about.html#workplan2008>. A small amount of remaining funds from the Administrative/Marketing Services contract will be applied to costs associated with: transfer and redesign of the Web site, and printing of the Transportation Librarian's Toolkit and Interim Report.

Progress This Quarter

Collection analysis

- No action taken this quarter. This task is complete.

Online subscriptions

- Compiled a list of relevant subscription databases and provided it to the TAC for their review. No further action to be taken at this time.

Documentation and communications

- Worked with lead state and full TAC on development of detailed 10-pt Work Plan for 2008.
- Finalized the Transportation Librarians Toolkit in November 2007 and carried out revisions and editing through the end of this quarter. This toolkit is a guide for librarians to better serve researchers, policymakers and practitioners in defining services and selecting and evaluating resources.
- Finalized and submitted the Interim Report, which the TAC approved. Printing of both documents will be completed early in the first quarter of 2008.

OCLC Subscriptions

- Worked closely with the DOTs, OCLC, regional services providers and WiLS to manage subscriptions.
- Compiled profiles for new members and worked with OCLC to secure pricing for 2008-2009.
- Worked on creation of the OCLC Registry for the pooled fund, which will allow the group to manage subscriptions more effectively and efficiently. The Registry includes member library profiles and subscription details.

Technical assistance

- Worked with members on their individual library OCLC needs and their related local cataloging system issues.
- Continued to assist Tennessee DOT with their ongoing batchloading issues.
- Worked closely with Glynn Cavin from LTRC to create a position description and job posting for a newly created librarian position at LaDOTD/LTRC and posted the position to a library listserv.

Outreach

- Co-presented with Hank Zaletel (TAC member, Iowa DOT) at the National Transportation Library's third Transportation Librarians Roundtable on December 13, 2007, regarding the experiences of the pooled fund and MTKN with performance measures.
- Continued to work on the TALENT committee and participate as a volunteer contributor to the Transportation Meta Search custom Google Co-op search engine at: <http://www.google.com/coop/cse?cx=006511338351663161139:hovexomtgsw>.

Site visits

- There were no site visits this quarter.

TLCat

- Received and reviewed the third quarterly report on TLCat participation, which lists member institutions, number of holdings, group affiliation and unique items in the database. Provided feedback on the format and requested changes to make the report cleaner and more complete report. The data will be packaged and enhanced for distribution to the TAC and others via the TRNLIB and TRANLIB lists.

Regional network development

- Participated in teleconferences for the Western Transportation Knowledge Network (WTKN), a new group made up of AASHTO Region 4 libraries and some transit agency libraries.
- Maintained the WTKN page of the Library Connectivity Pooled Fund blog.
- Collected the ballots for WTKN chair and chair elect and presented the results to the members.
- Attended the exploratory committee meeting for Eastern Transportation Knowledge Network on November 9, 2007, via teleconference.

Annual Meeting

- There were no planning activities for the next annual meeting (October 2008) this quarter.

Work Next Quarter

Consultant efforts throughout 2008 will be focused on the ten objectives adopted by the TAC. By the first teleconference (third week of February) the consultant will present an overview of the remaining three quarters of the federal fiscal year (January through September) with a breakdown of planned activities for each quarter that relate to each of the objectives of the 2008 Work Plan. Planned activities for the first quarter include the following:

1. Technical guidance and support to members, focused on the smaller libraries that are served by only one librarian. Support activities will include such things as site visits, advice on cataloguing, inter-library loan procedures, on-line catalogues and library Web site presence (Internet and Intranet).
 - Schedule site visits with California, Idaho, Louisiana, Mississippi and Missouri.
 - Continue evaluations and recommend strategies to meet states' technical needs. Priorities include collection analysis, online subscription resources, and digital content management.
 - Provide technical cataloguing assistance to convert bibliographic records into shareable digital format. Specifically, facilitate cataloguing activities including adding new items to WorldCat/TLCat, helping eliminate backlogs, and enhancing overall quality of cataloguing. Discuss with TAC a priority list of pooled fund member libraries, beginning work with those most in need of technical assistance.

2. Teleconferences of pooled fund members to enable sharing of best practices and new ideas.
 - Schedule and facilitate the first teleconference in February 2008.
 - Create and distribute teleconference agendas and minutes.

3. Promotion of the value and importance of transportation library and information services to top-level transportation administrators throughout the country through targeted activities, such as:
 - *Feature articles that vividly tell the stories of library and information professionals helping agencies save time, money and lives.
 - Submit one article this quarter to periodical read by upper management in state DOTs – calling attention, with examples, of the value of library and information services to the agencies.

 - *Presentations to gatherings of top-level DOT administrators, such as meetings of AASHTO committees (Highways, Planning, Environment, Highway Traffic Safety).
 - Compile a tentative list of AASHTO committee meetings that in the next six months might be good venues for making a presentation on the value of library and information services to planning, design, construction, operations and maintenance engineers.

 - *A session for the TRB 2009 Annual Meeting that features top-level transportation administrators pointing to the value of their libraries in critical endeavors at the heart of their agencies' missions.
 - Identify sponsor for the TRB session – LIST Committee, Conduct of Research, etc.

- Identify topic and panelists for the session. Obtain preliminary commitments to participate.
4. Workshops for librarians on implementing the Transportation Librarian's Toolkit, emphasizing how it can be used with top-level administrators to demonstrate the range and value of library and information services.
 - Identify dates and locations for the two workshops, to be hosted by pooled fund members (possibly in conjunction with site visits to new members).
 - Identify invitees to the workshops and draft agendas.
 - Continue to disseminate Transportation Librarian's Toolkit electronically and in print. Consult with the TAC to identify transportation organizations that should be notified of the existence of the Toolkit and how to access it online: DOTs, UTCs, industry associations, etc.
 5. Annual meeting and workshop on strategic planning to help member states identify and communicate the value of library and information services to their internal customers and top management.
 - Consult with TAC to establish a date and venue so all can begin making their plans.
 6. A project Web site as a one-stop shop for pooled fund resources and business, including the tracking and reporting of relevant state, regional and national efforts.
 - Implement a TAC calendar on the Web site with appropriate dates. Begin updating the Web site with News & Updates on a bi-weekly basis.
 7. Support of members in their efforts to form and grow regional Transportation Knowledge Networks.
 - Continue to assist with progress of the regional TKNs (Midwest, Western and Eastern) with a focus on serving the networking needs of pooled fund members.
 8. Collaboration with the National Transportation Library, the new AASHTO RAC Task Group on TKNs and others, including retired transportation librarians, to enhance communication between transportation librarians and the transportation research community and to build broader support for and funding of a national network of transportation libraries among top-level transportation administrators at the state and federal level.
 - Collaborate with the NTL on tasks identified by the TAC as having mutual objectives including providing accurate TLCat data in report form and promoting TLCat integration with TRIS Online.
 9. Facilitation of payment of OCLC and TLCat subscriptions for eligible pooled fund members.
 - Establish a baseline of OCLC listings for DOTs and provide a report that accounts for the number of holdings added to OCLC (or made accessible online), and other accomplishments, as a result of the study. This will be possible once members with new catalogs and without holdings in OCLC WorldCat get their catalogs online and holdings uploaded to OCLC.
 - Provide the quarterly report of TLCat data to pooled fund members and transportation library community.

10. Implementation of focused research and technology projects, as proposed by members, on specific topics, such as: promotion of the value and importance of transportation library and information services to top-level transportation administrators, collection analysis tools, collaborative approaches to developing strong specialized collections, digital collection development efforts among member libraries and collaboration with university and industry initiatives.

- Solicit input from the TAC for candidate research and technology projects with the goal of identifying two or three by the end of the quarter.
- Solicit input from the TAC for suggestions for an NCHRP Synthesis topic – due early February.

Circumstances Affecting Progress/Budget:

None