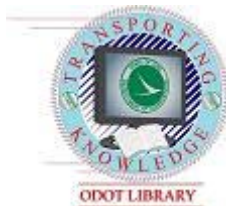


Date: 13 March 2006
Site: Ohio Department of Transportation Library
Staff: Janet Bix, Librarian

Site Visit Summary

History & Overview

The Ohio Department of Transportation library was founded in 1976. In the department's organizational chart, the library is under the direction of the Division of Quality and Human Resources, a move Janet Bix recommended during the last reorganization, as the library is an agency-wide service unit. The library's mission is to serve its ODOT customers, and library cards are issued jointly by the State Library and ODOT for internal customers.



ODOT Library Mission Statement

Our mission is to serve the people of the Ohio Department of Transportation by providing pertinent and appropriate information necessary for personal, professional and organizational growth.

Each employee can request customized service, tailored to their needs with information provided in their choice of format whenever possible.

We are dedicated to creating and maintaining an electronic information system that provides for the acquisition, processing, and delivery of information effectively and efficiently, accessible to all ODOT employees. At the same time, we will maintain professional networks that provide access to additional unique information. We will continue to build the physical library collection so that it can continue to increase in value, visibility and provide the backbone of the information network.

The ODOT library is a member of OhioLINK, a statewide library network that is a program of the Ohio Board of Regents¹. Its member libraries include 17 public universities, 23 technical and community colleges, 42 independent colleges, and the State Library of Ohio. There are over 31 million items in the union catalog (8 million unique titles), and 100 databases available to members in addition to a statewide Digital Media Center².

There is a close relationship between the ODOT library and the State Library of Ohio. ODOT used to have an internal proprietary stand-alone catalog, but Y2K forced the issue of upgrading to the state library catalog (III Millennium). In giving up the proprietary system, ODOT lost a catalog

¹ OhioLINK: <http://www.ohiolink.edu/>

² OhioLINK Digital Media Center provides access to electronic multimedia such as digital images, sounds and video: <http://dmc.ohiolink.edu/>

that their customers were accustomed to and had to re-barcode the entire collection. However, they gained a top notch integrated library system and dramatically increased the visibility of their collection. The state library provides training, cataloging and professional networking opportunities for the ODOT library staff. It is a mutually beneficial relationship, and Janet is very happy with the arrangement. The ODOT library catalog now has higher quality records for their research reports, and new R&D publications are added to the OCLC Digital Archive³. State Library catalogers are working to add the entire digital R&D collection. The State Library/ODOT Library joint catalog is available to all ODOT employees who have access to a PC, and they can page any library item (both combined catalog & OhioLINK) from their desktops. Delivery services from the State Library are provided daily.

The ODOT library also has a strong connection to the LTAP program. The ODOT Library staff manages the LTAP collection which is shelved separately in the LTAP Area. The LTAP video collection has been cataloged in OCLC. The library edited & published the current Ohio LTAP Video Catalog.

The ODOT library actively markets and promotes its services with a variety of services available on the ODOT intranet, pamphlets, alerting services and a 14 minute video tour of the library, available as a streaming video on their intranet or on DVD. They produce two issues annually of their newsletter *New Acquisitions*⁴.

Staff

Janet Bix, Librarian

Janet is the ODOT library administrator. She has been with ODOT for 12 years. Previously she was Director of the National Ground Water Information Center. Her MLS is from Kent State University. In addition to managing the library, she provides reference and literature searches for patrons.

Stephanie Newton, Records Management Officer

Stephanie has worked at ODOT for 27 years, and has been with the Library since June, 1996. . Stephanie manages the serials subscriptions including routing periodicals throughout the department. She works at the circulation desk and maintains the current periodicals list. Stephanie represents the library at ODOT's new hire orientation twice a month, and the library video is shown during one of the break times.

Ruth Monks, Library Assistant II

Ruth has worked at the ODOT library for nearly 13 years. Among her many duties are creating new acquisitions lists, creating temporary records so new in-demand items can circulate immediately, generating customized new report notifications and sending out training videos and PECE study materials. Ruth also takes shifts at the circulation desk, and was responsible for barcoding the entire collection, which took 1½ years. LTAP patrons contact Ruth directly to borrow LTAP videos. This gives her an opportunity to recommend additional resources that local municipalities & townships staff might be unaware of.

Jenny Schnell, Intern

Jenny is pursuing her master's of library science at Kent State University. Jenny recently updated the library's logo, which also required updating all of the library's promotional materials. Jenny just returned from hiking a portion of the Appalachian Trail.

Emily Glenn, Intern

³ The OCLC Digital Archive is a digital collection management that allows harvesting, organization and access to digital collections in multiple formats: <http://www.oclc.org/digitalarchive/about/default.htm>

⁴ *New Acquisitions*, Winter 2006: <http://www.dot.state.oh.us/library/WinterNewAcquisitions2006.PDF>

Emily is a graduate student at Kent State University working toward her master's degree in library science. Her target graduation date is May, 2006. Among other projects, she has developed an Access database to track research and reference requests. Emily and Jenny have created number brochures & PowerPoint presentations that describe the library's services and programs.

Physical Space

The library is in a very visible location in the ODOT headquarters offices in Columbus. They are on the second floor across from the director's office. An open atrium style lobby shows the library stacks clearly upon walking into the main entrance of the building. Janet likes this location because the presence of the library is noted by visitors and staff as soon as they walk in. They estimate they have 2200 square feet of space, with additional storage in three other areas. The library has been in its current location for seven years, and ODOT is next door to the Department of Public Safety, which encourages more synergy between the two agencies.

Collection & Services

Monographs - 28,801
Serials - 230
Film & fiche - 2631 microfilm, 132 fiche
Audiovisual - 987 (472 + 515 LTAP videos)
Online databases - 100+ via OhioLINK
CD-ROMs - 621

The ODOT library uses well-known vendors for acquisitions and collection management. Serials subscriptions are managed with EBSCO, and book vendors include Baker & Taylor and ASCE. They purchase about 110 book titles per year, including some international publications from the UK and Australia. TRB publications, AASHTO publications, specifications/standards are all well represented in the collection. There are special collections including Ohio roadway plans on microfilm back to the 1920-30's and Ohio Department of Highways reports and specifications from the 1900's through 1930's. Maps of all 88 Ohio counties are available, as are P.E. & EIT study materials.

The following library services are available to ODOT staff:

1. Online search services including the state library /ODOT library catalog
2. Alerts
3. Data exchange among all 50 state DOTs
4. Journal routing
5. OhioLINK access

ODOT Expectations for the Pooled Fund Study

Janet is a big supporter of library networks and has been very active with MTKN. She believes strongly in the networking possibilities and increased visibility for libraries that commit to being involved in sharing their resources and raising their profiles within the transportation and library communities. Janet had taken a wait and see position for the second year of the pooled fund, but has decided to commit to year two, as she is happy with the direction of the project.

Pictures:



Ruth Monks, Stephanie Newton, Janet Bix, Jenny Schnell



More about ODOT:

[ODOT](#)

[ODOT Library](#)

[State library/ODOT catalog](#)

[OhioLINK Catalog](#)

[Ohio LTAP Center](#)