



## **Research Library Operations (2019-2020)**

### **FINAL REPORT**

January 2021

Submitted by

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In cooperation with

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

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<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.			
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## ABBREVIATIONS AND ACRONYMS

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

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## **EXECUTIVE SUMMARY**

The objective of the current study was to increase discovery and access to print and digital transportation-related content for the staff of the New Jersey Department of Transportation (NJDOT) as well as other state DOTs and the general public. Regarding the physical collection of the NJDOT Research Library, this involved an extensive weeding of physical materials, including out of date treatises, excessive duplicate copies of state documents, and federal materials that are already available electronically. The staff of the New Jersey State Library assisted with the evaluation of collection materials to be weeded and to determine duplication through other print or electronic collections. NJDOT Research Library staff supported efforts to extensively catalog and organize materials to improve their discovery both online and on the shelves. Part of improving the discovery of resources included introducing NJDOT staff to resources in the NJDOT Research Library as well as the resources of the New Jersey State Library. Research Library staff regularly discussed access to resources whenever NJDOT staff visited the library. The New Jersey State Library staff who helped cover onsite access at the NJDOT Research Library routinely promoted NJDOT Research Library resources available onsite and resources available remotely through the New Jersey State Library. During the second half of this reporting period, NJDOT Research Library staff produced a comprehensive research guide (LibGuide) focusing on resources of greatest value to both NJDOT staff and the general public. NJDOT Research Library staff also sought to enhance their knowledge and skills of information dissemination by attending webinars, brown-bag presentations, other library- and transportation-related events, and by participating in professional networks and committees.

This report summarizes accomplishments from July 2019 through December 2020.

During this reporting period, the primary focus was on collection management of the NJDOT Research Library and optimizing the space afforded the library. Library staff spent significant time assessing the value of resources held by the library, removing a large volume of materials based on standard weeding protocols and creating logical arrangements for the materials retained by the library.

An annual report such as this is typically prepared by the NJDOT Library Manager. As the NJDOT Research Library was staffed by contract employees for the year and had no permanent staff, this report is instead prepared by Teri Taylor, the Supervising Librarian of the New Jersey State Library responsible for the oversight of library management at the NJDOT Research Library, and by Maria Baratta, Associate Director of the New Jersey State Library Information Center. This annual report has been prepared using the monthly reports and data sets prepared by the 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. Historically, library services were delivered by staff permanently assigned to work onsite at the NJDOT Research Library. During this reporting period, the library was staffed by a combination of professional librarians from the New Jersey State Library and/or temporary professional librarians hired to work exclusively onsite at the library. These professional librarians managed the collections, operations, and support services required in a special library serving a unique group of users within NJDOT.

From July 2019 through September 2019, the Library was led by Teri Taylor, Supervising Librarian at the New Jersey State Library Information Center and Maria Baratta, Associate Director of the New Jersey State Library Information Center. They, along with Supervising Librarians Deborah Mercer and Librarians 3 Andrew Dauphinee and Regina Fitzpatrick, covered onsite library services including reference and referral, but especially focused on library collection management. In September 2019, two temporary staff members began assignments to work exclusively onsite at the library. Pilara Koch worked full-time to focus on collection management, weeding, cataloging, metadata and development of a LibGuide focusing on information needs for transportation researchers within and beyond New Jersey. Shaaron Warne worked part-time and addressed a variety of reference needs and basic outreach regarding library services. In February 2020, Pilara Koch left her position and a new full-time temporary librarian, Darlene Barksdale, was hired to continue working on collection management, reference and maintaining the LibGuide Pilara created.

Because of the COVID-19 pandemic, by mid-March 2020, NJDOT and the State Library had to pull back on all onsite library services both within the NJDOT building and the State Library. Darlene Barksdale and Shaaron Warne were released from their temporary positions. The State Library staff within the Reference Services section continued to respond to all reference questions from the public and state employees, so all email requests for reference assistance at NJDOT were forwarded to State Library staff to address. In late August 2020, Darlene Barksdale returned to work onsite at the NJDOT Research Library while the State Library staff continued to provide consulting services remotely with occasional onsite visits to address collection management needs.

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 2019 through December 2020.

## **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 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 2019 through December 2020 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 reporting period, 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.

A major accomplishment by staff working with and in the NJDOT Research Library is the extensive collection management work related to weeding and cataloging resources held at the Library. By making more content findable through cataloging and removing content that had little or no value to a contemporary research library, the staff supporting those library efforts have improved the overall value of the remaining collection.

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. The establishment of a well-organized LibGuide to provide ready access to information related to transportation topics of interest to NJDOT staff as well other researchers and the general public is one way in which technology transfer was achieved.

## **SUMMARY OF 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:
  - Responding to all reference and information inquiries from NJDOT staff or others.
  - Making referrals to subject matter experts or other sources.
  - Performing literature searches and providing resources acquired through online research of public and fee-based services available to library staff.
  - Identifying, locating and providing documents, whether in print or digital format.
  - Lending materials from the NJDOT Research Library or the New Jersey State Library's collection, or through interlibrary loan from other libraries.
- ◆ Maintained and enhanced the collection by:
  - Weeding, organizing, and enhancing discovery of library materials for use by NJDOT staff and others:
  - Assessing the library holdings to determine which items to retain and which to discard based on standard library collection weeding protocols.
  - Organizing remaining holdings by removing excessive duplicates and cataloging items not yet cataloged.
  - Processing cataloged materials and organizing processed materials on library shelves.
  - Removing excessive duplicates from many serial sets and re-organized their placement on library shelves.
- ◆ Promoted staff development by:
  - Obtaining and lending civil service career examination study materials and professional certification exam study materials for NJDOT employees in professional, paraprofessional, administrative and clerical titles.
  - Encouraging library staff to attend training courses and/or seek formal and informal training on various library and technology products.

- ◆ 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.
  - Communicating with NJDOT staff via the Research Bureau as to changes affecting library services.
  - Notifying library users of the many additional services and resources available through the New Jersey State Library.
  - Developing a well-organized LibGuide to promote services and resources of interest to state employees and others interested in transportation topics and research.
- ◆ 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.
  - Supporting representatives of Cambridge Systematics in their review of library operations to assist DOT in responding to the needs of a 21st Century Transportation Library through survey development of information needs of NJDOT staff.
  - 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.
  - Attending the annual NJDOT Research Showcase and responding to questions posed by attendees regarding the Research Library.
- ◆ Kept NJDOT and the State Library informed of progress through:
  - Submitting 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).

## **Output**

### ***Collection Maintenance***

During this reporting period, the staff of the NJDOT Research Library and the New Jersey State Library continued a major project to weed collections of the NJDOT Research Library including the text/treatises, US documents, New Jersey documents, and serials collections. This work began in early 2019 and continued through the end of December 2020. Using guidelines based on age, accuracy, relative subject value, and availability through other means (primarily digital) the professional library staff 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. A significant number of items never cataloged previously were cataloged making them discoverable to researchers within and beyond NJDOT.

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 in the fall of 2019 to reflect the change in contact information for library staff. Copies were made available to employees visiting the library and by request. The brochure is found in Appendix A.
- 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.
- Creation of the Transportation Resources LibGuide (<https://libguides.njstatelib.org/transportation>), providing ready access to transportation information for researchers, engineers, policy makers and the general public.

### ***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. Shaaron Warne took many opportunities to promote library services through informal meeting opportunities around the NJDOT campus.

Beyond NJDOT, library staff collaborated with professional and paraprofessional staff at

the New Jersey State Library seeking support and feedback on the use and application of library tools, databases, cataloging and metadata best practices, as well as assistance in responding to reference questions from NJDOT staff.

### ***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 responded to by library staff and form of the service provided. The monthly narrative reports for July 2019 through December 2020 follow in Appendix B and the spreadsheet covering statistical usage July 2019 through December 2020 appears in Appendix C.

### ***Staff Training***

Library staff attends professional development opportunities whenever possible and feasible. Relevant training opportunities included attendance at:

- Webinars from many sources, library- or transportation-related.
- 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.

### ***Staffing***

With the retirement of long-time library staff in the spring and fall of 2019, the Research Library was manned from March 2019 through September 2019 on a part time basis by staff from the New Jersey State Library. Staff covered either morning or afternoon blocks of time each day and responded to reference and research needs of NJDOT, including circulating materials from the Research Library or the State Library in response to requests. With a rotating group of librarians covering basic research needs over six months there wasn't enough time for any one person to develop long lasting ties within the department. By September, with the hiring of Shaaron Warne and Pilara Koch, NJDOT staff had access to the same librarians on a daily basis and were able to better communicate their needs for library services. In February 2020, with Pilara Koch's exit from the library, a new full time temporary librarian, Darlene Barksdale, came on site and was just starting to settle into her role at the library when all state offices converted to a work from home environment in response to the COVID-19 pandemic.

Staffing disruptions throughout the year created true barriers to developing long term relationships with the NJDOT staff who had the most need for regular library services. It also created obstacles in developing working relationships with other DOT libraries around the U.S.

### ***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 led to problems when the library was directed to re-locate in 2018. Weeding and collection management became the top priority for the State Library staff covering at the NJDOT Research library. Over the years, the lack of intentional collection development led to unchecked and random placement of materials throughout the library. 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 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 that was attended to during this reporting period is the New Jersey documents collection. From July 2019 through March 2020, the New Jersey State Library and NJDOT Research Library staff focused on cataloging and organizing this collection to maximize discoverability. Hundreds of excess duplicate documents were weeded and hundreds of documents previously uncatalogued were added to NJDOT Research Library catalog records making many things discoverable for the first time.

### ***Uncertainty***

Because of the uncertainty of the library's continuing status as a branch library of the New Jersey State Library, all staff hiring for onsite work at the NJDOT Research Library was temporary during the reporting period. This leads to excessive turnover as well as loss of developed expertise by trained staff. In addition, with the uncertainty of NJDOT's decision regarding the direction of the library, no new resources were purchased for the library collection during this reporting period. Without new content added, a collection becomes stagnant and less meaningful to users.

### ***COVID-19 Pandemic***

All New Jersey state government agencies struggled with the sudden dictate to have all non-essential employees work from home beginning in mid-March. Without onsite staff having onsite access to collections and in-house resources, all collection management projects were put on hold until staff are/were able to return to the building. While there was great progress made in collection management, there was still a lot to do before the end of December. An abrupt end to that work means that the library's orderly transition at the end of this reporting period will be challenging to both NJDOT and the State 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 the discovery of transportation resources. Likewise, since the State Library has been collecting books and materials since the 1700s, they have a very rich and deep collection upon which to draw in addition to the onsite collections at the NJDOT Library.

Recognizing the need to have more digital content available to all transportation researchers, the NJDOT Library staff in conjunction with the State Library staff created a robust LibGuide for Transportation Resources and expect to build this out more in the coming year. Because the State Library's LibGuide collection is public facing, it contains no proprietary content restricted to NJDOT staff only. This leaves a gap in the LibGuide for making available unique content like AASHTO subscription reports, ASTM standards and other fee-based services that are available for exclusive use by NJDOT staff.

The State Library continues to aggressively pursue digitization of NJDOT reports that exist only in print in order to incorporate them in the digital collection of New Jersey documents maintained on its website.

Following the release of a study by Cambridge Systematics, NJDOT will have a better understanding of the current and future information needs of their staff, which will assist greatly in the enhancing the delivery of library related services going forward.

## **APPENDIX A**

### **RESEARCH LIBRARY BROCHURE (trifold)**

## Policies

Much of the collection is available for loan to NJ State government staff for a period of 4 weeks with possible renewal. Examination preparation materials have up to a 2-week loan period. Extended loans are subject to recall.

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 public, academic, or institutional library.



## 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: 609-963-1898  
E-mail: [library@dot.nj.gov](mailto:library@dot.nj.gov)  
Monday-Friday, 8 AM - 3:30 PM

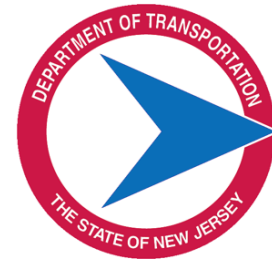
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New Jersey State Library  
185 West State Street, PO Box 520  
Trenton, NJ 08625-0520  
General phone number:  
609-278-2640  
Circulation: x104  
Law Library: x102  
Reference: x103  
E-mail: [refdesk@njstatelib.org](mailto:refdesk@njstatelib.org)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



ResLib 10/19

*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** particularly the Bureau of Research;
- **Other national, state, and international agencies and organizations.**

Composed primarily of 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>.

## Access Your Library

Located on the 2<sup>nd</sup> floor of the Main Office Building, NJDOT Research Library staff is available Monday-Friday, 8 AM - 3:30 PM and may be reached via:

Telephone: 609-963-1898  
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;
- Development of NJDOT's research collection;
- Distribution and routing of materials from the NJ State Library;
- Notification of online trainings offering professional certification credits.

## Past, Present, Future

The NJDOT Research Library opened in 1962 as part of the Bureau of Research. 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. Research Library staff 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;
- Creation of a Transportation Resources research guide.



*(Continued)*

**APPENDIX B**

**MONTHLY RESEARCH LIBRARY REPORTS**

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**July 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.

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, continued inventorying the NJ documents found in the DOT collection.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT 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. One candidate has been selected, with an expectation to start on August 1st.

3. Assist staff in developing a Research Guide related to transportation subjects.

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarian Activities:**

***None to report – Budget approval for Task Order Modification including hiring of a Temporary Professional Librarian not finalized during this month.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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



customers.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.
4. Promote Library services within NJDOT.
5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.
6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.
7. Acquire new books and materials within budgeted amount.
8. Prepare monthly reports and statistics for NJDOT and the State Library as required.
1. Attend training as mandated or needed.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

## **New Jersey Department of Transportation**

### **RESEARCH LIBRARY MONTHLY REPORT**

**August 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.
- Based on approval of the Task Order extension for FY20 and notification that Laurie Strow would retire September 1, 2019, NJSL managers began selecting temporary librarian candidates and also added a search for a part time librarian to supplement onsite services. An initial temporary librarian candidate was selected to begin in early August, but declined to retain the position after two days. A new temporary librarian candidate and a part time librarian were selected in the last days of August with start dates of September 3<sup>rd</sup>.

##### **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.

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, continued 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.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

Minor information to report as there was NJDOT Library staff onsite at DOT for only 2 days, August 1 – 2, 2019. (See Temporary Professional Librarian Activities section below)

3. Assist staff in developing a Research Guide related to transportation subjects.

Reviewed some state DOT library websites as well as general websites from other state DOTs and the USDOT to gather ideas on best practices for delivery of DOT related information. This information will be shared with staff to be brought on to the DOT Research Library in September.

### ***Librarian 3 Activities:***

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

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

**Temporary Professional Librarian Activities:**

*None to report – A full time librarian, from a temporary agency was selected for DOT. The Librarian started working at the DOT Library on August 1st. On the Librarian's 2nd day, the Librarian informed Maria Baratta that she would not return. Margaret Nizolek, contacted the temporary agency to again start the process to review resumes for another full time, temporary DOT Librarian*

10. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
11. Provide reference, database searching, and document access services to NJDOT customers.
12. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.
13. Promote Library services within NJDOT.
14. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.
15. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.
16. Acquire new books and materials within budgeted amount.
17. Prepare monthly reports and statistics for NJDOT and the State Library as required.
2. Attend training as mandated or needed.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

## **New Jersey Department of Transportation**

### **RESEARCH LIBRARY MONTHLY REPORT**

**September 2019**

#### **7510 - Research Library Operations**

##### **Critical Issues**

- 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.
- Both a temporary librarian and a part-time librarian began working onsite at the DOT Research Library on September 3, 2019.

##### **New Initiatives**

Research Guides – the new DOT Librarians (Temporary and Part Time) have been issued New Jersey State Library LibGuide accounts so they can start constructing a new Transportation Research Guide.

##### **Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

The Research Library now operates with two assigned Librarians onsite; Pilara Koch and Shaaron Warne. Temporary Librarian, Pilara Koch works full-time, and Part-Time Librarian, Shaaron Warne, works 20 hours per week. Both Librarians work on collection maintenance, respond to reference requests, and follow through on administrative needs of the library.

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

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

- Teri Taylor, Deborah Mercer and Maria Baratta provided oversight and support to DOT Librarians as they identified:
  - Items in the DOT collection that did not appear in the NJSL catalog at all; items requiring original cataloging by NJSL Technical Services.
  - Items that did appear in the NJSL catalog, but did not show that they were at the DOT research library. Those holdings will be added by Pilara, the DOT full-time librarian/cataloguer.
  - Hundreds of items are now ready to be added to the NJSL catalog

- Teri Taylor facilitated meetings between DOT staff and Technical Services section at the State Library regarding cataloging and processing materials onsite at the DOT Research Library.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

New Jersey State Library Librarians Maria Baratta, Deborah Mercer, and Teri Taylor held their first staff meeting with new DOT Librarians Pilara Koch and Shaaron Warne on September 26th. At the meeting the group established collection action priorities.

Teri Taylor attended a conference call along with Maria Baratta, a number of DOT Bureau of Research staff and contractors from Cambridge Systematics to discuss the 21<sup>st</sup> Century Transportation Library project.

3. Assist staff in developing a Research Guide related to transportation subjects.

Teri shared information she had previously gathered regarding other state DOT libraries and research tools with Pilara and Shaaron for their orientation and to review in developing ideas for a their own Transportation Research Guide.

***Librarian 3 Activities:***

***None to report – Laurie Strow retired effective Sept 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

### **Temporary Professional Librarian Activities:**

On September 4th, Pilara Koch, a full-time, temporary Librarian and Shaaron Warne, a part-time Librarian, both hired by the New Jersey State Library and assigned to the DOT Library, started in their respective roles at the DOT Research Library. Pilara Koch's hours are 8am - 3:30pm, Monday - Friday. Shaaron Warne's hours are Monday & Wednesday 9am - 4:30pm, and Thursday, 9am – 3:30pm. NJSL Librarian, Teri Taylor is supervising both of these employees.

19. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Both Pilara and Shaaron became acclimated to the New Jersey Department of Transportation's facilities and library collections. Pilara Koch reviewed a significant portion of the DOT Library's New Jersey documents collection to identify which items were cataloged in Horizon and/or other online resources.

Weeding continued for the US Documents and New Jersey Documents collections. Weeding criteria continued to apply to works that were 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.

NJ Documents Librarian, Deborah Mercer, continued inventorying the NJ documents found in the DOT collection. Only 2 DOT copies will be kept if multiple print copies are already digitized and discoverable through the State Library's DSpace collection.

20. Provide reference, database searching, and document access services to NJDOT customers.

DOT staff continued to contact the library primarily to get materials to prepare for tests (Civil Service, PE, FE, promotion, etc.) although staff also sought more technical information like moveable bridge contract specifications from the late 1970s and reports:

- Route 1 Regional Smart Growth Strategy Final Report;
- Route 1 congestion relief project in South Brunswick;
- Atlantic City Regional Transportation Plan.

Since so much of the DOT Research library collection was uncatalogued, personal outreach to agencies, project managers, etc. via phone or email were used by DOT Librarians to fulfill these DOT staff requests.

21. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

22. Promote Library services within NJDOT.

Shaaron Warne conducted personal outreach to agencies, project managers, etc. via phone or email as needed, to attend to DOT staff requests and also to address DOT Library operational needs.

23. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

Pilara began to outline ideas and content for consideration in developing a Transportation Research Guide

24. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

25. Acquire new books and materials within budgeted amount.

26. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Both Pilara and Shaaron were instructed on how to gather patron interaction and usage statistics and began reporting them to Teri Taylor for monthly reporting purposes.

3. Attend training as mandated or needed.

Technical Services staff of the State Library began to provide cataloging overview and training to Pilara in order for her to learn how to integrate her cataloging workflow with that of Technical Services.

### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick



**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**October 2019**

**7510 - Research Library Operations**

**Critical Issues**

- Collections in the NJDOT Library continue to be weeded based on criteria used in special libraries.
- Library staff continue to thoroughly review collection materials that represent New Jersey documents, including identifying items that are already cataloged, or which are already cataloged and digitized.
- Operational: Shaaron Warne and Pilara Koch were issued IDs. Horizon client software was installed on the NJDOT Library computers.

**New Initiatives**

- A Transportation Research Guide will be created by the NJDOT Librarians.

**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.
2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.
3. Assist staff in developing a Research Guide related to transportation subjects.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Weeding of the Research Library continues with an emphasis on the New Jersey and US Documents collections. Checking individual NJ documents with no call number against State Library records is a time consuming but very necessary procedure. Documents identified as being cataloged in the State Library holdings but not in the Research Library collection, can quickly be added as a holding at the Research Library and returned to the shelves. Items found that represent excessive duplicates are discarded. Most importantly, items found which are not cataloged in either the State Library collection or the Research Library collection are forwarded for original cataloging to the State Library Technical Services section.

As of the end of October, a significant number of US documents have been weeded from the Research Library collection as they are available either digitally through the US Federal Depository Library Program or they are available at the State Library. Redundancy in this collection is not necessary.

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

Pilara Koch and Shaaron Warne continue to learn about and explore research tools in order to assist with the range of research questions posed by NJDOT staff.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

Pilara Koch attended the NJDOT Research Bureau's 21st Annual Research Showcase which was held on October 23rd at the Conference Center at Mercer. She networked with attendees and promoted Library services when the opportunity arose.

In addition, Pilara updated the NJ DOT Library brochure to be used as a handout at the NJDOT Research Bureau Showcase and to visitors coming to the Research Library.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Pilara Koch and Shaaron Warne continue to capture usage statistics and report unique library activities to Teri Taylor.

9. Attend training as mandated or needed.

LC Classification Course - Pilara Koch started an online Library of Congress Classification course. Class assignments included reviewing the Library of Congress Classification and Shelf listing Manual, using the LC classification tables to manually construct full call numbers with cutters, and delving into unique cataloging situations that required more detailed work with Classification Web and OCLC authority records. The class notes and resources will assist Pilara with DOT Library copy cataloging tasks.

Continuing Education: The DOT Librarians attended a Research Guide training session presented by Electronic Resources Librarian, Heather Husted, at the New Jersey State Library.

### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**November 2019**

**7510 - Research Library Operations**

**Critical Issues**

- Google Reference forms are available for use; the NJDOT Librarians can now track patron interactions in a more consistent manner.
- The DOT Research Library final report for fiscal year 2019 was approved and published in November.
- An Operational Concern: Shaaron Warne and Pilara Koch still do not have NJDOT parking permits.

**New Initiatives**

- Review prospective ways to provide secure AASHTO publication access for NJDOT employees.

**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.

On a regular basis throughout the month, Teri Taylor communicated with Pilara Koch and Shaaron Warne regarding assignments and provided guidance on prioritizing collection management related assignments.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

Following extensive reviews and editing, the FY19 annual report of the DOT Research Library was approved, printed and distributed.

Teri Taylor met with DOT Research Library staff to review standards and procedures for weeding federal documents.

Teri Taylor and Maria Baratta reviewed a survey being developed by the consultants preparing recommendations on a 21st Century Transportation Library and intended for AASHTO member agencies. A few edits and/or recommendations were suggested for the survey questions.

Maria Baratta was in regular communication with NJDOT Research Bureau staff members regarding the completion of the final FY19 report regarding the DOT Research Library.

3. Assist staff in developing a Research Guide related to transportation subjects.

Teri Taylor provided DOT Research Library staff regular feedback on content and organization of the research guide they are developing.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

**Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

The New Jersey State Library (NJSL) Technical Services Supervisor, Edith Beckett, provided Pilara Koch with NJSL cataloging and Horizon navigation training at the NJDOT Library. Edith Beckett created a workflow system where Pilara Koch can add copy-cataloged records to the NJSL catalog. The NJSL Technical Services department will then send call number labels for newly cataloged items to the NJDOT library.

Shaaron Warne and Pilara Koch met with NJSL U.S. Documents & Supervising Librarian, Teri Taylor, to discuss weeding federal government documents procedures. The Librarians completed accessing and weeding both federal government documents and publications from various local transportation organizations.

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

On a daily basis, Shaaron Warne and Pilara provide reference service, research assistance and access to documents as requested by DOT staff.

TRANLIB-L Listserv: Shaaron Warne sent an introductory email to the transportation librarians' listserv to let the members know that she and Pilara Koch are the new librarians at the NJDOT Research Library.

AASHTO Access: Through TRANLIB-L, Shaaron Warne established contact with AASHTO's Information Resource Manager to answer questions related to AASHTO publication access. This information facilitated ongoing discussions about the best ways to provide secure AASHTO publication access for NJDOT employees.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

No new activity to report

4. Promote Library services within NJDOT.

Shaaron Warne and Pilara Koch routinely promote library services to NJDOT staff whenever they interact with staff by phone, in person or via email. The Library is experiencing some increase in overall activity with the presence of established staffing

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

Pilara Koch and Shaaron Warne continued adding resources to the Transportation Research Guide. Pages were streamlined and reformatted in preparation for the Research Guide's launch. Shaaron Warne is reviewing the text and resource selections. Pilara Koch created a slideshow that features instructions for access to e-Books via the Overdrive platform.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

Shaaron Warne reached out to the Research Library project manager to better understand the potential for an internal DOT best practice in managing documents and reports downloaded from AASHTO. There are a number of unknowns regarding how DOT staff can best access AASHTO documents already downloaded, including where library staff should store the documents and how to make them findable for DOT staff.

7. Acquire new books and materials within budgeted amount.

No new activity to report

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

No new activity to report

9. Attend training as mandated or needed.

Pilara Koch completed the Library Juice Academy's Library of Congress Classification course. Such training is very valuable as she provides and supports cataloging of the New Jersey documents within the DOT Research library.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**December 2019**

**7510 - Research Library Operations**

**Critical Issues**

- 462 items (mainly NJDOT research bureau reports) have been cataloged and added to the New Jersey State Library's catalog.

**New Initiatives**

- A demonstration of the new NJDOT Research Guide will be presented to the Research Bureau on January 23, 2020.
- Operational: Shaaron Warne and Pilara Koch received NJDOT parking permits on December 13, 2019.

**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.**

Teri Taylor was in regular contact with Pilara Koch and Shaaron Warne regarding library assignments, priorities and challenges including work with cataloging remaining collection items, reference support needs and administrative support in response to their needs at DOT and through the State Library.

**2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.**

In early December, Maria Baratta and Teri Taylor made recommendations to the Research Library project manager for possible print and electronic collection materials for consideration. They indicated that they would wait for further guidance on such purchases as DOT may or may not wish to make collection expenditures until getting results from the consultants.

One area that DOT management must address is determining what type of ebook platform they wish to commit to going forward, should they wish to invest in an expanded ebook collection for DOT staff usage.

**3. Assist staff in developing a Research Guide related to transportation subjects.**

Teri Taylor and Maria Baratta provided extensive review of the draft Research Guide prepared by Shaaron Warne and Pilara Koch. Teri recommended that Shaaron and Pilara schedule a



meeting to present their work to Research Bureau managers for their initial feedback and input. This review is scheduled to take place January 23, 2020.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
4. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

**Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Pilara Koch cataloged 462 items (mainly NJDOT research bureau reports) that have been added to the New Jersey State Library catalog. Two shelving units of NJ (and some non-NJ organizational) documents are left to complete.

She has a goal of completing cataloging of the remaining New Jersey documents by mid-February or possibly earlier.

2. Provide reference, database searching, and document access services to NJDOT customers.
- Both Pilara Koch and Shaaron Warne provide Teri Taylor with narrative details as to their accomplishments each month.

Statistics show an increasing amount of requests for eBooks and engineering certification exam guides. One employee who passed the Professional Engineer exam sent an email thanking the librarians for their assistance.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

Both Shaaron Warne and Pilara Koch continue to promote library resources, services, databases and collection activities through information networking channels at DOT.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

Planning and editing the Transportation Research Guide got a lot of attention from Pilara Koch and Shaaron Warne during December and they are getting ready to publish it. They incorporated a number of updates to reflect frequent resource requests, including Professional Engineer exam guides and AASHTO standards. Additional gallery box slideshows for a “Search

Strategies” page were created. Topics include basic Horizon (catalog) searches, placing holds, and accessing eBooks.

Arrangements are being made to present the draft LibGuide to DOT management in January.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

SharePoint: Additional AASHTO documents have been added to the research library’s SharePoint site. The Librarians have discussed improving access to AASHTO items by providing DOT-wide access to the research library’s SharePoint page. The Librarians were able to verify that DOT employees are able to view and download individual document links sent from SharePoint.

AASHTO Subscriptions: A manger in the Materials Bureau requested gatekeeper status for AASHTO documents. He mentioned that his department hasn’t been able to access recent materials, despite paying for a subscription. The Librarians are referring questions about current AASHTO standards to the Research Bureau.

7. Acquire new books and materials within budgeted amount.

See 2. above under “Supervising Librarian Activities” regarding collection development suggestions made to DOT management.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Both Pilara Koch and Shaaron Warne submitted reports to Teri Taylor outline accomplishments during the month. They continue using NJSL’s Google Form to track patron statistics.

9. Attend training as mandated or needed.

Transportation Information Community: Shaaron Warne attended the online Transportation Librarians Roundtable on December 12. The subject was an update by the National Transportation Library (NTL) discussing their latest updates and ongoing initiatives.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**January 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Collections in the NJDOT Library continue to be weeded based on criteria used in special libraries.
- Library staff continue 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**

- A Transportation Research Guide will be created by the NJDOT Librarians.

**Significant Accomplishments**

- Task 1 - Provide library services to NJDOT employees.
- Cataloging for the NJ document and non-NJ organization documents has been completed.
- 860 NJDOT Research Library items were added to the New Jersey State Library catalog.

***Supervising Librarian Activities:***

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

On a regular basis throughout the month, Teri Taylor communicated with Pilara Koch and Shaaron Warne regarding assignments and provided guidance on prioritizing collection management related assignments.

**2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.**

Teri Taylor was in contact with Shaaron Warne and Pilara Koch regarding ongoing AASHTO access issues, directing them to the Research Bureau for AASHTO Gatekeeping and subscription inquiries.

**3. Assist staff in developing a Research Guide related to transportation subjects.**

Teri Taylor and Maria Baratta attended a Transportation Research Guide presentation by Pilara Koch and Shaaron Warne. Teri Taylor and Maria Baratta provided suggestions for improvements which were later implemented.

### **Librarian 3 Activities:**

***None to report – Person in the position retired after the TO extension went into effect.***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
4. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

860 NJDOT Research Library items were added to the New Jersey State Library's catalog.

Cataloging for NJ documents and non-NJ organization documents has been completed by Pilara Koch. Cataloged documents are being shelved as labels are delivered from the State Library's Technical Services section.

Remaining uncataloged publications that require original cataloging (Aisles 5B and 6A) continue to be sent to the State Library's technical services section for cataloging. Once these items are cataloged they will be returned to the NJDOT Research Library for shelving.

Shaaron Warne and Pilara Koch were notified that NJDOT Building 24, which is emptying its contents, has several boxes of books that belong to the NJDOT Research Library. A visit to Building 24 will be scheduled next month for the Librarians to examine the contents of the stored boxes.

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

Pilara Koch and Shaaron Warne continue to learn about and explore research tools in order to assist with the range of research questions posed by NJDOT staff.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

No new activity to report

4. Promote Library services within NJDOT

Shaaron Warne and Pilara Koch routinely promote library services to NJDOT staff whenever they interact with staff by phone, in person or via email. The Library is experiencing some increase in overall activity with the presence of established staffing

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

Pilara Koch and Shaaron Warne held a Transportation Research Guide overview meeting with stakeholders from the Research Bureau and the NJ State Library. Pilara and Shaaron presented the guide's layout, contents, and intended audience. Formatting and text adjustments were then made per the feedback received during the meeting.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

Pilara Koch and Shaaron Warne were approached for recent AASHTO standard documents by employees from the Materials Bureau, Structural Engineering, and the Winter Operations Unit. Employees mentioned that, in the past, previous gatekeepers either gave them access to the DOT library's AASHTO bookstore login, or used the library's budget to purchase materials for their personal use. Resolutions for these issues are pending, based on Research Bureau input. The Research Bureau will investigate AASHTO subscription statuses and document access. All related AASHTO DOT employee access questions will be referred to the department.

7. Acquire new books and materials within budgeted amount.

No new activity to report.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Pilara Koch and Shaaron Warne continue to capture usage statistics and report unique library activities to Teri Taylor.

9. Attend training as mandated or needed.

Shaaron Warne attended a Springshare Libguide webinar on LibGuide basics.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**February 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Make requested changes to the Transportation Research Guide in preparation for the Guide's official launch.

**New Initiatives**

- Review prospective ways to provide secure AASHTO publication access for NJDOT employees.

**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.

On a regular basis throughout the month, Teri Taylor communicated with Pilara Koch and Shaaron Warne regarding assignments and provided guidance on prioritizing collection management related assignments.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

Teri Taylor and Maria Baratta met with the Research Bureau's Pragna Shah and Amanda Gendek for a Quarterly NJDOT meeting. An outcome of the meeting included a modified deliverable schedule, which was submitted and later approved by Pragna Shah.

3. Assist staff in developing a Research Guide related to transportation subjects.

Teri Taylor provided DOT Research Library staff regular feedback on content and organization of the research guide they are developing.

Teri Taylor met with Shaaron Warne to review changes that were made to the Transportation Research guide following Shaaron Warne's and Pilara Koch's January Transportation Research Guide presentation.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

1. Provide reference, database searching, and document access services to NJDOT staff.
2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to SRC.
3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
4. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Shaaron Warne visited DOT Building 24 to review 18 stored boxes of DOT Research Library books. Of the 18 boxes, only 7 were deemed viable; they will be delivered to the DOT Research Library for further review.

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

On a daily basis, Shaaron Warne and Pilara Koch provide reference service, research assistance and access to documents as requested by DOT staff.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

No new activity to report

4. Promote Library services within NJDOT.

Shaaron Warne and Pilara Koch routinely promote library services to NJDOT staff whenever they interact with staff by phone, in person or via email. The Library is experiencing some increase in overall activity with the presence of established staffing

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

Pilara Koch and Shaaron Warne continued adding resources to the Transportation Research Guide. Pages were streamlined and reformatted in preparation for the Research Guide's launch. Shaaron Warne is reviewing the text and resource selections.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

As a followup to questions about AASHTO Publications access, the Research Bureau reported the following information to Shaaron Warne and Pilara Koch:

Gatekeeper Names: NJDOT Research Librarians, will retain Gatekeeper names for now.

- the Commissioner has to write AASHTO a letter requesting any Gatekeeper change

NJ DOT Account Details:

- The DOT pays annual dues via the Research Bureau's contract administrator.
- Their current online license only includes the free publications that any DOT employee can access with their work email login.
- Publications not categorized under this heading would need to be purchased on an ad-hoc basis.
- Gatekeeper emails:
  - AASHTO releases 15-20 titles per year
  - The gatekeepers should receive individual email transmittals from AASHTO every time a new publication is available. These messages contain information about downloading the title.

7. Acquire new books and materials within budgeted amount.

No new activity to report

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Both Pilara Koch and Shaaron Warne use the NJ State Library's Google Form to track patron statistics.

9. Attend training as mandated or needed.

Shaaron Warne and Pilara Koch attended an online meeting of the Transportation Librarians Roundtable. It was an open forum where they heard various concerns from other transportation libraries nation-wide. The discussion mainly focused on federal funding, accessibility, and maintaining the Transportation Knowledge Network's sites.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick



**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**March 2020**

**7510 - Research Library Operations**

**Critical Issues**

- On March 3rd, Professional Librarian, Darlene Barksdale, took over the duties of Pilara Koch, whose last day at the NJDOT Research Library was February 28, 2020.
- On March 23rd, based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice-- all reference inquiries will now be directed to the NJ State Library.

**New Initiatives**

- Review the contents of the remaining boxes in the storage area and the boxes scheduled to be delivered from Building 24.
- Operational: Darlene Barksdale received a NJDOT ID, Parking Permit and Email account.
- An Operational Concern: Horizon client software needs to be re- installed on the NJDOT Library computers. NJDOT IT has kept the NJDOT Librarians informed on the status of the system which has been inaccessible on NJDOT Library computers during the month of March.

**Significant Accomplishments**

Task 1 - Provide library services to NJDOT employees.

The Transportation Research Guide was completed and published on the New Jersey State Library's website.

***Supervising Librarian Activities:***

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

Teri Taylor was in regular contact with the professional librarians Darlene Barksdale and Shaaron Warne regarding library assignments, priorities and challenges including work with cataloging remaining collection items, reference support needs and administrative support in response to their needs at DOT and through the State Library.

Late in the month, following Governor Murphy's executive order directing all libraries (including the State Library) to close onsite operations, Maria Baratta provided a basic information flier regarding the extensive range of State Library remote services available to NJ DOT employees

and sent it to Amanda Gendek and Pragna Shah in order for them to share the communication with DOT staff.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

Teri Taylor kept Research Bureau staff aware of staffing changes and IT issues regarding NJDOT Library computer access to the library's Horizon Circulation database.

3. Assist staff in developing a Research Guide related to transportation subjects.

After a final review by Teri Taylor and Maria Baratta, the Transportation Research Guide was published and available on the New Jersey State Library website

### ***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Cataloged documents are being shelved as labels are delivered from the State Library's Technical Services section. Remaining uncataloged publications that require original cataloging (Aisles 5B and 6A) continue to be sent to the State Library's technical services section.

New Librarian, Darlene Barkdale will work on remaining collection maintenance projects which include:

- organizing cataloged DOT material returned from the New Jersey State Library.
- Sorting through the remaining boxes of materials in the DOT Research Library storage area.
- checking NJSL holdings to see which uncatalogued items from the storage area need to be processed/evaluated by NJSL staff
- removing excess duplicate copies from the stored boxes, and

- submitting items for consideration for cataloging to NJSL librarians to determine viability in the DOT collection.

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

Shaaron Warne and Darlene Barksdale helped a DOT employee locate electronic AASHTO documents he needed from a 2020 AASHTO publications catalog.

Shaaron Warne performed a literature review search for a NJDOT Engineer.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

No new activity to report

4. Promote Library services within NJDOT.

Shaaron Warne and Darlene Barksdale continue to promote library resources, services, databases and collection activities through information networking channels at DOT.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

The Transportation Research Guide is published and available for use. Darlene Barksdale is taking online training to learn how to update and maintain the Guide.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

Additional AASHTO documents have been added to the research library's SharePoint site.

7. Acquire new books and materials within budgeted amount.

No new activity to report.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Both Darlene Barksdale and Shaaron Warne use the NJ State Library's Google Form to track patron statistics.

9. Attend training as mandated or needed.

Darlene Barksdale took several online training classes to become better acquainted with the web tool for maintaining the Transportation Resources Research Guide that was launched in March.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**April 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice— all reference inquiries are now directed to the NJ State Library.

**New Initiatives**

None to report

**Significant Accomplishments**

- Teri Taylor and Maria Baratta met with Amanda Gendek and Pragna Shah regarding the 3rd quarterly progress report for the NJDOT Research Library.

***Supervising Librarian Activities:***

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

Nothing to report - NJDOT Research Library staff were contract employees and have not been working onsite since mid-March.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

All reference questions are currently being handled by the Reference Services staff of the New Jersey State Library.

3. Assist staff in developing a Research Guide related to transportation subjects.

After a final review by Teri Taylor and Maria Baratta, the Transportation Research Guide was published and made available on the New Jersey State Library website

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

4. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

#### **Temporary Professional Librarians Activities:**

***None to report – Temporary Staff have been let go during the COVID-19 pandemic shutdown.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
2. Provide reference, database searching, and document access services to NJDOT customers.
3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.
4. Promote Library services within NJDOT.
5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.
6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.
7. Acquire new books and materials within budgeted amount.
8. Prepare monthly reports and statistics for NJDOT and the State Library as required.
9. Attend training as mandated or needed.

#### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**May 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice— all reference inquiries are now directed to the NJ State Library.

**New Initiatives**

- New Jersey State Library staff worked on developing a training video on use of the Transportation Resources LibGuide hosted on the New Jersey State Library website at <https://libguides.njstatelib.org/transportation>.
- Teri Taylor and Maria Baratta began collaborating on the FY20 final report for the NJDOT Research Library

**Significant Accomplishments**

***Supervising Librarian Activities:***

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

Nothing to report - NJDOT Research Library staff were contract employees and have not been working onsite since mid-March.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

All reference questions are currently being handled by the Reference Services staff of the New Jersey State Library.

3. Assist staff in developing a Research Guide related to transportation subjects.

After a final review by Teri Taylor and Maria Baratta, the Transportation Research Guide was published and made available on the New Jersey State Library website

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

***None to report – Temporary Staff have been let go during the COVID-19 pandemic shutdown.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

9. Attend training as mandated or needed.

### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick



**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**June 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice— all reference inquiries are now directed to the NJ State Library.

**New Initiatives**

**Significant Accomplishments**

***Supervising Librarian Activities:***

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

Nothing to report - NJDOT Research Library staff were contract employees and have not been working onsite since mid-March.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

All reference questions are currently being handled by the Reference Services staff of the New Jersey State Library.

3. Assist staff in developing a Research Guide related to transportation subjects.

After a final review by Teri Taylor and Maria Baratta, the Transportation Research Guide was published and available on the New Jersey State Library website

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

4. Respond to requests from other libraries for loan or copy of NJDOT Research Library materials.
5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

#### **Temporary Professional Librarians Activities:**

***None to report – Temporary Staff have been let go during the COVID-19 pandemic shutdown.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
2. Provide reference, database searching, and document access services to NJDOT customers.
3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.
4. Promote Library services within NJDOT.
5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.
6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.
7. Acquire new books and materials within budgeted amount.
8. Prepare monthly reports and statistics for NJDOT and the State Library as required.
9. Attend training as mandated or needed.

#### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**July 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice— all reference inquiries are now directed to the NJ State Library.

**New Initiatives**

None to report

**Significant Accomplishments**

- Task Order #14 NJDOT Research Library Operations:  
A Modified Task Order extension was submitted to the FHWA with a new end date taking us to the end of December 2020.

***Supervising Librarian Activities:***

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

Nothing to report - NJDOT Research Library staff were contract employees and have not been working onsite since mid-March.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

All reference questions are currently being handled by the Reference Services staff of the New Jersey State Library.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

5. Report monthly activities, maintain library data and statistics for inclusion in work unit reports.
6. Attend training as mandated or needed

#### **Temporary Professional Librarians Activities:**

***None to report – Temporary Staff have been let go during the COVID-19 pandemic shutdown.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.
2. Provide reference, database searching, and document access services to NJDOT customers.
3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.
4. Promote Library services within NJDOT.
5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.
6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.
7. Acquire new books and materials within budgeted amount.
8. Prepare monthly reports and statistics for NJDOT and the State Library as required.
9. Attend training as mandated or needed.

#### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**August 2020**

**7510 - Research Library Operations**

**Critical Issues**

- Based on Governor Murphy's executive order, E.O. 107, onsite NJSL staff coverage at the NJDOT Research Library ceased until further notice— all reference inquiries are now directed to the NJ State Library.

**New Initiatives**

- Teri Taylor and Maria Baratta attended the 2nd Quarterly meeting with Pragna Shah and Amanda Gendek. Pragna Shah and Amanda Gendek said NJDOT Research Library onsite coverage could return.
- Teri Taylor and Maria Baratta began preparing for a transition from NJ State Library remote coverage to onsite NJDOT Research library coverage by Reference Librarian, Darlene Barksdale.

**Significant Accomplishments**

- Reference Librarian, Darlene Barksdale was given approval by the Research Bureau to return to working at the NJDOT Research Library. Darlene Barksdale will return the first week of September, 2020.

***Supervising Librarian Activities:***

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

Nothing to report - NJDOT Research Library staff were contract employees and have not been working onsite since mid-March.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

All reference questions are currently being handled by the Reference Services staff of the New Jersey State Library.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to the Shared Resources Catalog (SRC).

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

***None to report – Temporary Staff have been let go during the COVID-19 pandemic shutdown.***

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

9. Attend training as mandated or needed.

### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**September 2020**

**7510 - Research Library Operations**

**Critical Issues**

**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.

On a regular basis throughout the month, Teri Taylor communicated with Darlene Barksdale regarding assignments and provided guidance on prioritizing collection management related assignments.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

**Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Darlene Barksdale:

- Labeled, filed and shifted six shelves of NJDOT Research Library books and reports.
- Sent one box of uncatalogued books to the NJ State Library to be cataloged.
- Started an inventory of NJDOT Periodical print holdings, checking to see which issues are also available electronically in the TRID database.

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

Darlene Barksdale:

- Provided reference assistance to the Northwestern University Transportation library
- Helped NJDOT employees gain access to AASHTO documents:
  - Located and checked-out onsite AASHTO documents to NJDOT employees.
  - Downloaded and emailed requested AASHTO documents to NJDOT employees.

3. Promote Library services within NJDOT.

4. Under the guidance of Supervising Librarian, maintain and update the Transportation Research Guide to increase awareness and digital access to transportation resources.

Darlene Barksdale routinely monitors the Transportation Research Guide to determine if content needs to be updated or corrected.

5. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

Darlene Barksdale discovered opportunities to share AASHTO materials retained within the NJDOT SharePoint system. She now searches and uses that repository regularly.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

Darlene Barksdale provides Teri Taylor with narrative details as to her accomplishments each month.

9. Attend training as mandated or needed.

Darlene Barksdale attended an online Transportation Librarians Roundtable meeting, 9/24.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick



**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**October 2020**

**7510 - Research Library Operations**

**Critical Issues**

**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.

- On a regular basis throughout the month, Teri Taylor communicated with Darlene Barksdale regarding assignments and provided guidance on prioritizing collection management related assignments.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

**Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources

onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

- Darlene started weeding Transportation Research Board journals up to the year 2014.
- Shelf organization of NJDOT documents has been completed; all cataloged NJDOT documents are now shelved in order.
- Darlene sent 4 boxes of uncatalogued books to the NJSL to be cataloged.

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

Darlene:

- Helped NJDOT employees gain access to AASHTO documents:
- Located and checked-out onsite AASHTO documents to NJDOT employees.
- Downloaded and emailed requested AASHTO documents to NJDOT employees.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

5. Under the guidance of Supervising Librarian, develop a Research Guide to increase awareness and digital access to transportation resources.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

- Darlene discovered opportunities to share AASHTO materials retained within the NJDOT SharePoint system. She now searches and uses that repository regularly.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

- Darlene provides Teri Taylor with narrative details as to her accomplishments each month.

9. Attend training as mandated or needed.

- Darlene attended an online Research Solutions training session.

### **Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**November 2020**

**7510 - Research Library Operations**

**Critical Issues**

**New Initiatives**

- Teri Taylor and Maria Baratta attended the 3rd Quarterly meeting with Pragna Shah and Amanda Gendek.
- Teri Taylor and New Jersey State Library Instruction and Outreach Librarian, Andrew Dauphinee are working on a Camtasia instruction video that shows how to locate NJDOT Research Library materials in the NJSL catalog and navigate the NJSL Transportation Research 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.**

- On a regular basis throughout the month, Teri Taylor communicated with Darlene Barksdale regarding assignments and provided guidance on prioritizing collection management related assignments.

**2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.**

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

**2. Monitor the NJDOT website and the TRB e-newsletter for new publications to be downloaded and/or added to the Shared Resources Catalog (SRC).**

**3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.**

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

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

6. Attend training as mandated or needed

### **Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

- Darlene continued weeding Transportation Research Board journals.
- Darlene received and shelved 2 boxes of cataloged NJDOT publications from the New Jersey State Library.
- Darlene sent 5 boxes of uncataloged NJDOT Research Library books to the NJSL to be cataloged.

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

Darlene:

- Helped NJDOT employees gain access to AASHTO documents
- Located and checked-out onsite AASHTO documents to NJDOT employees.
- Downloaded and emailed requested AASHTO documents to NJDOT employees.

3. Support NJDOT consultant in assessing the needs for a 21<sup>st</sup> Century Transportation Library.

4. Promote Library services within NJDOT.

5. Under the guidance of Supervising Librarian, maintain a Research Guide to increase awareness and digital access to transportation resources.

6. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

- Darlene provided information about NJDOT Research Library AASHTO policies to new AASHTO Gatekeeper, Stephanie Potapa.
- Darlene uploaded and edited 30 AASHTO 2020 Standards into SharePoint

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

- Darlene provides Teri Taylor with narrative details as to her accomplishments each month.

9. Attend training as mandated or needed.

- Darlene attended an online Springshare Libguide training course.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick

**New Jersey Department of Transportation**

**RESEARCH LIBRARY MONTHLY REPORT**

**December 2020**

**7510 - Research Library Operations**

**Critical Issues**

**New Initiatives**

Teri Taylor and New Jersey State Library Instruction and Outreach Librarian, Andrew Dauphinee are working on a Camtasia instruction video that shows how to locate NJDOT Research Library materials in the NJSL catalog and navigate the NJSL Transportation Research Guide.

The NJDOT Research Library's Final Report for FY20 is in the process of being finalized.

**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.

- On a regular basis throughout the month, Teri Taylor communicated with Darlene Barksdale regarding assignments and provided guidance on prioritizing collection management related assignments.

2. Oversee provision of library reference and referral services to NJDOT staff. Serve as liaison between NJDOT and NJSL regarding library issues.

***Librarian 3 Activities:***

***None to report – Person in the position retired after the TO extension went into effect.***

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

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

3. Catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

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

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

6. Attend training as mandated or needed

**Temporary Professional Librarians Activities:**

1. With guidance from Supervising Librarians at NJSL, maintain and develop a collection of print and electronic resources for the NJDOT Research Library. Weed and organize resources onsite; catalog texts and treatises using LC classification; work with NJSL Technical Services staff to catalog and/or organize New Jersey and US documents.

Darlene:

- Labeled, filed and shifted six shelves of NJDOT Research Library books and reports.
- Sent one box of uncatalogued books to the NJ State Library to be cataloged.
- Started an inventory of NJDOT Periodical print holdings, checking to see which issues are also available electronically in the TRID database.

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

Darlene:

- Helped NJDOT employees gain access to AASHTO documents:
- Located and checked-out onsite AASHTO documents to NJDOT employees.
- Downloaded and emailed requested AASHTO documents to NJDOT employees.

3. Promote Library services within NJDOT.

4. Under the guidance of Supervising Librarian, maintain and update the Transportation Research Guide to increase awareness and digital access to transportation resources.

- Darlene routinely monitors the Transportation Research Guide to determine if content needs to be updated or corrected.
- Darlene met virtually with NJSL Electronic Resources Librarian, Heather Husted, to review LibGuide editing procedures and eBook widgets for the Transportation Research Guide.

5. Work with NJDOT staff to improve access to electronic resources maintained within NJDOT intranet.

- Darlene discovered opportunities to share AASHTO materials retained within the NJDOT SharePoint system. She now searches and uses that repository regularly.

7. Acquire new books and materials within budgeted amount.

8. Prepare monthly reports and statistics for NJDOT and the State Library as required.

- Darlene provides Teri Taylor with narrative details as to her accomplishments each month.

9. Attend training as mandated or needed.

**Summary Reporting:**

c: Amanda Gendek  
Pragna Shah  
Margaret Nizolek  
Maria Baratta  
Cindy Warrick



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

**NJDOT Library**  
**Monthly Statistics July 2019 - December 2020**

<b>Month</b>	<b>Patron Contacts</b>	<b>Reference Questions</b>	<b>Items via Librarian</b>	<b>Pages Delivered</b>	<b>Free Searches</b>	<b>Fee Searches</b>	<b>ILL Borrowing</b>	<b>ILL Lending</b>	<b>Loans Outside of Horizon</b>
<b>July</b>	25	12	15	37	38	4			
<b>August</b>	33	15	18	45	45	6			
<b>September</b>	59	17	32	65	57	8			
<b>October</b>	56	23	29	0	38	0			
<b>November</b>	46	42	37	213	60	8			
<b>December</b>	70	76	28	273	61	5			
<b>January</b>	80	75	35	0	78	4			
<b>February</b>	52	59	40	1176	69	31			
<b>March</b>	55	40	20	350	41	4			
<b>April*</b>	0	0	0	0	0	0			
<b>May*</b>	0	0	0	0	0	0			
<b>June*</b>	0	0	0	0	0	0			
<b>July*</b>	0	0	0	0	0	0			
<b>August*</b>	0	0	0	0	0	0			
<b>September</b>	12	10	5	700	7	6			
<b>October</b>	10	4	20	350	0	0			

<b>November</b>	11	4	22	200	3	0			
<b>December</b>	12	5	10	250	5	10			
<b>Totals</b>	<b>521</b>	<b>387</b>	<b>311</b>	<b>3659</b>	<b>502</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* NJDOT Research Library was closed April 2020 – August 2020 due to the COVID-19 Pandemic Emergency. NJDOT staff needing research assistance were directed to the Reference Services unit of the State Library.