



**Research Library Operations (2018-2019)**  
**FINAL REPORT**

November 2019

Submitted by

Maria Baratta

Associate Director

New Jersey State Library

*An affiliate of Thomas Edison State University*

NJDOT Research Project Manager

Stefanie Potapa

In cooperation with

New Jersey

Department of Transportation

Bureau of Research

and

U. S. Department of Transportation

Federal Highway Administration

## **NOTICE**

The United States government does not endorse products or manufacturers. Trade or manufacturers' names appear herein solely because they are considered essential to the object of this report.

## **DISCLAIMER STATEMENT**

The contents of this report reflect the views of the author who is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the New Jersey Department of Transportation, the Federal Highway Administration, the New Jersey State Library, or Thomas Edison State University. This report does not constitute a standard, specification, or regulation.

## TECHNICAL REPORT DOCUMENTATION PAGE

<b>1. Report No.</b> FHWA-NJ-2019-009	<b>2. Government Accession No.</b>	<b>3. Recipient's Catalog No.</b>	
<b>4. Title and Subtitle</b> <b>FINAL REPORT</b> Research Library Operations (2018-2019)		<b>5. Report Date</b> November 2019	
		<b>6. Performing Organization Code</b>	
<b>7. Author(s)</b> Maria Baratta, NJ State Library Carol B. Paszamant <a href="http://orcid.org/0000-0002-2626-0068">http://orcid.org/0000-0002-2626-0068</a>		<b>8. Performing Organization Report No.</b>	
<b>9. Performing Organization Name and Address</b> New Jersey State Library <i>An affiliate of Thomas Edison State University</i> PO Box 520 Trenton, NJ 08625-0520		<b>10. Work Unit No.</b>	
		<b>11. Contract or Grant No.</b> 18-60148	
<b>12. Sponsoring Agency Name and Address</b> Federal Highway Administration (SPR) <a href="http://dx.doi.org/10.13039/100006285">http://dx.doi.org/10.13039/100006285</a> 1200 New Jersey Avenue, SE Washington, DC 20590 New Jersey Department of Transportation (SPR) <a href="http://dx.doi.org/10.13039/100004847">http://dx.doi.org/10.13039/100004847</a> 1035 Parkway Avenue, P.O. Box 600 Trenton, NJ 08625.0600		<b>13. Type of Report and Period Covered</b> Final Report, July 2018 – June 2019	
		<b>14. Sponsoring Agency Code</b> FHWA, NJDOT	
<b>15. Supplementary Notes</b> Conducted in cooperation with the U.S. Department of Transportation, Federal Highway Administration. Task Order 14, Agreement 2016-TESU-1, Customer: Amanda Gendek, Research Project Manager: Pragna Shah (3/19-6/19), Contract Manager: Stefanie Potapa (7/18-2/19)			
<b>16. Abstract</b> 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. Professional Librarians provide reference and referral services, access to an online catalog and electronic documents, lending of materials from the collection, 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.			
<b>17. Key Words</b> Library operations; Research; Information services; Knowledge services; Knowledge sharing; Technology transfer		<b>18. Distribution Statement</b> No restrictions.	
<b>19. Security Classif. (of this report)</b> Unclassified	<b>20. Security Classif. (of this page)</b> Unclassified	<b>21. No. of Pages</b> 86	<b>22. Price</b>

## **ACKNOWLEDGMENTS**

The author wishes to acknowledge the support of former NJDOT Research Library staff, Carol Paszamant and Laurie Strow; NJDOT Research Bureau Manager, Amanda Gendek; former New Jersey State Library Supervising Librarian, Doris Murphy; State Library staff in Reference, Circulation, Law, and Technical Services; NJDOT staff and subject matter experts; library champions past and present, both internal and external, and other staff and customers without whom this project would not have been possible.

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	1
BACKGROUND .....	2
OBJECTIVES .....	3
INTRODUCTION.....	4
SUMMARY OF THE WORK PERFORMED .....	5
Output.....	7
<i>Collection Maintenance</i> .....	7
<i>Marketing</i> .....	7
<i>Collaboration and Networking</i> .....	7
<i>Reporting</i> .....	8
<i>Staff Training</i> .....	8
Challenges.....	9
<i>Space</i> .....	9
<i>Collection Management</i> .....	9
<i>Time</i> .....	10
<i>Funding</i> .....	10
<i>Technical Challenges</i> .....	10
CONCLUSIONS AND RECOMMENDATIONS.....	11
APPENDIX A: RESEARCH LIBRARY BROCHURE (TRIFOLD) .....	12
APPENDIX B: MONTHLY RESEARCH LIBRARY REPORTS.....	15
APPENDIX C: ANNUAL STATISTICS.....	78

## 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

This page intentionally left blank

## 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 summarizes accomplishments from July 2018 through June 2019. Data presented shows the effect of the library's services and contribution to the work produced by NJDOT.

During the last quarter of calendar year 2018, a decision was made to move the Library to a location within the Main Office Building of the NJDOT campus. As the new space for the library is smaller than the space being vacated, the library staff faced some major challenges in reducing collection sizes to try to meet the new space restrictions. It became apparent that collection management practices in the library needed major revamping in order to downsize quickly and effectively. This challenge continues into 2019.

Usually, this annual report is prepared by the NJDOT Library Manager. Up through February 2019, Carol Paszamant was manager of the NJDOT Library and Laurie Strow served as Librarian 3 under Carol. On February 28<sup>th</sup>, Carol retired and, immediately following that, Laurie entered an extended leave of absence. From March 2019 through June 2019 the Research Library was staffed by the Reference Services unit of the New Jersey State Library Information Center. This annual report has been prepared by New Jersey State Library Information Center Associate Director, Maria Baratta, using the monthly reports and data sets submitted by Carol, as well as those prepared by New Jersey State Library staff. Every attempt has been made to accurately depict the Library's significance and accomplishments. Should any errors be entered into this report, they are unintentional.



## **BACKGROUND**

Since 1998, the NJDOT has contracted with the New Jersey State Library, affiliated with Thomas Edison State University (previously Thomas Edison State College), to provide onsite professional library services to NJDOT staff and external customers. Services are delivered by a dedicated staff of professional librarians who manage the collections, operations, and support services required in a special library serving a unique group of users within NJDOT.

In 2018 the Library was led by a Librarian 1, Carol Paszamant. Carol had primary responsibility for the overall operation of the library and services delivered, in addition to sharing responsibilities for reference, referral, and interlibrary loan. In addition to Carol, Laurie Strow, Librarian 3, had primary responsibility for cataloging library resources, created appropriate metadata, and also shared responsibilities for reference, referral and interlibrary loan.

From March 2019 through June 2019, the Library was led by Maria Baratta, Associate Director of the New Jersey State Library Information Center. Maria along with Supervising Librarians Deborah Mercer and Teri Taylor and Librarians 3 Andrew Dauphinee and Regina Fitzpatrick, have been covering onsite library services including reference and referral, but especially focusing on library collection management.

The summary of work performed as well as the appendix containing monthly reports outline the accomplishments and challenges addressed by the staff of the Research Library from July 2018 through June 2019.

## **OBJECTIVES**

The main objectives of this research project were to operate and improve the Research Library as a 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 in order to achieve their goals and objectives.

By partnering with NJDOT staff and Department units whenever possible, and with other transportation libraries and entities, the Library staff 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, has been in operation as a branch library of the New Jersey State Library, providing dedicated services to NJDOT since 1998.

This report provides a summary of the major accomplishments of the Library staff from July 2018 through June 2019 and denotes the lasting value and positive impact that onsite library services provide NJDOT. Whether meeting the needs of engineers, researchers, legal experts, other state agencies or the general public, a responsive, professional library staff is an asset to the department.

While there were no new major services or resources offered through the library in this duration, the staff did continue to deliver services in a timely fashion using in-house resources, materials borrowed from other libraries in New Jersey or beyond, or through online services procured within NJDOT.

The Library staff contributed to the transfer of technology within the NJDOT, between NJDOT and other New Jersey agencies, or with other DOTs within the United States. Collaboration and cooperation among DOT libraries in the United States allows for cost effective and timely resource sharing.

## **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.
  - Making referrals to subject matter experts or other sources.
  - 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.
- ◆ 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.
  - Began a major overhaul of the remaining collections following the move to the new Library space including extensive weeding of text/treatise collection materials and removal of duplicates from TRB serial sets.
- ◆ Promoted staff development by aiding staff with career development efforts, obtaining and lending civil service career examination study materials and professional certification exam study materials.
- ◆ 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.
  - Adding new materials received into a Shared Resources Catalog (database of holdings), editing entries, and generating quarterly reports.
  - 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:
  - Adding and updating content on the Research Library website in coordination with IT and Communications.
  - Providing current awareness updates to NJDOT staff on topics of ongoing interest.
  - Provided an overview/outreach session to inform interested NJDOT staff about the extensive services available through the New Jersey State Library.
- ◆ Improved communication within the Department among NJDOT staff by referring staff to other 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.
- Presented “TRB 97th Annual Meeting Jan 7-11, 2018: Presentations, Meetings, and Workshops Attended,” to the Planning, Multimodal, & Grant Administration in order to apprise them of significant outcomes of the meeting.
- ◆ 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 for State Library-required statistics for “patron contacts” and other parameters (Appendix C).
- ◆ Enhanced library staff knowledge and skills through attendance at presentations, webinars, and conferences.

## **Output**

### ***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 DOT intranet. The NJDOT Library staff used this database to generate their quarterly reports of *Selected Recent Acquisitions*. Collection maintenance also involves determining collection organization, categorization, and classification, and physically adding, removing, and shifting materials on the shelves.

Since March, the staff of the New Jersey State Library undertook a major project to weed collections of the NJDOT Research Library including the text/treatises, US documents, New Jersey documents, and serials collections. Using guidelines based on age, accuracy, relative subject value, and availability through other means (primarily digital) the librarians from the State Library significantly reduced the number of print resources kept onsite in the library. Large numbers of duplicate materials as well as old materials more appropriate for an archival collection were removed from the shelves. Items that were removed, and which had been cataloged earlier had their catalog records removed and the NJDOT holdings updated accordingly.

Serial/journal collections that contained duplicate issues were culled down to single issues. The remaining serial collections were then re-organized and placed in alphabetical order based on serial title.

### ***Marketing***

Marketing/current awareness methods took many forms including:

- NJDOT Research Library brochure was updated in February 2019 to reflect the change in location of the library as well as contact information for library staff at the time (see Appendix A). Copies were provided to Human Resources for inclusion in the orientation packets for new employees.
- Prior to her retirement, Carol worked on updating some of the library content on the NJDOT internet and intranet webpages.
- Library staff manned a table at the Annual NJDOT Research Showcase with brochures and giveaways.
- Providing formal training – when requested and informal, or one-on-one as needed, or in the course of answering inquiries.
- Selective 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***

Networking with peers, colleagues, and customers, both internal and external, provided

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

- ◆ For Human Resources
  - Dissemination of Library promotional brochure as part of new employee orientation.
- ◆ With IT:
  - *NJDOT Online Directory*.
  - Shared Resources Catalog

Some external entities with which Carol and Laurie were 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).
- Library Connectivity & Development Pooled Fund (closed), which has produced some LibGuides, or subject pathfinders as well as other products.
- Special Libraries Association (SLA) Transportation Division.
- New Jersey Library Association (NJLA).
- Documents Association of New Jersey (DANJ).
- Transportation Librarians Roundtable.

Carol and Laure also monitored and participated in the discussion list, TRANLIB, sponsored by the Transportation Division of SLA, and other organizations' lists such as the American Society for Engineering Education's ELDNET and 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 statistical reports enumerating the requests received each month and the type of service requested (general reference question or literature search, versus a document), and form of the service provided, whether document, loan, printout, or photocopy. The narrative reports for each month follow in Appendix B, and the spreadsheet for July 2018 through June 2019 appears in Appendix C.

### ***Staff Training***

Library staff attend professional development opportunities whenever possible and

feasible. Relevant training opportunities included 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).
- Sessions required by Human Resources at Thomas Edison State University or NJDOT.

## **Challenges**

As with any organization the Library faced challenges during this reporting period.

### ***Space***

The space available to the NJDOT Library from July 2018 through November 2018 was generally the same as previous years and Carol and Laurie found it to be insufficient for the volume of materials they retained. With a move introduced at the end of calendar year 2018, the issue of space became ever more challenging, as the library was losing a significant amount of shelving and storage. This led to another challenge of...

### ***Collection Management***

For many years the NJDOT Library had not done a full collection assessment for weeding or prioritization. As a result, the collection had grown haphazardly with little of it cataloged or easily discoverable. This unchecked growth led to problems when the library was directed to re-locate. Upon Carol and Laurie's departure, weeding and collection management took priority for the staff of the State Library covering at the NJDOT Research library. The lack of intentional collection development over the years led to unchecked and random growth. The library was developing into an unintentional archive of all things related to Transportation. In addition, the lack of organization and cataloging of resources held in the library made the materials virtually invisible to users, while creating an unwieldy physical presence.

One of the first decisions made by the Associate Director of the New Jersey State Library Information Center was to establish that the NJDOT Library would not serve as an all transportation subject archive. The library had neither the space nor the organizational need to archive all things randomly gathered that touched on the topic of transportation.

Following this, the State Library staff painstakingly reviewed all cataloged materials in the collection and removed items that were especially dated or irrelevant to the day to day needs of NJDOT staff. The US Documents librarian reviewed and continues to review the extensive collection of federal government publications and was able to weed most of the collection as it is already available in either digital form through USDOT or is available in print or microfiche through a US documents repository program.

The largest collection in need of organization is the New Jersey documents collection. From July 2019 through June 2020, the New Jersey State Library staff will focus on



cataloging and organizing this collection to maximize discoverability.

### ***Time***

As a result of the library move, Carol and Laurie had to focus on the immediate needs related to the move and allow some projects to sit unattended. One project they were not able to attend to prior to their departure included reviewing donations for possible inclusion into the collection. Staff from the State Library quickly dispatched that project from March 2019 through June 2019.

### ***Funding***

An annual allocation of \$2,500 for materials affords only a few items for purchase. 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. From July 2018 through February 2019, Carol and Laurie primarily focused on acquiring items at no cost from US DOT, the states, and other organizations, sometimes in print, but often in, electronic form.

This minimal budget limited the number and type of journal subscriptions, and precludes library funding for databases. Luckily, the NJ State Library and NJDOT itself provide access to many. In the July 2019 through June 2020 contract duration, Maria Baratta included a funding request that increases the budget line for materials and subscriptions.

### ***Technical Challenges***

A persistent challenge Carol and Laurie faced was the difficulty of keeping up with digital content including 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. In FY20 staff of the State Library seek to improve discoverability of collection materials and digital access to resources beyond the library.

## **CONCLUSIONS AND RECOMMENDATIONS**

The NJDOT 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 and technology to enhance discovery of transportation resources. Likewise, since the State Library has been collecting books and materials since the 1700's, they have a very rich and deep collection upon which to draw in addition to the onsite collections at the NJDOT Library.

With new space restrictions facing the NJDOT Library, it is even more important to focus on ways to delivery information and discovery methods by rapid and reliable means using advance technology and tools available to NJDOT Library staff. Going forward serious attention must be given to the collection management practices in this library, including a continuous weeding schedule, increase in budget for collection development purposes in order to meet the needs of most units in NJDOT.

Most importantly, the NJDOT Research Library must assess the current and future information needs of library users and non-users in order to best serve the department's information and library needs.

**APPENDIX A**  
**RESEARCH LIBRARY BROCHURE**  
**(trifold)**

## Policies

The Research Librarian reserves the right to make recommendations and set policies as needed. Much of the collection, except for reference items, is available for loan to NJ State government staff for a period of 4-6 weeks with possible renewal. Examination preparation materials have up to a 2-week loan period. Extended loans are subject to recall. Materials received on loan from other libraries must be returned on time to ensure continuation of NJDOT's interlibrary borrowing privileges.

The Library is open to the general public by appointment only. People from outside of NJ State government who wish to borrow materials can initiate interlibrary loan requests through their local library, be it public, academic, or institutional.

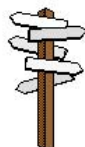
Anyone may recommend materials for purchase and consideration will be given. The Library will accept donated items, with no obligation as to their retention.



## General Information

New Jersey Department of Transportation  
Research Library - MOB 2<sup>nd</sup> Floor  
1035 Parkway Avenue, PO Box 600  
Trenton, NJ 08625-0600  
Voice: 609-963-1897  
Fax: call for fax  
E-mail: [library@dot.nj.gov](mailto:library@dot.nj.gov)  
NJDOT Research Library website:  
<http://www.nj.gov/transportation/refdata/library>

-----  
New Jersey State Library  
185 West State Street, PO Box 520  
Trenton, NJ 08625-0520  
General phone number:  
609-278-2640  
Circulation: x104  
Law Library: x102  
Reference: x103  
E-mail: [refdesk@njstatelib.org](mailto:refdesk@njstatelib.org)  
NJSL website:  
<http://www.njstatelib.org>



ResLib 2/19

*The State of New Jersey*

**DEPARTMENT OF  
TRANSPORTATION**



**RESEARCH LIBRARY**

*a branch of the*  
**NJ**  
**State Library**  
*An affiliate of Thomas Edison State University*

## The Library's Collection

The Research Library collection spans a myriad of subjects including, and not limited to, engineering, planning and management from such sources as:

- **Transportation Research Board**, (TRB) including the associated cooperative research programs such as the National Cooperative Highway Research Program (NCHRP);
- **American Association of State Highway and Transportation Officials (AASHTO)**;
- **US Department of Transportation** (USDOT) and its subdivisions, especially the Federal Highway Administration (FHWA);
- **NJ Department of Transportation** itself, particularly the Bureau of Research;
- **Other national, state, and international agencies and organizations.**

Comprising mainly technical reports, the collection also has monographs, periodicals, and non-print formats such as CD-ROMs, DVDs, and videocassettes. Increasingly, materials are available digitally.

The cataloged portions of the collection are accessible via the State Library's online catalog at <http://www.njstatelib.org>.

NJDOT staff can view more of the library's contents via the intranet by logging on in **Client Applications**, then choosing **Learning Center**, and then **Shared Resources Catalog**.

## Access Your Library

Located on the 2<sup>nd</sup> floor of the Main Office Building, NJDOT Research Library staff is available Monday-Friday, 9 AM - 4:30 PM and may be reached via:

Telephone: 609-963-1897

or

E-mail: [library@dot.nj.gov](mailto:library@dot.nj.gov)

Library services are offered in full to NJ State employees. The collection is accessible to the public by appointment.

## Services Provided

- Reference services;
- Literature searches;
- Lending of Research Library materials or in-house use for reference items;
- Access to documents via purchase or interlibrary loan;
- Organization and maintenance of NJDOT's research collection;
- Distribution and routing of materials;
- Compilation of *Selected Recent Acquisitions*, a quarterly listing of newly received items by subject;
- Notification of webinars offering professional certification credits.
- Disposition of materials from other NJDOT units.

## Past, Present, Future

The NJDOT Research Library first opened in 1962 as part of the Bureau of Research, of which it is still a part. Since 1998, it has been funded by NJDOT as a State Planning and Research (SPR) project.

The Library operates as a branch of the New Jersey State Library under an agreement between NJDOT and Thomas Edison State University with which the State Library is affiliated. Research Library staff, officially NJ State Library employees, are onsite full-time at NJDOT.

Current ongoing projects include:

- The cataloging of the collection for improved online accessibility and circulation control;
- Updating and maintenance of the Research Library website;
- Identification and organization of donated photographs and other materials;
- The NJDOT Staff / Research Library Initiative, a program to share resources throughout the Department.



(Continued)

**APPENDIX B**  
**MONTHLY RESEARCH LIBRARY REPORTS**

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**July 2018**

**7510 - Research Library Operations**

**Critical Issues**

- Exhibition of the completed AASHTO TC3 flyer/poster and the posting of information on the intranet will increase Department staff awareness of access to this online training for engineers and technicians on all sorts of topics including ethics. The courses also provide Professional Development Hours. Per TC3 Marketing staff, any of these classes can be placed on the Department's Learning Management System (LMS) in case managers/supervisors want to track people's attendance. IT staff recommended it be directly available via the intranet for now.
- Sent our Scope of Work and Workplan for FY 2019 as requested by our Project Manager.
- The possible library move is still up in the air in terms of "if" or "where to." Contacted manager of Support Services to remind her that if we do have to move, a space built above the Multipurpose Room with a door to each building (E&O and MOB) would be perfect, and they could add a much-needed conference room besides. She said she'd bring it up.

**New Initiatives**

- Statistics for the NJ State Library will henceforth be reported by fiscal year by their request.
- Will begin work on the final report for Library Operations-Calendar year 2017 after this monthly report.
- Called both HR (NJDOT) and the Commissioner's Office to recommend that they find a way with IT to create a method for timelier updating of the Department organization charts.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

- Reviewed PAR assignments and monthly reports in preparation for DOT Librarian I PAR interim evaluation.

## 2. Provide administrative support to DOT Library staff

- Had phone and email conversations with Librarian I regarding new reporting requirements for NJ DOT Library. Assessed proposed requirements and impact to State Library Information Center monthly reporting process.

## 3. Serve as liaison between DOT and NJSL regarding library issues.

- Consulted with Associate Director of State Library Information Center regarding changes to monthly reporting requirements.

### ***Librarian 1 Activities:***

#### 1. Manage and plan the services of the Research Library.

- Drafted Scope of Work and Workplan for FY 2019 based on 2 CFR 200.

#### 2. Provide reference, database searching, and document access services to NJDOT staff.

- Did literature search on bridge deck overhangs and MASH-compliant railings for Structural & Railroad Engineering for submittal of an NCHRP Problem Statement.
- Forwarded a *Cyber Threat Highlight* to IT-Security.
- Answered an inquiry from Statewide Planning regarding the AASHTO TC3 program.
- Sent a *NewsJournal* (Wilmington, DE) article on a mileage tax pilot program to the CFO and Budget Analysis.
- Answered inquiry from Auditing regarding access to the *AASHTO Audit Guide 2016*.
- Located and lent the *AASHTO Standard Specifications for Highway Bridges*, 17<sup>th</sup> edition (2002) to Structural Evaluation.
- Located and obtained through an FHWA contact a print copy of the *Fixing America's Surface Transportation (Fast) Act* for Legislative, Administrative & Regulatory Actions.
- Answered a Roadway Design inquiry about an American Society of Civil Engineers (ASCE) DVD.
- Responded to an inquiry from SJTPO about borrowing a book.



- Identified, located, and lent several short story collections from the NJ State Library for Operations staff.
- Requested books via interlibrary loan for use by staff in Construction and in Structural Design.
- Responded to 2 interlibrary loan lending requests.
- Located and lent from the collection FE and PE exam study materials to staff from Environmental Solutions, Roadway Design, and Structural Design.
- Identified, located, and lent civil service exam study materials to Local Aid, Operations, and Planning.
- Verified the loan status of several separating employees for Bridge Engineering.
- Located and lent from the collection FE and PE exam study materials to staff from Environmental Solutions, Roadway Design, and Structural Design.
- Identified, located, and lent civil service exam study materials to Local Aid, Operations, and Planning.
- Verified the loan status of several separating employees for Bridge Engineering.
- Verified the latest edition of the *Highway Capacity Manual* and lent to Mobility & Systems Engineering for use onsite.

### 3. Promote library/knowledge services to meet NJDOT information needs.

- Working with the AASHTO TC3 Marketing Team, completed the TC3 flyer/poster (chose photo and composed text), and got input from Graphic Designer, Glenn Catana, in Communications for best logo to use for intranet button. Sent file to Webmaster for posting on the intranet, and Glenn printed a couple of copies for display. Will attach file to email.
- Sent an e-newsletter from the Homeland Security Digital Library to OEM&TS.
- Sent notices of a free webinars to Capital Program Support, Communications, Construction, Facilities Planning, Government & Community Relations, Data Development, Inspector General's Office, IT, Landscape Architecture, Materials, Multimodal Services, Operations/Maintenance, PEs, Project Management, Research, Safety Programs, and Statewide Planning.
- Sent a post on delegating to NJDOT Directors and Managers in all divisions.
- Sent notice of a Together North Jersey workshop on pedestrian safety to Bike/Ped, Roadway Design, Safety, and Traffic Engineering.
- Sent reports from PennDOT on warm mix asphalt and crash data safety factors to Materials, Pavement, Construction, Operations, Transportation Data, Safety Programs, Bike/Ped, and Traffic Engineering.

- Sent information on the Northeastern Transportation & Wildlife Conference to Landscape Architecture & Environmental Solutions, Roadway Design, Bridge Engineering, Planning, Local Aid, and Operations.
- Forwarded a CNBC newsclip on drones in the construction industry to Aeronautics and Construction.
- Sent an e-newsletter, *Urban Forest Metrix* (sic) *Quarterly* to Environmental and Operations staff.
- Forwarded a Virginia report on porous asphalt for stormwater runoff control to Pavements, Materials, Construction, Environmental units, and Operations.
- Forwarded an AASHTO Bookstore notice of temporary Store shutdown to Bridge Engineering.
- Sent *Mobility Lab Express* e-newsletter to Planners, Traffic Engineering, and Transportation Operations.
- Sent several articles on connected and autonomous vehicles to the Connected & Autonomous Vehicle (CAV) Group.
- Sent a Virginia report on reclaimed asphalt pavement mixtures to Materials, Pavements, Construction, and Operations.
- Sent multiple articles via *Concrete SmartBrief* to Materials, Pavements, Operations, Structures, Landscaper Architecture & Environmental Solutions, Environmental Resources, and Construction.
- Sent a Texas report on connected and autonomous transport system in Texas to the CAV Group.
- Forwarded 5 Louisiana reports on various topics to appropriate staff.
- Sent an American Planning Association (APA) digital publication, *State of Transportation Planning – 2018*, compliments of SJTPO, to Planners and the CAV Group.
- Forwarded a *Construction Dive* article on a fiber-reinforced polymer composite girder bridge system to Bridge, Construction, Materials, and Maintenance/Operations.
- Sent a *Jamestown Sun* article on bicycles and pedestrians in the North Dakota Transportation Plan to Planners, Bike/Ped, and Safety Programs.
- Sent a Texas report on geothermal energy for deicing to Geotechnical Engineering, Bridge, Pavements, and Operations.
- Forwarded a *Roads & Bridges* article by NJDOT staff and others to the authors and Communications.
- Sent a UTRC report on fire performance of steel bridge girder to Bridge, Construction, Maintenance, and Materials.

- Sent notice of AASHTO TC3 training classes to PEs, Materials, Pavements, and Operations.
- Sent notices of a free webinars to Capital Program Support, Communications, Construction, Facilities Planning, Government & Community Relations, Data Development, Inspector General's Office, IT, Landscape Architecture, Materials, Multimodal Services, Operations/Maintenance, PEs, Project Management, Research, Safety Programs, and Statewide Planning.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Entered several records in the Shared Resources Catalog and edited others.

5. Maintain and add content to the NJDOT Research Library website.

- None this month

6. Acquire new books and materials within budget amount.

- Coordinated with Right-of-Way (ROW) to determine which book to purchase when funds become available, and which to wait until the next edition comes out in 2019.
- Ascertained for Planning when the new AASHTO "Green Book," *A Policy on Geometric Design of Highways and Streets*, 7<sup>th</sup> edition will be out.

7. Provide reports and statistics to NJDOT and the State Library as required.

- July 2018 Monthly Report and Statistics submitted August 7, 2018.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended an AASHTO Research Advisory Committee (RAC) Coordination & Collaboration Task Force (CCTF) Transportation Knowledge Network (TKN) Working Group telephone meeting.

9. Attend training as mandated or needed.

- Attended a Transportations Librarians Roundtable webinar on the [AASHTO re:source](#) program for promoting quality and excellence in construction materials testing, presented Kim Swanson of AASHTO.
- Attended the NJDOT Division of Statewide Planning “Meet and Greet” information session to welcome Safety Programs (formerly part of Transportation Data & Safety) in joining with the Office of Bike/Ped Programs to form the Bureau of Safety/Bike-Ped Programs.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Provided PE exam study material to Roadway Design.
- Identified and requested civil service material for Traffic Engineering.
- Lent 4 issues of *ENR Journal* to Safety Programs.
- Answered inquiry from Operations Support & Engineering regarding holdings for journals and fiction.
- Provided AASHTO *LRFD Guide Specifications for the Design of Pedestrian Bridges*, 2009, with 2015 interim revisions to Structural & Railroad Engineering.
- Identified and provided FE exam study material to Regional Construction - Central.
- Identified materials and provided loans from State Library to Support Services.
- Assisted Structural Design staff with use of the library’s Public Access Computer.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Processed 69 new materials into the Shared Resources Catalog and, where possible, uploaded full text documents.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Some publications above from TRB e-newsletter.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Copy cataloged 5 donated items into Horizon.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Provided an article via OCLC Article Exchange to the Capital District Library in Albany.
- Responded to additional interlibrary loan requests from seven other libraries.

6. Work on backlog of donated items.

- None this month

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted July 2018 report and statistics on August 3, 2018.

8. Attend training as mandated or needed.

- Attended a Transportations Librarians Roundtable webinar on the [AASHTO re:source](#) program for promoting quality and excellence in construction materials testing, presented Kim Swanson of AASHTO.
- Attended the NJDOT Division of Statewide Planning “Meet and Greet” information session to welcome Safety Programs (formerly part of Transportation Data & Safety) in joining with the Office of Bike/Ped Programs to form the Bureau of Safety/Bike-Ped Programs.

**Summary Reporting:**

- Responded to a total of 174 requests, 152 (or 87%) of which were from NJDOT staff. The rest were from NJ Dept. of Environmental Protection; NJ Dept. of Human Services; NJ State Library; a NJ business; South Jersey Transportation Planning Organization; Mercer County Library; Minnesota DOT; Virginia DOT; Capital District Library (NY); Carnegie Library of Pittsburgh; Kansas State University; Skokie Public Library (IL); Texas A&M University; University of Maryland; and University of Utah. The 136 reference requests and 38 document requests together resulted in provision of 33 loans, 64 documents, 2 photocopies, 1 printout, and 74 verbal or written replies. A separate spreadsheet is provided.

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**August 2018**

**7510 - Research Library Operations**

**Critical Issues**

- Based on new reporting requirements, the monthly report for July 2018 was redone to conform to 2 CFR 200.
- The Final Report and Tech Brief for Calendar Year 2017 are basically done and undergoing review.
- Reminder sent to NJDOT directors and managers regarding availability of online training via the AASHTO Transportation Curriculum Coordination Council (TC3) online training available free to staff.

**New Initiatives**

- Accepted older NJDOT Construction Details and updates from Roadway Design as Design Standards only wants to keep current ones.
- Purchasing is now permissible for FY 2019, so requests will be submitted to NJ State Library Acquisitions.
- Received donations from Central Operations-Electrical which will be evaluated for retention, giveaway, or recycling.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

**1. Review and approve the tasks assigned to the NJDOT Research Library staff.**

- Doris Murphy completed Carol Paszaman's Interim PAR for 2018. During the PAR meeting, topics discussed included issues, such as how the responsibility for cataloging of materials at the NJDOT library should be handled and how the new reporting requirements that have been requested by NJDOT management will be followed.
- In addition, Doris reviewed/approved the interim evaluation Carol did for Laurie Strow. Maria Baratta reviewed/approved the interim evaluation Doris did for Carol.

**2. Provide administrative support to DOT Library staff**

- Doris consulted with Carol in several phone conversations about the library's status and how its location has an impact on potential use by DOT staff.
- Doris also discussed with Carol the procedures involved in the new reporting requirements.

### 3. Serve as liaison between DOT and NJSL regarding library issues.

- Doris discussed with Carol issues involving her materials budget, as well as certain procedures for ordering materials through the NJ State Library's Technical Services unit. With the State Library's budget accounts set up in August, Doris needed to confirm amounts and accounts for tracking in the State Library system.
- Maria and Margaret Nizolek of the State Library attended a meeting at DOT on August 1<sup>st</sup> along with Carol, Laurie and other senior DOT managers regarding newly adopted reporting requirements for the DOT Library as a result of federal funding. Over the course of a couple of weeks, Maria and Carol communicated with managers at DOT about these new requirements.

### **Librarian 1 Activities:**

#### 1. Manage and plan the services of the Research Library.

- Consulted with Research and State Library staff concerning new reporting requirements.
- Completed PAR for Librarian 3.

#### 2. Provide reference, database searching, and document access services to NJDOT staff.

- Located and lent the 1966 print copy of the Transportation Act of 1966 (NJSA 27:1A-1) from the Library's collection to the Acting Inspector General for use at a meeting. The original edition from 1966 was needed as an alternative to a (nonexistent) legislative history.
- Sent holding information about a book, *Atlas of Knowledge: Anyone Can Map*, in the Library's collection, and a link to a "Visualising Data Blog" to Research.
- Showed Pavement Management staff how to find various reports online from TRB, AASHTO, and NCHRP; showed how to search TRID and sent links.
- Located and reported the Library's holdings for the *Uniform Standards of Appraisal Practice* to Legislative, Administrative & Regulatory Actions.
- Identified, located, and lent the most recent edition of the "NDS Timber Book" to Structural Evaluation.
- Identified and lent the latest AASHTO *LRFD Movable Highway Bridge Design Specifications* to Structural & Railroad Engineering and printed pages from the online 2018 Interim Revisions.
- Sent a *Six Minutes* article on voice volume and another article from *Accidental Communicator* to the NJDOT Toastmasters Club members.

- Identified, located, and lent AASHTO's *An Information Guide for Roadway Lighting*, 2005 and the IESNA *Recommended Practice for Roadway Lighting* to Mobility & Systems Operations.
- Provided a book via interlibrary loan for use by staff in Structural Design.
- Requested several other books via interlibrary loan for use by staff in Structural & Railroad Engineering and in Structural Evaluation.
- Identified, located, and lent civil service exam study materials to staff in Operations, Project Management, Structural Evaluation, and Support Services.
- Verified the loan status of several separating employees for Bridge Engineering.
- Tutored CPM staff in mathematics over course of several lunchtimes.

### 3. Promote library/knowledge services to meet NJDOT information needs.

- Sent a *Great Leadership* e-newsletter article on providing feedback to NJDOT Directors and Managers in all divisions.
- Sent an *ASCE News* article on success-focused cultures to NDOT Directors and Managers.
- Provided articles on a proposed OSHA rule to Employee Safety and Human Resources.
- Forwarded a Michigan report on Pedestrian and Bicycle Safety Models to Bike/Ped, Safety, and Traffic Engineering.
- Forwarded a Virginia report, *Feasibility of a Pedestrian & Bicycle Count Program*, to Bike/Ped, Safety, and Traffic Engineering.
- Forwarded a UC-Berkeley *SafeTREC* e-newsletter to Planning.
- Sent the summer issue of *Traffic & Transit* to the CAV Group, Safety Programs, Structural & Railroad Engineering, and Traffic units.
- Sent a *Central Penn Business Journal* article on connected and autonomous vehicles to the CAV Group, Roadway Design, Safety, and Traffic Engineering.
- Provided a *FreightWaves* article on USDOT moving freight to water to Multimodal Services.
- Sent an *AASHTO Journal* article and GHSA report on connected and automated vehicles to the CAV Group and Legislative, Administrative & Regulatory Actions.
- Sent a *FreightWaves* e-newsletter article to staff in Government & Community Relations, Operations, and Planning.
- Sent an *AASHTO Journal* article on the state DOT future workforce to Human Resources.



- Sent FHWA e-newsletters to units in Capital Program Management, Operations, and Planning.
- Sent a *Thomas Industry Update* on DARPA mapping underground to Geotechnical Engineering and Geographic Information Systems (GIS).
- Forwarded a PennDOT report, *Evaluation of Colored VMS Boards*, to units in CPM and Operations.
- Sent a Texas report on pretensioned concrete girders to Bridge, Construction, Materials, and Maintenance.
- Forwarded a Virginia report, *Implementation of a Precast Inverted T-Beam System*, to staff in Bridge, Materials, Construction, and Maintenance.
- Forwarded a Virginia report on hybrid composite beams to Bridge, Materials, Construction, Maintenance, and Design Standards.
- Sent notices of a free webinars to staff in environmental and drainage units in Capital Program Management, Operations, and Planning, as well as specifically to the Connected & Autonomous Vehicle (CAV) Group and professional Engineers (PEs).

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Entered several records in the Shared Resources Catalog and edited others.

5. Maintain and add content to the NJDOT Research Library website.

- None this month

6. Acquire new books and materials within budget amount.

- Prepared requests for purchase of several books for use by staff in Multimodal Services, GIS, and Planning.

7. Provide reports and statistics to NJDOT and the State Library as required.

- July 2018 Monthly Report and Statistics submitted August 7, 2018.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended a Special Libraries Association (SLA) - New Jersey Chapter Program Committee telephone meeting.
- Attended a Transportations Librarians Roundtable including updates from the various groups within the transportation librarians community and discussion.

9. Attend training as mandated or needed.

- Attended an SLA Education Division webinar, "Learn How to Design Interactive and Engaging Online Classes," presented by Liz Johns from Johns Hopkins University.

- Attended an SLA IT Division webinar, "Secrets to Building a Collaborative Relationship Between IT and Library Staff," presented by a panel: Denise Callihan of PPG Industries, Inc.; Katrina Perez of Drinker Biddle & Reath LLP; and Susie Corbett, North Carolina Biotechnology Center.
- Attended a Training Industry webinar, "Unlocking Opportunities for a New Learning Architecture," presented by Leo Blankenship and Barbara Farley of Conduent Learning Services.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Provided reference services to Operations/Permits, Bridge Engineering, Construction, Operations, Bridge Evaluation, and NJDOT Sign Shop.
- Demonstrated how to access the NJSL Catalog, databases, e-journals, and e-books on that site to Operations.
- Identified and lent various study guides and training materials to Operations Support & Engineering, Project Management, Operations-Permits, and Capital Program Management.
- Provided link to NJDOT Bureau of Research report to a co-contributor.
- Identified the current edition and lent an AASHTO publication on the design of low-volume local roads to Structural & Railroad Engineering.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 59 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 25 publications from the TRB e-newsletter, 1 from the NJDOT Intranet, 5 publications from other sources and 1 donated item to be included.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 7 items for inclusion into Horizon, the NJ State Library's online catalog.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 8 requests from libraries for interlibrary loans.

6. Work on backlog of donated items.

- Went through one box of donated material, keeping 16 NCHRP reports, and several *New Jersey Statutes Annotated Title 27: Highways (1966)* and *Title 39: Motor Vehicle*

*and Traffic Regulation* (1973) for inclusion into the collection. The rest was marked for giveaway, recycled, or discarded.

- Flagged materials in two ranges of stacks for weeding from the collection.

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted July 2018 report and statistics on August 3, 2018.

8. Attend training as mandated or needed.

- Attended TRB webinar, "Research in Progress Database: Entering Projects and Searching Records," presented by Janet Daly, TRIS Indexing Manager, TRB.

**Summary Reporting:**

- Responded to a total of 202 requests, 182 (or 90%) of which were from NJDOT staff. The rest were from the New Jersey State Library; NJ Dept. of Environmental Protection; a NJ business; a NJ resident; Transportation Research Board; Arkansas DOT; Carnegie Library of Pittsburgh; Texas A&M University; University of Alaska; University of Massachusetts-Lowell; and 4 out-of-state businesses. The 155 reference requests and 47 document requests together resulted in provision of 39 loans, 69 documents, 1 printout, and 93 verbal or written replies. A separate spreadsheet is provided.

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**September 2018**

**7510 - Research Library Operations**

**Critical Issues**

- The Final Report and Tech Brief for Calendar Year 2017 was completed and approved.
- At the request of the Manager of Legislative Analysis, gave up the Library's briefly-held access to Lexis Advance - they needed it for someone else. As previously, searches of this database will have to be requested from them or from the State Law Library.
- Sent email to Support Services regarding return of the Library's microform (-film and -fiche) reader/printers which have been in storage since moving to the E&O Building in 2015. Verbal requests have so far borne no results.
- AASHTO sent a notice of the new digital edition of the Green Book (*A Policy on Geometric Design of Highways and Streets*, 2018 Seventh Edition) to certain people but omitted the state DOT librarians. If anyone had downloaded it, then their credentials would have to be used by anyone else subsequently trying to open the document. Since the librarians are struggling to download these documents before anyone else so that downloading will be more consistent, not including them in the email distribution could potentially cause access problems.

**New Initiatives**

- Bought *Green infrastructure Manual* from Rutgers and will make available to Drainage staff in multiple units.
- Purchasing Professional Engineer (PE) exam-related materials for use by exam takers.
- Leni Oman of Washington State DOT is leading the joint research task group for the AASHTO Committee on Knowledge Management and the TRB Task Force on Knowledge Management, and suggested updating and reintroducing the NCHRP Problem Statement submitted last year regarding "Navigating Information Security in an Open Government World: Guidance for State DOTs." She asked Librarian 1, as previous initiator and coauthor, to be AASHTO Monitor.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

- Doris Murphy and Maria Baratta reviewed and discussed with Carol the requirements for the CY2017 annual report and Tech Brief that she completed during the month.
- Maria discussed assignment prioritization with Carol in order to complete annual report and Tech Brief.
- Doris discussed with Carol the format of the Tech Brief, including which photo was preferable to use on the cover.
- Based on timeframes provided by DOT for newly adopted quarterly and annual reports, Doris intends to incorporate reporting requirements into the annual PARs for both Carol and Laurie in 2019.

2. Provide administrative support to DOT Library staff

- Maria and Margaret Nizolek provided editorial support to Carol in completion of CY2017 annual report and Tech Brief.
- Cindy Warrick, administrative assistant to Margaret Nizolek, submitted a rush printing request for the DOT approved annual report. The report was printed and distributed by Ralph Wilson, head of NJSL facilities in time to meet the DOT deadline.

3. Serve as liaison between DOT and NJSL regarding library issues.

- Maria communicated with Stefanie Potapa regarding CY2017 reporting requirements and timeframes. Following a variety of edits and formatting changes, Carol's annual report and tech brief were accepted as final.

***Librarian 1 Activities:***

1. Manage and plan the services of the Research Library.

- Discussed reporting requirements with Librarian 3, and what needs to be done in event of a possible move.
- Consulted with Research and State Library staff concerning reporting requirements.
- Took photos of the Research Library for inclusion of one for the CY 2017 Tech Brief.

2. Provide reference, database searching, and document access services to NJDOT staff.

- Responded to subpoena received via the Inspector General's Office for a *Compendium of Papers* from the Transportation Research Board's 83<sup>rd</sup> Annual Meeting held in January 2004 in Washington, DC, and supplied Table of Contents.
- Identified, located, and sent multiple documents including Task Orders, work plans, the Basic Agreement between NJDOT and TESU/State Library, a Budget Project Overview, and other documents to a Deputy Attorney General (DAG) at the NJ Division of Law in the NJ Dept. of Law & Public Safety.
- Gave tours of the Library to IT staff and to Operations staff.
- Provided an ASTM standard and instructions for future access to Environmental Solutions.
- Verified for Structural & Railroad Engineering the latest edition of ACI 318 and lent from the collection.

- Located and lent the NJDOT 2001 *Standard Details* to the Engineering Documents Unit for scanning.
- Provided access to print and electronic versions of the *New Jersey Administrative Code* for Operations.
- Prepared a promotional flyer/poster (attached) including verse for Environmental Solutions awareness presentation on the Spotted Lanternfly. Sent the flyer to Communications for posters and to the NJDOT Webmaster for posting on the intranet, and provided an attendee sign-up sheet.
- Requested materials via interlibrary loan for use by staff in Project Management, Roadway Design, and Structural Evaluation.
- Identified tree care materials for Operations.
- Edited wording for an interim PAR prepared by staff from Auditing & Accounting.
- Identified, located, and lent civil service exam study materials to staff in Construction, Regional Operations, Structural & Railroad Engineering, and Support Services.
- Tutored CPM staff in mathematics over course of several lunchtimes.

### 3. Promote library/knowledge services to meet NJDOT information needs.

- Sent a State Smart Transportation Initiative (SSTI) webinar recap on how the Tennessee DOT is attracting and retaining staff to NJDOT Directors and Managers.
- Forwarded a *Construction Index* (UK) article on waste plastic used in concrete to staff in Materials, Bridges, Pavement, and Maintenance.
- Sent access to an open textbook, *Computer Networks: A Systems Approach*, to IT.
- Forwarded information on a free Lucidea webinar, "Three Stages of Electronic Resource Management (ERM) Maturity," to IT.
- Sent information on a free TRB webinar, "Federal Environmental Case Law Update on Transportation Matters," to multiple units.
- Updated the list of Department Professional Engineers (PEs) for sending information on continuing education credits, and shared with co-compiler in Project Management.
- Forwarded access information to a free TRB webinar on moisture damage in asphalt pavements to PEs, Pavement, Materials, and Maintenance.

### 4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Completed editing records for 2018 first quarter in the Shared Resources Catalog, generated quarterly report of *Selected Recent Acquisitions*.

### 5. Maintain and add content to the NJDOT Research Library website.

- Sent list of new acquisitions for 2018 first quarter to Webmaster for posting to Department internet site and Newsletters on the intranet.

6. Acquire new books and materials within budget amount.

- Requested purchase of eight items for use by staff in Capital Program Development, Right-of-Way, Multimodal Services, GIS, Planning, Operations, Pavements, and Environmental units.

7. Provide reports and statistics to NJDOT and the State Library as required.

- August 2018 Monthly Report and Statistics submitted September 11, 2018.
- Completed and submitted the *Research Library Operations – Calendar Year 2017* Final Report and Technical Brief (both attached).
- Completed editing and submitted quarterly list of *Selected Recent Acquisitions* for 2018 first quarter to the NJDOT Webmaster for posting on the intranet and internet sites.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended an AASHTO Research Advisory Committee (RAC) Coordination & Collaboration Task Force (CCTF) Transportation Knowledge Network (TKN) Working Group telephone meeting.
- Attended a telephone SLA New Jersey Chapter Board Meeting.
- Attended an SLA New Jersey Chapter meeting and presentation, "From Crypto to Data – What Librarians Need to Know About BlockChain," by Debbie Ginsberg of the Illinois Institute of Technology-Chicago.

9. Attend training as mandated or needed.

- Attended a VitalSmarts webinar, "Accountability Dilemma: 3 Skills to Accelerate Individual Success and Improve Team Accountability," presented by Justin Hale of VitalSmarts.
- Attended a Toastmasters Officers meeting.
- Attended a Lucidea webinar, "Innovation and Managing Risk," presented by Steve Abram of Lighthouse Consulting Inc. and the Federation of Ontario Public Libraries.
- Attended a Transportation Librarians Roundtable, "RSS & Beyond: Current Awareness Tools for Librarians," presented by Allan Barclay and Stephen Johnson of the University of Wisconsin.
- Attended an Association of New Jersey Environmental Commissions (ANJEC) workshop, "Complying with NJ Stormwater Regulations Using Green Infrastructure as a Stormwater Management Strategy," presented by Christopher Obropta of Rutgers University.
- Attended an SLA webinar, "New Approaches to ROI: How to Talk About the Value of Information," presented by Mary Ellen Bates of Bates Information Services.
- Attended an ALA Live webinar, "Blockchain: Recommendations for the Information Professions," presented by Sandy Hirsh and Sue Alman of San Jose State University.
- Attended a Lucidea webinar, "Selling KM: Use the Keys to Success," presented by Stan Garfield, consultant.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Demonstrated to Structural Design how to access AASHTO publications online via NJDOT Library credentials.
- Provided study materials to Electrical Operations, Materials, and Access Design, Structural Evaluation.
- Lent PE or FE exam materials to Roadway Design, Bridge Design, Operations Support, and Structural Design.
- Identified and provided AASHTO *Guide Design Specifications for Temporary Bridge Works*, 1<sup>st</sup> ed., and a printout of a section of the 2<sup>nd</sup> ed. from the online version to Structural Evaluation.
- Provided Reference service to Roadway Design, Construction, Structural Evaluation, Operations.
- Provided Reference and loans to Project Management, and to Structural Evaluation the loan of *NJDOT Design Manual for Bridges and Structures*, 2<sup>nd</sup> ed., 1987, and 3<sup>rd</sup> ed., 1998.
- Lent Arboricultural standards to Operation Support and Engineering.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 66 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 35 publications from the TRB e-newsletter, 9 publications from other sources and 8 donated items to be included.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 12 items for inclusion into Horizon. Sent one title to NJSL for original cataloging.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 13 requests from libraries for interlibrary loans.

6. Work on backlog of donated items.

- Went through 16 donated resources 8 added to giveaway list.



7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted August 2018 report and statistics on September 5, 2018.

8. Attend training as mandated or needed.

- Attended a LibraryLinkNJ sponsored webinar, "Revisiting Changes, Trends, and Values: Futures Thinking for Libraries". The presenter was Miguel Figueroa of The American Libraries Association Center for the Future of Libraries.
- Attended the Transportation Librarians' Roundtable webinar, "RSS & Beyond: Current Awareness Tools for Librarians. The speakers were Allan Barclay, Stephen Johnson of Ebling Library at the University of Wisconsin.
- Attended American Libraries Live webinar, "What's Next for RDA and the 3R Project?" The presenters were Thomas Brenndorfer, Gordon Dunne, Chair, RDA Steering Committee, James Hennelly, Kathy Glennan, Chair Elect, RDA Steering Committee, and Samantha Imburgia.
- Attended a Library Journal webcast, "Showcasing Archival Content: Creating Digital Collections & Exhibits". The presenters were Martin Drawe, Sarah Buckman, and Helen Duriez from Adam Matthews Digital, Mary Beth Atkinson of the University of Toronto and Matt Krc of Newberry Library.
- Attended the NJSL Staff Meeting held at the Talking Book and Braille Center branch.

**Summary Reporting:**

- Responded to a total of 188 requests, 147 (or 78%) of which were from NJDOT staff. The rest were from the New Jersey State Library; NJ State Police; NJ Dept. of Environmental Protection; NJ Division of Law (NJ Dept. of Law & Public Safety); Rowan University; West Orange Public Library; a NJ business; Federal Highway Administration; Minnesota DOT; Montana DOT; Oregon DOT; Virginia DOT; Washington State DOT; Bozeman Public Library (MT); Carnegie Library of Pittsburgh; North Dakota State University; Penn State University; Texas A&M University; University of Alaska; University of California-Irvine; University of Massachusetts-Lowell; University of Texas; Virginia Commonwealth University; Yale Law School; and an out-of-state non-profit. The 114 reference requests and 74 document requests together resulted in provision of 59 loans, 26 documents, 3 photocopies, 1 printout, and 99 verbal or written replies. A separate spreadsheet is provided.

**New Jersey Department of Transportation**  
**RESEARCH LIBRARY MONTHLY REPORT**

**October 2018**

**7510 - Research Library Operations**

**Critical Issues**

- At the very end of the month, Andy Swords, Director of the Division of Statewide Planning, informed Kimbrali Davis, Acting Manager of the Bureau of Research and Research Library Librarian 1 that the Research Library will be moving to the Main Office Building (MOB) 2<sup>nd</sup> floor adjacent to the Bureau of Research. This space has a much smaller footprint than the current space in E&O and will require extensive reduction of the collection. The provisional floorplan drawing presented had no room allocated for equipment, file cabinets, work area, or public access. The timeframe dictates that the library shelves be mostly cleared by 11/30/2018 and to begin moving to the new location on 12/3/2018. The move is to be done internally by NJDOT Facilities staff as had been done two moves ago in 2011. Per Kimbrali, with the addition of Librarians 1 and 3 to the Research area, the Bureau of Research will not have enough space left for two additional people they intend to hire. Librarian 1 advised that she has a planned vacation during the last two weeks of November, two weeks of “use-or-lose” time in December, and possible jury duty on December 6<sup>th</sup> unless cancelled by the county court. Librarian 1 subsequently sent a list of library equipment, furniture, and workspace (for mailing, binding, etc.) currently in the Research Library.
- Purchased a digital dictionary from the Appraisal Institute at the request of Right-of-Way and, due to copyright restrictions, it cannot have fulltext access via the NJ State Library catalog. It will reside on the NJDOT intranet behind the firewall only.
- The ongoing state DOT battle with AASHTO regarding distribution of digital publications appears to finally be nearing an end with a positive solution. AASHTO is compiling a list of state “gatekeepers” and backups for distribution rather than to the AASHTO committee members, so access will no longer depend on a race to download. So far, prior to an initial “purchase,” a message flashes warning of the possibility of a centralized state account to check for, including the state DOT libraries.

**New Initiatives**

- Asked Materials staff for older edition(s) of the American Concrete Institute (ACI) *Manual of Concrete Practice* (MCP) as they get new ones. They’ve done this in the past, and two parts of the six-part manual are used by staff taking the PE exam.
- Will look at floorplan and try to incorporate some of the library functions such as public access and work space even at the expense of potentially available stack space.

- Along with the Oregon DOT Librarian, suggested to AASHTO Publications that they include the new digital publication, *Guide Specifications for Accelerated Bridge Construction* and additional titles in the “Transportation Package” available via the ASTM Compass portal. Although AASHTO staff said no to this and any other title not already in the Transportation Package, the issue will rise again.

## Significant Accomplishments

Task 1 - Provide library services to NJDOT employees.

### ***Supervising Librarian Activities:***

On October 10, 2018 NJDOT Research Library staff met with State Library Information Center staff Doris Murphy, Supervising Librarian and Maria Baratta, Associate Director. A number of collection management topics were discussed and plans of action made. On Oct. 31<sup>st</sup> the Research Library staff were notified that their library collection would be downsized and moved in December 2018. All recommendations or assignments that might have come from the October 10<sup>th</sup> meeting related to the collection, website updates, or potential LibGuide development will be put on hold and/or revisited following the library’s move. Notes in this report reflect discussions and considerations **prior** to notification of the library’s move.

#### 1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Following a meeting with Library staff on October 10<sup>th</sup> (discussed in more detail in section 3) certain assignments were addressed:

- Carol was asked to develop and/or expand weeding guidelines that she and Laurie use in order to make routine decisions as to what to weed from the collection without requiring multiple reviews of the same item by both staff members.
- As a corollary to weeding guidelines, Carol was asked to develop a set of guidelines to use when accepting donations from NJDOT staff, or other sources, intended for the library collection.
- Laurie will begin to focus more attention on collection materials on hand, either for weeding or addition, rather than the quarterly list of *Selected Recent Acquisitions*.

#### 2. Provide administrative support to DOT Library staff.

- In early October, Doris discussed with Carol the format of Carol’s Quarterly narrative report.
- Doris signed off on Carol’s Ethics Form to attend the 2018 DANJ Conference.

- On October 17, Doris discussed with Carol the improvements she was making to her NJDOT Library website.

### 3. Serve as liaison between NJDOT and NJSL regarding library issues.

On October 10, Maria and Doris met with Carol and Laurie at the NJDOT Library. Carol provided an overview of the collection and areas needing attention. Maria encouraged weeding collections with duplicate copies or items that are dated and don't serve a specific archival purpose serving the needs of NJDOT users. The collection space is too small to hold onto items of limited value. Maria addressed the need to be very intentional in accepting and keeping items made by donation. Donated materials should only be accepted if they are either very timely and subject appropriate or if they are of significant archival value.

Carol said that about 20% of the Research Library collection is cataloged in Horizon. She and Laurie will resume incorporating some TRB materials as serial records into Horizon, which is faster and easier than cataloging each individually. Both Carol and Laurie questioned the value of the quarterly list of *Selected Recent Acquisitions* and its usefulness to NJDOT staff. As so many of the items included in the list are links to PDF documents hosted on other transportation related websites, Maria recommended they consider using a LibGuide format for items of current awareness that do not require password access. LibGuides are easily updated and revised. The State Library uses LibGuides for many subjects and will provide the technical support to assist in this area. A LibGuide would not replace the need to catalog items or track password enabled resources for NJDOT staff through internal means.

In an effort to trim down the amount of time and effort it takes Laurie to produce records for the quarterly list of *Selected Recent Acquisitions*, Carol decided that they would not add items listed in the weekly TRB e-Newsletter that have links to fulltext to the next list.

On October 31, Carol included Doris and Maria in an email about the upcoming move and downsizing of the Research Library. Kimbrali Davis contacted Doris to request potential assistance from the State Library reference staff during the days that Carol will be out in November and December. Doris shared this email with Maria, who responded to Kimbrali that the Reference section would be available to assist with research questions during the times that Carol was out and when Laurie needs backup.

### ***Librarian 1 Activities:***

#### 1. Manage and plan the services of the Research Library.

- Hosted a meeting with Maria Baratta and Doris Murphy of the NJ State Library, and Librarian 3, Laurie Strow, to discuss the current status of the Research Library and plan strategy for downsizing and moving.

- Met with Andy Swords and Kimbrali Davis regarding the library's move and timeline, and advised regarding issues of time and space.
- With floor plan given, will reconfigure library space, measure subcollections, dimensions of equipment and furniture, and determine what will fit into the new area allotted.
- For efficiency and due to staff time constraints, we will no longer include materials appearing in the *TRB e-Newsletter* which is available via free subscription and often has links to fulltext. We will concentrate on including any print items received as well as NJDOT materials.

## 2. Provide reference, database searching, and document access services to NJDOT staff.

- Collaborated with the OPRA Unit and IT to provide 2003 and 2004 TRB Annual Meeting papers from the Research Library's CD-ROM collection to a Deputy Attorney General in response to a subpoena.
- Downloaded and distributed access instructions for several AASHTO "paid" and unpaid digital publications to multiple units in Capital Program Management (CPM) and Operations.
- Conferred with Commissioner's Office staff to establish the Research Library staff as the point of contact for receipt of AASHTO digital publication access information.
- Showed CPM and Operations staff how to access ASTM standards and AASHTO documents and standards via the Compass portal on the intranet.
- Located information on the National Highway System for CPM staff and sent links to an FHWA site and NJ map.
- Borrowed several books from other libraries via interlibrary loan for use by Planning staff.
- Sent the latest *TRB e-Newsletter* to Planning staff.
- Instructed Local Aid (Planning) staff on methods to access AASHTO digital documents and sent a list of publications included in the "Transportation Package."
- Showed Government & Community Relations staff (now part of Commissioner's Office) how to access a report from the National Academies as free fulltext.
- Assisted Communications (now also part of Commissioner's Office) staff with finding NJDOT data on NJ state lane miles.
- Obtained a *Journal of Hydrologic Engineering* article via interlibrary loan for CPM staff.
- Instructed CPM staff regarding copyright restrictions.
- Verified, located, and provided a digital article from *European Planning Studies* to Planning.

- Lent multiple CPM staff several AASHTO print documents.
- Lent the newly received *Bridge Welding Code-Steel* to CPM staff.
- Verified, located, and lent PE exam study materials to staff in CPM and Operations.
- Identified, located, and lent civil service exam study materials to staff in multiple units of CPM and Operations.

### 3. Promote library/knowledge services to meet NJDOT information needs.

- Forwarded a *SmartBrief/Leadership* article on giving feedback to NJDOT directors and managers.
- Sent notice of AASHTO TC3 courses to appropriate staff in CPM and Operations.
- Sent an FHWA report on mapping underground utilities to CPM staff.
- Forwarded a new issue of *Stormwater* to drainage staff in CPM, Operations, and Planning.
- Sent a *Publisher's Weekly* article on driverless cars to Operations and Planning staff.
- Sent two articles from *Traffic & Transit* to the CAV Group and other staff in CPM and Planning.
- Forwarded *EDC News* to staff in CPM, Operations, and Planning.
- Sent National Academies publications to staff in Finance & Administration (F&A), Operations, and Planning.
- Forwarded info on a TRB webinar, "Wildlife-Vehicle Collision Mitigation: Data to Decisions," to staff in CPM, Operations, and Planning. Multiple (about 10) people attended a group viewing.
- Sent a Virginia research report on changeable message signs to staff in CPM, Operations, and Planning.
- Forwarded a *Reuters* article on concrete to staff in CPM and Operations.
- Sent a *Washington Post* article on the use recycled plastic in roads to CPM and Operations.
- Forwarded notice of a National Precast Concrete Association (NPCA) webinar to PEs and staff in CPM and Operations.
- Sent a Michigan DOT *Research Spotlight* to staff in CPM and Planning.

### 4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Entered downloaded AASHTO digital documents and others, and edited records in the Shared Resources Catalog.

5. Maintain and add content to the NJDOT Research Library website.

- Worked on website - efforts curtailed due to library move.

6. Acquire new books and materials within budget amount.

- Perused several issues of *Choice*, publication of the Association of College and Research Libraries (ACRL), for possible future purchases.

7. Provide reports and statistics to NJDOT and the State Library as required.

- September 2018 Monthly Report and Statistics submitted October 4, 2018.
- Completed and submitted the 3<sup>rd</sup> Quarter 2018 Technical Narrative report including monthlies and summary statistics to Research.
- Met with Kimbrali Davis and Stefanie Potapa of the NJDOT Research Bureau for the quarterly program meeting.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Contributed content and edited a FY 2020 NCHRP Problem Statement, “Secure Information Environments for Collaboration and Knowledge Sharing: Guidance for State DOTs” for the AASHTO Committee on Knowledge Management and TRB Task Force on Knowledge Management Joint Research Task Group.
- Attended a telephone Special Libraries Association-New Jersey Chapter (NJSLA) Board Meeting.
- Having previously helped with a literature search, edited a FY 2020 NCHRP Problem Statement, “Bridge Deck Overhangs with MASH-Compliant Railings” for the AASHTO Committee on Bridges and Structures and the TRB Committee on General Structures (AFF10).
- Attended a telephone meeting of the NJSLA Program Committee.
- Attended an Eastern Transportation Knowledge Network (ETKN) telephone meeting.

9. Attend training as mandated or needed.

- Attended a presentation given by entomologist Paul Kurtz of the NJ Department of Agriculture on the Spotted Lanternfly.
- Attended a Lucidea webinar, “Managing Internal Communication for Impact and Value,” presented by Steve Abram of Lighthouse Consulting Inc. and the Federation of Ontario Public Libraries.
- Attended virtually the Beta Phi Mu Honor Society-Omicron Chapter, Rutgers University Libraries, and Rutgers School of Communication & Information Department of Library and Information Science colloquium, “Nurturing the Public Voice: the Library’s Role in Community Transformation,” presented by Deborah Blackwell of the Ocean County (NJ) Library.
- Attended a *Library Journal* webcast, “The Future of Academic Publishing: The Impact of Interdisciplinary Roles,” presented by Kent Anderson of RedLink, Heather Staines of Hypothesis (a nonprofit), and Mira Waller of North Carolina State University.
- Along with other NJDOT staff, attended a webinar, “Wildlife-Vehicle Collision Mitigation: Data to Decisions,” presented by Fraser Shilling of University of California-Davis, Dan Smith of the University of Central Florida, Bridget Donaldson of the Virginia DOT, Jeff Gagnon of the Arizona Game and Fish Department, and Nova Simpson of the Nevada DOT.
- Attended a Transportation Librarians Roundtable, “Accessibility for Document Creators and Providers,” presented by Kevyn Barnes of the Texas DOT Research Library.
- Attended the Documents Association of New Jersey (DANJ) Fall Conference at TESU.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Provided general reference services to Operations, Capital Program Development, Structural & Railroad Engineering, Structural Evaluation, Roadway Design, and Construction.
- Identified and lent resources on organizational behavior, and on advanced strength and applied elasticity to Roadway Design.
- Identified and lent resources on geotechnical engineering to Operations-Permits.
- Lent PE materials to Operations, Geotechnical Engineering, Roadway Design, and Structural Design.
- Identified and provided exam prep resources to Traffic Engineering, Pavement Management, Construction & Materials, and Operations.
- Located and provided digital copies of 6 articles to Statewide Planning.
- Demonstrated to Roadway Design how to access AASHTO publications via the AASHTO bookstore with the library account. Also demonstrated how to access the



AASHTO publications via the ASTM web subscription on the NJDOT Intranet. Showed how to access superseded manuals on the NJDOT Internet site.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 33 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 1 from the NJDOT website, 6 publications from the TRB e-newsletter, 8 publications from other sources and 8 donated items to be included.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 12 items for inclusion into Horizon.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 9 requests from libraries for interlibrary loans.

6. Work on backlog of donated items.

- Went through 1 bin of donated books. Posted the latest list of giveaway items to the transportation libraries listserv. Nine resources were claimed by Kansas, Oklahoma, and Washington transportation organizations. Four boxes of previously unwanted TRB materials were offered free to staff or recycled.

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted September 2018 report and statistics.

8. Attend training as mandated or needed.

- Attended a *Library Journal* sponsored webinar, “#Trending Now: Using Data to Influence Decision Making.” The presenters were Sam Cook, Systems Librarian at Library Connection, Inc., Mo Yang, Anythink Studio Coordinator at Rangeview Anythink Libraries, and Emily Althoff, Public Services Administrator at St. Louis County, MO.

- Attended the Transportation Librarians' Roundtable webinar, "Accessibility for Document Creators and Providers." Kevyn Barnes, Manager of Library Services at TxDOT was the presenter.

### **Summary Reporting:**

- Research Library staff responded to a total of 313 requests, 264 (or 84%) of which were from NJDOT staff. The rest were from the New Jersey State Library; NJ Dept. of Environmental Protection; NJ Division of Law (NJ Dept. of Law & Public Safety); Middlesex County Office of Planning; a NJ business; a NJ resident; Virginia DOT; Wisconsin DOT; Cerritos Library (CA); Crystal Lake Public Library (IL); Denver Public Library; Dauphin County Library (PA); Michigan State University; SUNY Maritime College; Texas A&M University; University of Arkansas; University of Houston; Transportation Association of Canada; and an out-of-state resident. The 196 reference requests and 117 document requests together resulted in provision of 88 loans, 82 documents, 6 photocopies, 3 printouts, and 134 verbal or written replies. A separate spreadsheet is provided.

**New Jersey Department of Transportation**  
**RESEARCH LIBRARY MONTHLY REPORT**

**November 2018**

**7510 - Research Library Operations**

**Critical Issues**

- The process of moving to a much smaller space in MOB has begun with NJDOT Facilities staff beginning to box the collection. Librarian 3 did preliminary weeding as time permitted and is trying to stay ahead of the boxing operation.
- Librarian 1 was out for two weeks on planned vacation, and still has at least one day of jury duty and two weeks of use-or-lose time in December.
- There was not enough lead time to request professional movers to move the library shelving and materials. Professional library movers would have put the collection on carts during the move so it would have remained accessible. With boxing the materials, the collection will be inaccessible until re-shelved in MOB.

**New Initiatives**

- Sent messages to TRANLIB, the transportation librarians' discussion list, offering extra materials, including journals, so the collection will better fit in the new space. Documents were sent to the University of Texas-Austin and National Rural Transit Assistance Program (RTAP). Other materials have been requested by other transportation libraries and will be sent so they'll still be accessible to the transportation community rather than recycled.
- Discussed with Communications staff possibility of a future *Transporter* (NJDOT employee newsletter) article re: the Research Library's new location.
- Requested purchase of the new 6<sup>th</sup> edition of the PMBOK Guide, *A Guide to the Project Management Body of Knowledge*, and accompanying *Agile Practice Guide*.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Maria and Doris spoke with Carol about the type of preparation work she and Laurie had to do as part of the move to the new library space. They were also advised that Reference Services

library staff could fill in to support NJDOT staff with research assistance while their collections were unavailable during the move or as backup to Laurie while Carol was on vacation in November.

## 2. Provide administrative support to DOT Library staff

On November 28 Doris called Laurie Strow to ask if the move had started at the NJDOT Library and to find out how it was going. Laurie informed Doris that the move had only started recently, and that she was weeding the collection ahead of the movers, who were boxing up materials. They discussed whether the movers were placing materials in the boxes in such a manner that their order on the shelves could be easily discerned. Laurie indicated that they were mindful of this.

## 3. Serve as liaison between DOT and NJSL regarding library issues.

Doris had an email conversation with Carol about the possibility of having the court postpone her jury duty summons for early December.

Maria provided recommendations to NJDOT senior staff in the Bureau of Research regarding library movers and general procedures followed by NJ State Library staff when moving collections. She also provided assurance that NJ State Library Reference Services staff are available to assist with research and reference needs of NJDOT staff while their library is unavailable to them during the moving preparations and transition.

### ***Librarian 1 Activities:***

#### 1. Manage and plan the services of the Research Library.

- Redesigned Facilities-provided floor plan for the new library space in MOB to incorporate library equipment and work space. There will be much less shelf space for materials.
- Measured existing collection and new configuration to determine how much of the collection needs to be removed – about one third of it needs to be given away or recycled in order to fit in the new space.
- Prepared weeding (removal) guidelines for Librarian 3 to apply to whittle down the collection during Librarian 1's vacation time.

#### 2. Provide reference, database searching, and document access services to NJDOT staff.

- Located materials for Middlesex County Office of Planning, per Statewide Planning request.
- Obtained four articles via interlibrary loan for Environmental Solutions.

- Informed Pavement Management staff how to access the AASHTO digital 7<sup>th</sup> edition “Green Book.”
- Sent RAC survey on publication editor contacts to Research.
- Gave two issues of *Equipment* trade journal of Bureau of Equipment Engineering & Operations.
- Reserved PE materials for future use by Operations staff.
- Lent a print AASHTO publication to Structural & Railroad Engineering.
- Checked for separating employees’ outstanding loans from the NJ State Library and NJDOT Research Library collections for Bridge Engineering (do this for *all* separating employees), and provided clearances.
- Identified, located, and lent civil service exam study materials to staff in multiple units of Capital Program Management, Finance & Administration, and Operations.

3. Promote library/knowledge services to meet NJDOT information needs.

- Sent notice of a Together North Jersey workshop on Environmental Design to Planners and to Landscape Architecture.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Entered downloaded AASHTO digital documents and others, and edited records in the Shared Resources Catalog.

5. Maintain and add content to the NJDOT Research Library website.

- Efforts curtailed due to library move.

6. Acquire new books and materials within budget amount.

- Perused several issues of *Choice*, publication of the Association of College and Research Libraries (ACRL), for possible future purchases.

7. Provide reports and statistics to NJDOT and the State Library as required.

- October 2018 Monthly Report and Statistics submitted.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended the AASHTO RAC Collaboration & Coordination Task Force (CCTF) TKN Working Group virtual meeting.
- Attended a telephone meeting of the Special Libraries Association-New Jersey Chapter (NJSLA) Program Committee.
- Attended a telephone NJSLA Board Meeting.

9. Attend training as mandated or needed.

- Attended a Transportation Librarians Roundtable, "Literature Searches and Literature Reviews for Transportation and Other Tools for Impacting Research," presented by Rachel Cole and Roberto Sarmiento of the Northwestern University Transportation Library.
- Attended a Lucidea webinar on marketing, part nine of a series, presented by Steve Abram of Lighthouse Consulting Inc. and the Federation of Ontario Public Libraries.
- Attended another Transportation Librarians Roundtable, "Tribal Libraries and Information Resources," presented by George Franchois of the U.S. Dept. of the Interior Library.
- Attended a Women in Transportation (WIT) webinar, "7 Steps to Becoming a Thought Leader," presented by a panel including B. Serpil and Christoph Trappe of Stamats Communications, Inc.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Provided coverage in the 2 week absence of Librarian I.
- Provided reference to Operations consultant, Statewide Planning, Pavement and Drainage.
- Identified and provided civil service material to IT, Traffic Engineering, and Materials.
- Identified and provided NJDOT Bridge Design Manuals to Structural and Railroad Engineering.
- Provided Material Standards to NJDEP branch library.
- Identified and provided supervisory material to Traffic Engineering, Geotech, Pavement and Drainage.
- Provided ACI Standards to Structural and Railroad Engineering.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 21 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 6 publications from other sources.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 4 items for inclusion into Horizon, and one original item cataloged item by NJSL.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 5 requests from libraries for interlibrary loans.

6. Work on backlog of donated items.

- With the hurried urgent nature of the library move preparations to a smaller space, massive weeding of the collection was necessary. In the TRB and FHWA sections, third copies were removed. In all sections, multiple copies were removed. State reports other than NJ were/are being removed as this is ongoing. Ten recycle bins and hundreds of materials have been recycled. 113 cataloged items were deaccessioned from Horizon.
- Offered weeded journals to NJSL and to the transportation library community.

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted October 2018 report and statistics.

8. Attend training as mandated or needed.

- Attended the TLR webinar entitled, "Literature Searches and Literature Reviews for Transportation Research Projects" presented by Rachel Cole, NUTL Public Services Librarian, and Robert Sarmiento, Director, Northwestern University Transportation Library (NUTL).

**Summary Reporting:**

- Research Library staff responded to a total of 112 requests, 89 (or 79%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; NJ Office of Information Technology (OIT); Texas DOT; Bethlehem Area Public Library; Cokamo/Continent Public Library (MO); Illinois EPA; National Rural Transit Assistance Program (RTAP); North Carolina State University; Portland Public Library (ME); Texas A&M University; an out-of-state business; and an out-of-state resident. The 62 reference requests and 50 document requests together resulted in provision of 31 loans, 22 documents, 3 photocopies, and 56 verbal or written replies. A separate spreadsheet is provided.



**New Jersey Department of Transportation**  
**RESEARCH LIBRARY MONTHLY REPORT**

**December 2018**

**7510 - Research Library Operations**

**Critical Issues**

- The Research Library's move to the second floor of the Main Office Building (MOB) continues its progress with the entire collection, what still remains, boxed by Facilities staff in over 400 moving boxes with an average weight (per Facilities staff) of 85 lbs. apiece. These are mostly still in the space we're leaving on the first floor of the Engineering & Operations Building (E&O). The collection is at this point inaccessible, which has meant that requests for materials from the collection have to wait until the collection is moved over and reshelved.
- Librarian 1 was out for two weeks during the month for use-or-lose vacation time, and also one day of jury duty. During this time, Librarian 3 Laurie Strow managed to stay ahead of the Facilities staff boxing the collection, and pulled out a lot of materials, including almost all of the journals, for giving away or recycling.
- We tried to find "homes" for discarded materials rather than trashing or recycling them. Giving materials to other libraries permits the receiving libraries to build their own collections, keeps items out of the waste stream, plus gives NJDOT the benefit of future access to these materials through interlibrary loan requests to the new holders. Unfortunately, in trying to mail out the materials to the few libraries that requested our giveaways, we crossed some hitherto unknown threshold of mailing cost and, after the first batch of four or five boxes went out to the first library, the Mailroom suddenly and without warning refused to send out any more boxes. Another 4-5 boxes bound for the Kansas DOT library had to come back from the Mailroom to the Research Library. Luckily, one of the other libraries, Industrial Archive & Library in eastern Pennsylvania, was close enough for them to drive here and pick up 15 boxes of journals. The cost to mail out a box at the lowest rate, 4th class (library rate) mailing, per Mailroom staff, is about \$28 per box.
- Facilities/Mailroom went further so as to refuse to send out *any* materials from the Research Library, including interlibrary loan items that we had previously borrowed from lending libraries for use by NJDOT staff. These had to be returned by sending them to the NJ State Library, which then returned them for us via UPS. The State Library returned seven interlibrary loan books on our behalf during the month, with a total mailing cost of \$30.70. A separate spreadsheet created by Maria Baratta tracking the items, addressees, and costs from the State Library is attached. In the meantime, we cannot request books via interlibrary loan from here, since we can't return them, nor fill borrowing requests from other libraries. NJDOT staff will have to request books on their own via the NJ State Library's online request system (ILLiad), and they will have shorter loan times due to the extra trips on either end of the process between here and the State

Library. NJDOT has historically absorbed routine working costs such as office supplies, computers, etc., and the State Library, via the SPR grant, has typically covered costs that are strictly library-related, such as supplies for book labels and repair, and for shelving. This mailing issue must be resolved at some higher level. Hopefully, our interlibrary loan services for direct book borrowing and lending will be restored.

- In the midst of all this hoopla, both librarians got new VoIP telephones with new telephone numbers:

Laurie – 609-963-1897

Carol – 609-963-1898

The old telephone numbers will continue to work for awhile, and after a few weeks, calls to the old telephone numbers will generate a message directing callers to the new numbers.

### **New Initiatives**

- Sent message to TRANLIB discussion list that we, as a community, might request AASHTO to notify transportation librarians of print distributions as AASHTO currently does for the new digital publications.
- Sent suggestion to the NJDOT Smart Growth I-Team that they include “sustainability” as a topic for input to the *Statewide Long Range Transportation Plan*.

### **Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

### ***Supervising Librarian Activities:***

#### 1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Doris kept in touch with Carol and Laurie as they navigated the library’s move. As they continued to downsize their collection to fit the space allotted for the library, she supported them with the decisions they made regarding materials to retain or de-list.

In December, NJDOT administrators decided that the FY19 Task Order required modification to address mailing materials from the NJDOT Library. Until a modification of the task order is approved to cover mailing costs, Maria directed Carol and Laurie to adjust the interlibrary loan practices. Only loans that incur no mailing costs will be processed through their library. NJDOT staff should submit any physical loan requests through the State Library’s ILLiad system. Carol and Laurie will fill ILL requests that can be sent either electronically or by fax. They can continue to request ILL photocopies to receive by US mail. Carol and Laurie were also asked to set aside any materials intended as donations resulting from downsizing their collection until mailing protocols are in place.

## 2. Provide administrative support to DOT Library staff

Maria worked with facilities staff at NJSL to arrange for tracking of interlibrary loan materials originating from the NJDOT Research Library. Using UPS online shipping forms, the State Library staff are able to generate a unique report for each item shipped. As of the end of December, 7 interlibrary loan items were returned by NJSL for the NJDOT Library.

## 3. Serve as liaison between DOT and NJSL regarding library issues.

Maria communicated with Kimbrali Davis in regard to the use of mail services for the NJDOT Library. Procedures as outlined in 2 (above) were put into place in order to meet the immediate need of returning interlibrary loan materials to lending libraries. A reporting mechanism for mailing cost recovery will be established by NJSL and submitted to admin staff at NJDOT. Going forward, mailing costs will be incorporated in any future task order agreed to between NJSL and NJDOT.

Also discussed was an upcoming TRB Annual Meeting that Carol will attend. As Carol has given a prospective retirement date in early 2019, Maria asked Kimbrali if NJDOT would approve the use of Task Order funds for meeting attendance. Kimbrali said that NJDOT would approve reimbursement to NJSL for Carol's attendance at the meeting because the funds were already approved with the FY19 Task Order.

Doris received from Carol her Ethics and Request for Travel Authorization forms, along with the TRB schedule of events and forwarded these items to Margaret Nizolek, who will sign them electronically.

### ***Librarian 1 Activities:***

#### 1. Manage and plan the services of the Research Library.

- Apprised NJ State Library management staff of NJDOT Mailroom difficulties as outlined in above sections.
- Facilitated giveaway of 15 boxes of journals for Industrial Archives & Library to pick up in light of the Mailroom refusal to send out any further Research Library materials.
- Determined how to report requests for giveaway materials for purposes of the NJDOT monthly statistics.
- Sought to coordinate with Bureau of Research and Facilities staff regarding the floorplan for the Library in the new space.
- Keeping track of requests for Research Library material currently boxed and unavailable.

## 2. Provide reference, database searching, and document access services to NJDOT staff.

- Researched purchasing options for the *AASHTO LRFD Bridge Design Specifications*, 8<sup>th</sup> edition, for Structural & Railroad Engineering.
- Registered Right-of-Way and Local Aid staff for NJ State Library cards.
- Lent newly purchased *2018 Complete Guide to Planning in New Jersey* to Planning.
- Referred Commissioner's Office staff to Environmental Resources for answer to an inquiry from a New Jersey resident.
- Identified, located, and lent civil service exam study materials to staff in Structural Evaluation.

## 3. Promote library/knowledge services to meet NJDOT information needs.

- Sent notice of new AASHTO digital publications to relevant NJDOT units.
- Forwarded results of a Virginia DOT survey of state DOT research report style manual preferences to Research.
- Sent the latest issue of the Montana DOT e-newsletter to Research.
- Provided an *American City & County* white paper, "Asset Management for Dummies: A Step-by-Step Guide to Modern Asset Management," to Planning.
- Sent notification of an Eno webinar on shared micromobility data to Planning.
- Provided notice of a Smart Growth America webinar on context sensitive design to Planners, Roadway Design, Traffic, Environmental units, Local Aid, and Operations.
- Forwarded e-newsletter *TransCentral* issue on connected and automated vehicles to the CAV Group (Operations and Planning).
- Sent link to a TRB series of recordings on augmented reality for data collection to multiple units in CPM and Operations.
- Sent notification of a public discussion on ACI 318-19 (*Building Code Requirements*) to Materials, Operations, Construction, and Bridge Engineering.
- Forwarded a *TechExplorist* article on salt content of concrete structures to Bridge Engineering, Operations, and Materials.
- Added four new Professional Engineers (PEs) to our distribution list used for notification of free webinars offering Professional Development Hours (PDHs).
- Forwarded notice of AASHTO TC3 classes to multiple units in CPM and Operations, including PEs.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Downloaded and entered AASHTO digital documents and others, and edited records in the Shared Resources Catalog.
- Completed work on the list of *Selected Recent Acquisitions* for 2018 2<sup>nd</sup> quarter and sent to the Webmaster for posting to the internet and to intranet newsletters.

5. Maintain and add content to the NJDOT Research Library website.

- Efforts curtailed due to library move.

6. Acquire new books and materials within budget amount.

- Ordered two books for use by Statewide Planning.

7. Provide reports and statistics to NJDOT and the State Library as required.

- November 2018 Monthly Report and Statistics submitted.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended the Special Libraries Association (SLA) New Jersey Chapter Annual Meeting in New Brunswick, NJ.

9. Attend training as mandated or needed.

- Attended a SirsiDynix webinar, "Marketing 103: How to Tell a Compelling Story That Engages Your Community," presented by Christopher Foster of Modern postcard and Robert Storer of SirsiDynix.
- Attended a Transportation Librarians Roundtable featuring several National Transportation Library staff members who presented updates and ongoing initiatives at the NTL.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Provided coverage in the vacation absences of Librarian I.
- Lent AASHTO Roadside Design Guide 2011 to Mobility & Systems Engineering.

- Provided Material Standards to NJDEP branch library.
- Identified and provided civil service exam preparation guides to Utility Management, Materials, Traffic Engineering, Region South.
- Lent AASHTO Policy for the Geometric Design of Highways and Streets 2011 to Safety, Bicycle, and Pedestrian Programs.
- Provided reference services to Pavement, a private citizen, Materials, Roadway Design.
- Instructed Mobility & Systems Engineering; Roadway Design; Safety, Bicycle and Pedestrian Programs; and to Traffic Engineering how to access AASHTO publications via the AASHTO bookstore website via library credentials and also via the ASTM web portal subscription.
- Lent FHWA's Manual for Uniform Traffic Control Devices to Legislative Unit.
- Provided documents to Safety, Bicycle, and Pedestrian Programs.
- Identified and provided Supervisory material to Operations, Pavement and Drainage.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 6 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 2 publications from other sources.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 1 item for inclusion into Horizon and 8 items deaccessioned.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 3 requests for interlibrary loan from other libraries. Due to the budget issues regarding mailing through the NJDOT mailroom, borrowing and lending activities here will consist of those that can be filled electronically for the time being. Borrowing activities of physical books/documents will be temporarily filled through the NJSL ILLiad request system. This will create a delay for NJDOT patrons in receiving items and in returning items to the lending libraries using this method. Currently borrowed items were returned to other libraries through NJSL mail.

#### 6. Work on backlog of donated items.

- The library move preparations continue and by necessity have taken priority in terms of activity. 10 more recycle bins (for a total of 20) and hundreds more materials have been recycled. Began boxing library and office supplies and sundries.
- Many weeded journal titles were sent to other libraries. Eleven boxes went to Washington State and Kansas DOTs, and the University of Texas at Austin. 15 boxes were picked up by the Industrial Archives & Library in Bethlehem, PA.
- Sent a small box of various NJ related publication issues to New Jersey documents librarian at NJSJL to do with as sees fit.
- Received donation of Fitzgerald's Legislative Manual, State of New Jersey for years 1996-1999 from NJDOT Legislative, Administrative and Regulatory Actions Unit.

#### 7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted November 2018 report and statistics.

#### 8. Attend training as mandated or needed.

- Attended the TLR webinar entitled, "National Transportation Library (NTL) Updates and Initiatives". Presenters included Aileen Nolan, Victoria Milam, Charlotte Gavin, Mary Mouton, and Leighton Christensen.

### **Summary Reporting:**

Research Library staff responded to a total of 184 requests, 93 (or 51%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; a NJ resident; Kansas DOT; Minnesota DOT; Montana DOT; Washington State DOT; CUNY; Industrial Archives & Library; King County Library (WA); MTC Library (CA); Portland Cement Association; PublicTransit.us; Rapides Parish Library (LA); University of Nebraska-Lincoln; University of Texas-Austin; and Westerly Public Library (RI). The 96 reference requests and 88 document requests together resulted in provision of 28 loans, 73 documents, 1 photocopy, and 82 verbal or written replies. A separate spreadsheet is provided.

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**January 2019**

**7510 - Research Library Operations**

**Critical Issues**

- The Research Library staff, furniture, equipment, shelving, and collections, at least most of it, are now in the new location on the second floor of the Main Office Building (MOB).
- Due to the smaller space, a good portion of the shelving, collections, and equipment do not fit into the new space, and was either sent to storage, other libraries, or eliminated.
- Librarian 1 is putting in for retirement.
- The NJDOT Webmaster has sadly passed away at age 37. We will continue to work with IT staff who have been filling in for him for many months, but his expertise and experience will be sorely missed.
- On account of the Mailroom budget conundrum, we have been directing people who need physical items via interlibrary loan to request them directly via the NJ State Library's ILLiad site. For January, five people asked for a total of seven items.
- The Shared Library (unit) email will receive AASHTO digital publication notices as a backup/for redundancy to Librarian 1.

**New Initiatives**

- We will coordinate Research Library holdings of historical AASHTO materials specifications with those held at the Bureau of Materials (remote building).
- Sent email to ASTM and NJDOT Bureau of Accounting in regard to increasing the number of titles included in the AASHTO "Transportation Package" and discussed coordination of ASTM training at NJDOT either in person or via webinar.
- Requested removal of the Research Library from the University of Nebraska's Midwest Roadside Safety Facility publications distribution list for print and CD-ROM reports due to space issues. Also recycling our current holdings, since these finally became available online within the past couple of years.
- The Department (NJDOT) is instituting a Professional Engineering Design Experience (PEDE) program with a link from the intranet. Suggested to the committee members



that they might want to include notice of Research Library resources, including PE study materials and design specifications.

- The updated Research Library promotional brochure will be sent to the NJ State Library for printing.

## **Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

### ***Supervising Librarian Activities:***

#### 1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Final PAR evaluations for 2018 were sent out by TESU HR. Doris began preparing her review for Carol and will complete her evaluation in February.

Carol notified Doris and other administrators at the State Library and NJDOT that she is electing to defer her retirement date to May 1, 2019 in order to complete assignments related to the 2018 year end library task order report.

#### 2. Provide administrative support to DOT Library staff

Early in the month, Carol informed Doris that the library had to discard most of their periodical holdings, as there wasn't enough room to retain them following the move. What open shelf space was initially planned was filled in after shifting and organizing remaining collections.

At the end of January, Carol and Doris discussed the status of the NJDOT library move, including the then-current situation involving the new location:

- Unpacking from the move was almost finished, with some materials, mostly reference books, still not on the shelves.
- There is less shelving installed than Carol had expected, necessitating further weeding to fit remaining collection materials.
- NJDOT facilities staff made wooden end panels for units that did not have any.
- Carol arranged to put her and Laurie's desks behind the stacks so they would not be in a heavily trafficked area. The result is that it is much quieter with far fewer interruptions.
- Overall, Carol's perception is that the library now has about half of the space of its former location, and Carol and Laurie's desks and work areas are smaller.

#### 3. Serve as liaison between DOT and NJSL regarding library issues.

During a routine call between Doris and Carol in early January, Carol informed Doris that she understood that an RFP would be issued through the Research Bureau on transforming the NJDOT Library into a "21st Century Research Library". Carol was not a participant in the

development of the RFP. Maria Baratta and Margaret Nizolek learned of the RFP through a research library contact with a New Jersey state university.

Doris and Maria plan to visit the NJDOT Research Library during the first two weeks of February to see the final layout and end results.

Maria shared information with NJDOT librarians about new databases that might be of interest to NJDOT staff.

### ***Librarian 1 Activities:***

#### 1. Manage and plan the services of the Research Library.

- Met with Andy Swords, Amanda Gendek, and Kimbrali Davis regarding the new Research Library configuration.
- Subsequent meeting held with Amanda regarding the Library layout, furniture, and equipment.
- Updated the Research Library promotional brochure to reflect new location and telephone number(s).

#### 2. Provide reference, database searching, and document access services to NJDOT staff.

- Distributed 5 print copies of the highly sought after *Highway Capacity Manual*, which Amanda had requested, to appropriate Department units.
- Located source of Department information for Commissioner's Office.
- Identified, located, and lent Professional Engineer (PE) exam study materials to staff in Materials, Operations, and Structural Design.
- Identified, located, and lent civil service exam study materials to staff in Safety/Bike-Ped Programs, Support Services, and Transportation Data & Support.
- Identified, located, and lent a MS Access Programming book for Multimodal Services.
- Provided locations of the latest edition of the *Highway Capacity Manual* to Safety/Bike-Ped Programs (including one in that unit).
- Verified, located, and lent the latest *PCI Design Handbook* to Structural Design.
- Provided link to the NJ State Library website to Procurement, and updated library card registration information.
- Researched and provided information on repair of water-damaged books for Landscape Architecture.
- Located online and print formats of the *NJ Administrative Code* for Environmental Solutions and Environmental Resources.
- Verified and located several American Welding Society (AWS) codes for Structural & Railroad Engineering, and lent ASCE 7-16.

3. Promote library/knowledge services to meet NJDOT information needs.

- Sent notice of new AASHTO digital publications to relevant NJDOT units.
- Forwarded notice of *Dangerous by Design 2018*, from National Complete Streets Coalition to Planners; Safety/Bike-Ped Programs; and Traffic.
- Sent a *FreightWaves* article on self-driving vehicle safety to CAV Group (Planning and Operations), Safety Programs, Planners, and Freight Services.
- Forwarded the latest TransCentral e-newsletter issue to Planners, CAV, Safety/Bike-Ped Programs, Traffic Engineering, and Roadway Design.
- Sent a Journal of Transportation Engineering, Part A: Systems technical paper on bicycle and pedestrian safety statistics to Safety/Bike-Ped Programs, Traffic Engineering, and Roadway Design.
- Sent media clips on wrong-way driving to Traffic Engineering, Traffic Operations, and Roadway Design.
- Forwarded Montana DOT research reports including one on wildlife accommodation process to multiple units in CPM and Planning.
- Sent webinar notifications to PEs, Planners, Environmental units, Drainage (various staff in CPM. Operations, and Planning), Traffic Operations, Technical Analysis.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

- Edited and entered records in the list of *Selected Recent Acquisitions* for 2018 3<sup>rd</sup> quarter.

5. Maintain and add content to the NJDOT Research Library website.

- Worked on updates to the Research Library website (internet only), not yet submitted.

6. Acquire new books and materials within budget amount.

- Received three previously ordered books via the NJ State Library.

7. Provide reports and statistics to NJDOT and the State Library as required.

- December 2018 Monthly Report and Statistics submitted.
- Quarterly report completed and submitted at quarterly meeting.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

- Attended the Transportation Research Board Annual Meeting in Washington, DC.
- Invited by the TRB Information Services B0002 Committee Chair to join the Committee.
- Attended the National Transportation Knowledge Network (NTKN) telephone meeting.

9. Attend training as mandated or needed.

- Attended a Transportation Librarians Roundtable on “Predatory Publishers” presented by Jennifer Herron of the Michigan Dept. of Transportation.
- Attended a webinar on copyright, “Legally Using Images,” presented by Lesley Ellen Harris of Copyrightlaws.com.

***Librarian 3 Activities:***

1. Provide reference, database searching, and document access services to NJDOT staff.

- Identified and loaned civil service materials to Information Management & Technical Planning; Materials; Traffic Engineering, Operations Support, Design Standards, and Auditing.
- Registered Structural Evaluation for library card.
- Provided reference services to Structural Evaluation; Geotech; Structural & Railroad Engineering; Survey; Safety, Bicycle, and Pedestrian Programs; and Traffic Operations-Region South.
- Identified and provided Microsoft Office and Excel materials as well as reference for accessing e-books through NJSL databases to Major Access.
- Provided standards to NJDEP.
- Identified and lent NCHRP Reports regarding Roundabouts to Safety, Bicycle, and Pedestrian Programs.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

- Entered 34 new materials into the Shared Resources Catalog.

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

- Identified 5 publications from other sources.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

- Cataloged 4 items for the inclusion into Horizon.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

- Responded to 21 requests for interlibrary loan from other libraries.

6. Work on backlog of donated items.

- The library move continues and has dominated all activity. Help with guiding the shelving of materials has been necessary. The U.S. GAO section was eliminated as this is online. The FHWA-RD and FHWA-HRT sections were not shelved and will be offered to other libraries or staff. These sections are available electronically through FHWA or NTL’s ROSA P or through ILL from other transportation libraries. Texas Transportation Institute Reports were removed to permit the collection to fit on the limited shelving. These are available online. The Midwest Roadside Safety Facility reports and National Center for Freight & Infrastructure Research and Education (Wisconsin) will also be offered to other libraries. 55 items were deaccessioned from the Horizon and OCLC catalogs.

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

- Submitted December 2018 report and statistics.

8. Attend training as mandated or needed

- Attended the TLR webinar entitled, “Predatory Publishers”, presented by Jennifer Herron, Librarian and Michigan DOT.
- Attended the NJDOT VoIP training for the new phone system.

**Summary Reporting:**

Research Library staff responded to a total of 212 requests, 159 (or 75%) of which were from NJDOT staff. The rest were from the NJ State Library; NJ Dept. of Environmental Protection; Middlesex County Office of Planning; U.S. Army Corps of Engineers (USACE)-Vicksburg, MS; Caltrans (California DOT); Missouri DOT; Oregon DOT; Brandeis University; Bucks County Library (PA); Carnegie Library in Pittsburgh; Columbia Public Library (SC); Florida Atlantic University; Johns Hopkins University; King County Library System (WA); Langworth Public Library (RI); Livingston Park County (MT); North Kingston (RI); Saint Louis University; Texas A&M University; University of Massachusetts-Lowell; University of Saskatchewan; and an out-of-state resident. The 135 reference requests and 77 document requests together resulted in provision of 42 loans, 56 documents, 2 printouts, and 112 verbal or written replies. A separate spreadsheet is provided.

New Jersey Department of Transportation  
**RESEARCH LIBRARY MONTHLY REPORT**  
**February 2019**  
**7510 - Research Library Operations**

**Critical Issues**

- Carol Paszamant retired on February 28, 2019.
- During her final week(s), Carol trained Laurie and transitioned some administrative functions to Laurie to allow for continuity of services.
- Carol did not prepare or provide any written report with accomplishments or challenges for February, so there is little to no documentation to rely on in completing this month's report.
- Laurie Strow is on an extended medical leave as of March 4, 2019. As a result, she was unable to provide a narrative report of her accomplishments or initiatives.

**New Initiatives**

- Carol provide Laurie with various DOT Library, AASHTO, NRB and other account administrative access so that Laurie could continue to provide services locally to DOT staff.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Both Doris and Maria discussed with Carol the importance of an orderly transition of administrative responsibilities to Laurie prior to Carol's retirement. Maria met with Carol and Laurie on February 19<sup>th</sup> to discuss succession training and planning with Carol's pending retirement for the spring.

2. Provide administrative support to DOT Library staff

Cindy Warrick provided assistance with making copies of library brochures as requested by Carol late in February.

### 3. Serve as liaison between DOT and NJSL regarding library issues.

Throughout the month there were several email and phone conversations with Carol regarding her temperament in dealing with DOT staff as well as her working hours. Carol was directed to abide by a core work hour schedule that applies to all DOT staff.

On February 14, Carol included Doris Murphy in a communication to the NJDOT Webmaster on changes to make to the DOT Research Library webpage. Doris reviewed the requested changes.

On February 19<sup>th</sup> Maria met with Amanda Gendek to discuss a number of topics related to the DOT Research Library, including Carol's mandated hour changes, the recently issued RFP for a 21<sup>st</sup> Century Library assessment, concerns with the library organization and more.

Following the meeting with Amanda, Maria met with Carol and Laurie to walk through their new library setup. Carol pointed out many, many boxes of unpacked materials for which there wasn't adequate shelving to accommodate the materials. They also discussed what progress was being made with Carol assisting Laurie with transition of library administrative responsibilities in light of Carol's planned retirement for later in the spring.

On February 20<sup>th</sup>, Carol suddenly announced, and the HR section of Thomas Edison State University confirmed, that she was retiring effective March 1<sup>st</sup> with her last day being Thursday, February 28.

On March 1, Terry Strow, Laurie's husband called me and left message saying that Laurie had fallen the night before and had broken her left wrist and right shoulder. She was in the hospital, and she might be having an operation. He had called Amanda at the NJDOT, and asked me to contact Tammy at TESU HR. There was email back and forth between me and Amanda, because I had not realized that Terry had called her already.

### ***Librarian 1 Activities:***

#### ***NO REPORT PROVIDED BY LIBRARIAN 1***

1. Manage and plan the services of the Research Library.
2. Provide reference, database searching, and document access services to NJDOT staff.
3. Promote library/knowledge services to meet NJDOT information needs.
4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

5. Maintain and add content to the NJDOT Research Library website.
6. Acquire new books and materials within budget amount.
7. Provide reports and statistics to NJDOT and the State Library as required.
8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.
9. Attend training as mandated or needed.

***Librarian 3 Activities:***

***NO REPORT PROVIDED BY LIBRARIAN 3***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Enter new materials into NJDOT Shared Resources Catalog (SRC).
3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.
5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
6. Work on backlog of donated items.
7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
8. Attend training as mandated or needed

**Summary Reporting:**



**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**March 2019**

**7510 - Research Library Operations**

**Critical Issues**

- As of March 1<sup>st</sup>, the Research Library had not permanently assigned staff onsite to maintain the collection, respond to reference requests, or follow through on administrative needs of the library. Carol retired effective March 1<sup>st</sup> and Laurie Strow entered an extended leave of absence.
- Librarians from the New Jersey State Library, in assessing the onsite needs of NJDOT staff and determining viability of the print collection, determined that the entire Research Library collection is in need of major weeding and re-organization.
- Librarians from the State Library began covering partial days in order to provide some onsite services and to begin a major collection maintenance project.

**New Initiatives**

- Collection maintenance – State Library staff began evaluating, weeding and reorganizing physical holdings of the Research Library. This included extensive discarding of items deemed outdated, irrelevant, obsolete or available online. Weeding will continue for the next several months as staff at the State Library both assess content onsite and determine what can be discarded and what should be retained. Items retained will eventually be cataloged and/or organized in a logical manner to facilitate discovery by both patrons and library staff.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Maria Baratta and Margaret Nizolek of the State Library did a library walk through and determined which librarians at the State Library would be assigned to work onsite to support the collection maintenance project.

- Deborah Mercer, New Jersey Documents Librarian, is working on both the cataloged general subject materials and the New Jersey documents holdings;
- Teri Taylor, US Documents Librarian, is assessing the US Documents holdings;
- Doris Murphy, former supervisor to Carol Paszaman, began working on library administrative files and records;
- Maria Baratta is focusing on weeding and assessing the cataloged collection in addition to being the primary contact for NJDOT staff Library needs as conveyed through Pragna Shah.

2. Provide administrative support to DOT Library staff

None to report as there are no permanent NJDOT Library staff onsite at DOT in March. Supervising Librarians in addition to the Associate Director of the State Library Information Center have been providing part-time onsite coverage at the DOT Library as well as addressing user needs via email or phone.

3. Serve as liaison between DOT and NJSL regarding library issues.

Throughout the month Maria Baratta had many email and phone conversations with Amanda Gendek and Pragna Shah regarding the Research Library. Discussions ranged from addressing individual library user needs to planning an onsite presentation about New Jersey State Library services to administrative staff at DOT.

***Librarian 1 Activities:***

***None to report – Carol Paszamant retired effective March 1, 2019***

1. Manage and plan the services of the Research Library.

2. Provide reference, database searching, and document access services to NJDOT staff.

3. Promote library/knowledge services to meet NJDOT information needs.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

5. Maintain and add content to the NJDOT Research Library website.

6. Acquire new books and materials within budget amount.

7. Provide reports and statistics to NJDOT and the State Library as required.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

9. Attend training as mandated or needed.

***Librarian 3 Activities:***

***None to report – Laurie Strow has been on extended leave as of March 1, 2019***

1. Provide reference, database searching, and document access services to NJDOT staff.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.

4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.

5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.

6. Work on backlog of donated items.

7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.

8. Attend training as mandated or needed

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**April 2019**

**7510 - Research Library Operations**

**Critical Issues**

- The Research Library continues to operate without permanently assigned staff onsite. Supervising librarians from the State Library Reference Services section were onsite 3-4 hours, four days a week to work on collection maintenance, respond to reference requests, or follow through on administrative needs of the library.
- Collections in the NJDOT Library continue to be weeded based on criteria generally used in special libraries.
- Exam preparation materials held in the DOT Library are cataloged as reference materials, which traditionally means these items should not circulate and instead be available for onsite library use only. Traditionally, DOT Library staff had circulated these materials regardless of the Reference classification. Going forward, the State Library will make recommendations regarding the number of copies and the classification of these types of materials for consideration by administrative staff at DOT.

**New Initiatives**

- In April, State Library staff began weeding second copies of Transportation Research Board reports.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

**1. Review and approve the tasks assigned to the NJDOT Research Library staff.**

Collection Maintenance – State Library staff continued to weed both the cataloged collection and the US Documents collection based on criteria referred to as MUSTIE (Misleading/Ugly/Superseded/Trivial/Irrelevant/Elsewhere). The items removed tend to fall in the categories of superseded, irrelevant, and available elsewhere (print or e-format). Records for items to be removed are delivered to Technical Services staff at the State Library to remove from the library catalog as well as OCLC.

Jose Cardona, a State Library support staff person, began working on weeding second copies of the Transportation Research Board reports and shifting the reduced collection to make room for moving other collections around.

State Library staff both onsite at DOT and from the main library at 185 W. State Street continue to respond to reference questions and borrowing requests for DOT staff. There was a flurry of activity regarding PE exam prep in the very early part of April, prior to an exam scheduled for April 6<sup>th</sup>. Following that, there was a drop off in the volume of requests for exam materials.

(See **Critical Issues** regarding exam prep materials as this relates to future policies and procedures for the NJDOT Library.)

2. Provide administrative support to DOT Library staff

None to report as there are no NJDOT Library staff onsite at DOT in April.

3. Serve as liaison between DOT and NJSL regarding library issues.

Maria Baratta continued to communicate with Amanda Gendek and Pragna Shah regarding the Research Library and its collections. Discussions included addressing intentions to weed content from cataloged collections, exam prep collection materials (See **Critical Issues**), the need to assess library user needs, and planning an onsite presentation about New Jersey State Library services to administrative staff at DOT.

Maria worked on developing a justification and scope of work/work plan for a modification to the FY19 Task Order. She shared this internally within State Library staff with the expectation to submit the modified narrative content and modified budget with DOT administrative staff in early May.

**Librarian 1 Activities:**

***None to report – Carol Paszamant retired effective March 1, 2019***

1. Manage and plan the services of the Research Library.

2. Provide reference, database searching, and document access services to NJDOT staff.

3. Promote library/knowledge services to meet NJDOT information needs.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

5. Maintain and add content to the NJDOT Research Library website.

6. Acquire new books and materials within budget amount.

7. Provide reports and statistics to NJDOT and the State Library as required.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

9. Attend training as mandated or needed.

**Librarian 3 Activities:**

***None to report – Laurie Strow has been on extended leave as of March 1, 2019***

1. Provide reference, database searching, and document access services to NJDOT staff.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).

3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.
5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
6. Work on backlog of donated items.
7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
8. Attend training as mandated or needed

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**May 2019**

**7510 - Research Library Operations**

**Critical Issues**

- The Research Library continues to operate without permanently assigned staff onsite. Supervising librarians from the State Library Reference Services section were onsite 3-4 hours, usually four days a week to work on collection maintenance, respond to reference requests, or follow through on administrative needs of the library.
- The State Library was notified by Human Resources that Laurie Strow's leave of absence has been extended until September 1, 2019.
- Collections in the NJDOT Library continue to be weeded based on criteria generally used in special libraries.
- Maria Baratta and Leslie Witko made a presentation to interested DOT staff regarding New Jersey State Library services.

**New Initiatives**

- By late May, all the duplicate copies of Transportation Research Board reports were removed from the collection.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Collection Maintenance – State Library staff continued to weed both the cataloged collection and the US Documents collection adhering to criteria in which works are either superseded/dated, trivial, irrelevant to NJDOT, or readily found elsewhere. Records for items removed are delivered to Technical Services staff at the State Library to remove from the library catalog as well as OCLC.

Jose Cardona, completed weeding second copies of the Transportation Research Board reports. The plans for this collection are to sort and shift the various sub-collections of these reports to put them in a more logical arrangement for easier discovery. Project time frame from completing the reorganization of this collection is mid- to late June.

State Library staff both onsite at DOT and from the main library at 185 W. State Street continue to respond to reference questions and borrowing requests for DOT staff. Most requests to assistance pertain to Civil Service exam and professional licensing preparation materials.

2. Provide administrative support to DOT Library staff

None to report as there are no NJDOT Library staff onsite at DOT in April.

3. Serve as liaison between DOT and NJSL regarding library issues.

On May 8<sup>th</sup>, Maria Baratta and Leslie Witko of the State Library held a presentation for DOT staff to introduce them to the services and collections of the State Library. They fielded questions about the State Library's services as well as questions regarding the status of the DOT Research Library.

Maria worked with Sheri Shafer to develop a justification and scope of work/work plan along with a modified budget to extend the FY19 Task Order through the end of FY20. She sent the draft materials to DOT Research Library project manager, Pragna Shah, in mid-May.

If the extended plan submitted by the State Library is approved and accepted by DOT, then the services of a temporary professional librarian will be contracted through the State Library in order to provide full time reference and collection maintenance coverage at the DOT Research Library during FY20.

***Librarian 1 Activities:***

***None to report – Carol Paszamant retired effective March 1, 2019***

1. Manage and plan the services of the Research Library.

2. Provide reference, database searching, and document access services to NJDOT staff.

3. Promote library/knowledge services to meet NJDOT information needs.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

5. Maintain and add content to the NJDOT Research Library website.

6. Acquire new books and materials within budget amount.

7. Provide reports and statistics to NJDOT and the State Library as required.

8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.

9. Attend training as mandated or needed.

***Librarian 3 Activities:***

***None to report – Laurie Strow has been on extended leave as of March 1, 2019***

1. Provide reference, database searching, and document access services to NJDOT staff.

2. Enter new materials into NJDOT Shared Resources Catalog (SRC).



3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.
5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
6. Work on backlog of donated items.
7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
8. Attend training as mandated or needed

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**June 2019**

**7510 - Research Library Operations**

**Critical Issues**

- The Research Library continues to operate without permanently assigned staff onsite. Librarians from the State Library Reference Services section were onsite 3 hours/day, 5 days a week to work on collection maintenance, respond to reference requests, or follow through on administrative needs of the library.
- Collections in the NJDOT Library continue to be weeded based on criteria used in special libraries.
- Library staff are beginning to thoroughly review collection materials that represent New Jersey documents, including identifying items that are already cataloged, or which are already cataloged and digitized.

**New Initiatives**

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

***Supervising Librarian Activities:***

1. Review and approve the tasks assigned to the NJDOT Research Library staff.

Collection Maintenance – State Library staff completed the weeding of the general collection containing cataloged texts and treatises. Weeding continues for the US Documents and New Jersey Documents collections. Weeding criteria continues to apply to works that are either superseded/dated, trivial, irrelevant to NJDOT, or readily found elsewhere. Item specific information of barcode and title page of cataloged items that were removed from the collection were delivered to Technical Services staff at the State Library in order to accurately update or remove records from the library catalog, as well as OCLC records for the DOT Research Library.

Two additional library staff from the State Library, Regina Fitzpatrick and Andrew Dauphinee, were trained on basics regarding the DOT collection, its organization and procedures for circulating materials. Regina and Andrew reorganized the entire serials collections. This collection is now in an alpha order based on serial title.

State Library staff both onsite at DOT and from the main library at 185 W. State Street continue to respond to reference questions and borrowing requests for DOT staff. Most requests to assistance pertain to Civil Service exam and professional licensing preparation materials.

NJ Documents Librarian, Deborah Mercer, has begun inventorying the NJ documents found in the DOT collection. Some items are already digitized and discoverable through the State Library's DSpace collection.

A decision is pending on what to do with multiple print copies found at DOT, which are also available in a digitized format within DSpace.

Library staff addressed a few different reference questions of note. One DOT requester sought assistance on New Jersey legislative and regulatory history on topics of significance to DOT. He was referred to the State Library's Law Library staff, who provided him complete histories on the statutory and regulatory elements in question.

Another DOT requester found the Proposed Transportation Capital Program reports for 2011 and 2012 on the State Library's digital archive, Dspace. One of the budget line items was a Concept Development Study on the Bergen Arches rail cut. The patron wanted to know if a study was actually produced by DOT. Librarians researched this and did not find any particular study produced as a result. Librarians did find, however, that private fundraising activities have been going on in Jersey City for years to get the Bergen Arches rail cut turned into a High Line style park (like NYC). News articles regarding these efforts were shared with the DOT requester.

## 2. Provide administrative support to DOT Library staff

None to report as there are no NJDOT Library staff onsite at DOT in April.

## 3. Serve as liaison between DOT and NJSL regarding library issues.

Upon receipt of a memo indicating that the State Library could incur costs for the first quarter of FY20 and that DOT intends to extend the Task Order for FY20, Maria reached out to Pragna Shah and Amanda Gendek requesting guidance from DOT staff regarding certain aspects of the library's collections. Guidance is especially needed on some of the older materials that have been kept over the years, as well as the nature of some of the documents and the number of copies kept within the library.

Margaret Nizolek, Director of the State Library Information Center, has provided a library temporary agency with a job description for a full time, temporary librarian at DOT. While the agency provided a couple of resumes, the candidates did not meet the library's immediate need. More candidates are being sought. Once a candidate is selected, the turn around time for them to start should only be a week or two.

## ***Librarian 1 Activities:***

***None to report – Carol Paszamant retired effective March 1, 2019***

1. Manage and plan the services of the Research Library.

2. Provide reference, database searching, and document access services to NJDOT staff.

3. Promote library/knowledge services to meet NJDOT information needs.

4. Facilitate access to NJDOT Research Library holdings; edit entries in the Shared Resources Database for creation of quarterly reports of new materials.

5. Maintain and add content to the NJDOT Research Library website.

6. Acquire new books and materials within budget amount.
7. Provide reports and statistics to NJDOT and the State Library as required.
8. Attend meetings of regional and national library/information-related task forces and work groups in person or virtually.
9. Attend training as mandated or needed.

***Librarian 3 Activities:***

***None to report – Laurie Strow has been on extended leave as of March 1, 2019***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Enter new materials into NJDOT Shared Resources Catalog (SRC).
3. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
4. Catalog newly acquired materials into the NJSL integrated library system per current cataloging rules.
5. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
6. Work on backlog of donated items.
7. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
8. Attend training as mandated or needed

**APPENDIX C**  
**ANNUAL STATISTICS**

### Monthly Statistics FY2019 - NJDOT Library

Month	Patron Contacts	Reference Questions	Items via Librarian	Pages Delivered	Free Searches	Fee Searches	ILL Borrowing	ILL Lending	Loans Outside of Horizon
July	139	122	102	4145	31	7	2	10	10
August	140	149	120	2160	65	10	6	8	9
September	113	118	110	866	67	15	5	13	13
October	147	163	147	2249	74	18	6	9	16
November	56	54	75	2097	48	20	4	6	0
December	70	75	48	930	33	2	0	5	3
January	103	117	93	1273	38	21	0	21	0
February	114	128	122	1520	45	13		9	12
March	24	*	17	*	*	*	0	0	0
April	39	*	26	*	*	*	0	0	0
May	43	*	32	*	*	*	0	0	0
June	45	*	29	*	*	*	0	0	0
<b>Totals</b>	<b>1033</b>	<b>926</b>	<b>921</b>	<b>15240</b>	<b>401</b>	<b>106</b>	<b>23</b>	<b>81</b>	<b>63</b>

These \* statistics  
are being tallied  
in the NJSL Google  
forms statistics page