



Library and Information Science for Transportation Committee Meeting  
Wednesday, January 14, 2015, 8:00 AM – 12:00 PM  
Marriott Marquis, Liberty I (M4)  
Roberto A. Sarmiento, Northwestern University, Presiding Officer  
Library and Information Science for Transportation (ABG40)

Members present: Matthew Barrett, Sandy Brady, Paul Burley, John Cherney, Bob Cullen, Rita Evans (Recorder), Kenita Honesty, David Jared, Kendra K. Levine, Arlene Mathison, Mary Moulton, Stephen Pepin, Chris Pringle, Birgitta Sandstedt, Roberto Sarmiento (Chair), Sue Sillick, Bob Sweet, Sandy Tucker, Ken Winter

Friends present: Susan Barker, Kevin Barnes, Binh Bui, Leighton Christiansen, Janet Daly, Andy Everett, Laurie McGinnis, William McLeod, Kelly Minton, Nipesh Pradhananga, Gale Smith, Amanda Wilson

TRB Staff Representative: James Bryant

1. Welcome and members/friends introductions (R. Sarmiento, All)
2. Approval of the July 17 and December 1, 2014 meeting minutes. See minutes [here](#) (R.Sarmiento)  
Minutes approved.
3. Announcements (ALL)  
Paul Burley described catalog changes at Northwestern University.
4. Chair's update and future plans (R. Sarmiento)  
Roberto is stepping down as chair and thanked everyone for their help and support.

Lisa Zelinsky of Purdue University agreed to do webinar on how to implement a data and publication archiving project such as the one she described at last year's LIST meeting.

The eCircular *Literature Searches and Literature Reviews for Transportation Research Projects: How to Search, Where to Search and How to Put it All Together - Current Practices* should be published in the next few weeks; the TRB editorial team said it was well done. The session on "Where and How to Search" was very well-attended and there appeared to be many students in the audience. LIST should consider a webinar or other venues where the eCircular content could be promoted and involve team members who worked on the eCircular.

International involvement – The Where to Search project involved international members. Roberto informed TRB that not having an international toll free number is a barrier to participation in committee activities and webinars.

Program planning – LIST needs to use a year-round planning process to improve on 2014. There is a need to move on everything much earlier in the year, as well as a need for commitment from members for participation in planning and the quarterly calls. The committee is always seeking ideas for research needs statements and programs. Rita suggested that LIST's new chair form an Annual Meeting program planning group and that the secretary be designated for more duties such as tracking deadlines and sending reminders.

#### 5. TRB Announcements (J. Bryant)

- James thanked Roberto for his hard work and service to committee.
- Annual meeting attendance was 12,000+.
- A full-time staff member is now devoted to webinars and continuing education. TRB delivered 94 webinars to 25,000 participants including 15,000 from state DOTs.
- Update your My TRB profile ([www.mytrb.org](http://www.mytrb.org)). For the first time, TRB has a unified process for accounting for Committee Friends as well as Members.

#### 6. TRB Research and Education Section Update (L. McGinnis)

Neil Pedersen, TRB's new Executive Director, has identified five areas of focus:

- Increase value to sponsors and participants
- Increase focus on strategic, long-term issues
- Work to insure long-term revenue streams
- Develop and implement strategic marketing plan (TRB is much more than the AM)
- Develop a diverse set of prospective leaders for volunteers and staff

A new paper submission process will be implemented for 2016.

Roberto was thanked for his service to the committee. Leighton Christiansen, Iowa DOT and Kendra K. Levine, University of California, Berkeley are LIST co-chairs for 2015-2018.

#### 7. Literature Review Project Update (R. Sarmiento, S. Sillick)

Roberto thanked the many contributors from many organizations who contributed to *Literature Searches and Literature Reviews for Transportation Research Projects: How to Search, Where to Search and How to Put it All Together - Current Practices*. He extended special thanks to Sue Sillick who was the liaison with TRB and kept track of the schedule. Sue will monitor the eCircular and make sure it is publicized; it will be listed in the TRB eNewsletter. Matt said social media users will use those tools.

#### 8. LIST Triennial Strategic Plan (TSP) Discussion (All)

Every committee is required to produce a plan. The plan documents both the committee's activities for the previous three years and looks forward to the next three. The draft will be modified based on input and discussion.

Leighton supports the emphasis on collaboration with other committees and on training. He believes the committee's scope should be updated along with the TSP. LIST members want to actively help move research effort forward. We should add data management and dealing with datasets to scope. We can

improve the life-cycle of data and the federal mandates such as the Open Access policy should be referenced in LIST's scope and TSP. LIST could be in position to assist in applying the practice of information management to things such as websites, social media, records management, etc.

What's the process for getting committee feedback and making changes to TSP? Research and Education Section Chair Laurie McGinnis said discussion is encouraged and using today's meeting is appropriate. It is very important that members want to participate in the activities listed in the TSP. What it outlines should be energizing with buy-in from committee members. Ken suggested looking at succession planning – where does the committee want to go; assess who is going to get us from where we are to where we want to go; what time commitment is realistically available from volunteers. Kendra said LIST TSP draft is more of a background paper and a good place to start. David suggested moderating the language on ROI in TSP (bottom of page 2) and Bob Cullen said ROI should emphasize examples and specifics.

Leighton has drafted a proposed new scope for the committee to consider. Sandy said one function of LIST in the scope could be to define agency services where there is no longer a physical library. People often have no idea of what a library is if they can't see any books. Many of us now provide access to information and other traditional functions but not within the context of the physical boundaries of a library; we may be embedded information professionals within our organizations. This proposal will be fully discussed at LIST's next meeting, during which the TSP will be reviewed again.

Working with other committees can be difficult due to misperceptions that LIST deals with books and libraries rather than information. There is also the practical matter of time conflicts at the conference. To address this, LIST could formally designate liaisons who would attend other committee meetings to represent LIST and report back to LIST. Laurie McGinnis said this discussion could become a goal for the TSP.

There was a suggestion to immediately identify the top three committees we wish to collaborate with, and either assign liaisons or agree on method to do so, but this was not acted on. A small group could develop liaison guidelines. Suggestions for committees with which to have liaisons:

- Statewide Data
- Technology Transfer
- History
- Conduct of Research
- Urban Data

Some points from the discussion of the TSP:

- LIST straddles research and practice; data committees have similar issues to library issues but don't view them the same way.
- Look for opportunities to reach out apart from AM
- Reserve time in quarterly meetings to allow for reports back
- What information is useful between groups? Data committees took TSP, put pieces in matrix and identified areas of common interest
- Library language needs to be translated to state DOT language; agency may not have physical library
- LIST can provide guidance to agencies on what future library services should be
- For future programming, managing research throughout life cycle should be considered

## 9. Break

### 10. *Start Making Sense: Librarians, Semantics and the Enterprise Taxonomy* (Gale K. Smith, Information & Knowledge Management Program Coordinator, VDOT Knowledge Management)

KM and Library are in the same unit at the Virginia Department of Transportation. Librarians are recognized as having skills to make data and content readily available. Librarians create orderly, organized, accessible information –when you come down to it, everything we do is about access. What does the Library offer the enterprise? Taxonomy, metadata and information architecture are key.

For a long time, creating documents was very labor intensive and slow, everything was in print, and a human being would organize and retrieve the content. Now, creating content that will live forever is ridiculously easy. There is no “paperless office,” there are offices flooded with paper and digital content. At VDOT, the library was charged with developing an enterprise taxonomy. With full-text, some assumed surrogates such as catalogs are no longer needed but it was recognized that multiple access points would be needed. Library model accommodates growth, is scalable, and supports findability. There are multiple access points and metadata is applied consistently across libraries. Librarians are semantic defuzzifiers who make sense of the information, data and content

Taxonomy and metadata must be addressed early in a project. When designing a taxonomy, focus on function, not organizational structure; using org charts will reinforce the existing silos which you want to break down. Taxonomies and thesauri are not the same thing. For VDOT’s purposes, for example, the TRT generally is much too detailed while not providing sufficient depth in some areas.

### 11. Committee Research Coordinator Update (CRC) (S. Sillick, D. Jared)

David noted that new LIST members need to understand the important role they have in identifying research needs and developing research needs statements.

Sue described a new website, Research Program and Project Management (RPPM – [rppm.transportation.org](http://rppm.transportation.org)), developed by AASHTO’s Collaboration Coordination Task Force and TRB COR (Conduct of Research) to share information and communicate, coordinate, and collaborate on shared issues related to project management. A calendar includes funding program deadlines as well as conferences, meetings, webinars and workshops.

Sue noted that Research Needs Statements document what has been done and why. The next step is to develop an RFP, request funding, and follow the decision process. This may not be straightforward. For example, Arlene suggested a project on data and another committee was interested but did not receive funding. The Statewide Data Committee is very interested in the proposal, however, and that committee has made it a priority; they may rework it and resubmit. Requests for funding can be made to different funding units.

### 12. Annual Meeting Program Discussion

Schedules and deadlines – The committee needs to do its program planning earlier. A calendar on the LIST website could include deadlines for calls for papers, submissions, etc. Rita volunteered as secretary to take lead on issue of deadlines, updating a calendar, sending announcements that emphasize what the deadline is for. Arlene suggested making actual appointments to encourage follow-up.

Paper and presentation abstracts for the 2016 Annual Meeting are due March 31.

Topic suggestions:

- How are expertise networks are functioning within universities; may be databases, other platforms
- Open access journal publishing – find younger members and champions (e.g., David Levinson) to promote OA
- Data repositories – for Connected vehicle research, reach out to COR and T2; want to identify types of datasets and reports being generated, reports. Related: How libraries can support their organization’s researchers and principal investigators in meeting funder requirements for data management. A workshop on this topic could be successful if LIST partners with other committees and show how we can promote and support their work and interests.

Leighton encouraged us to consider co-authors as a means of engaging colleagues who are unable to attend the Annual Meeting.

#### 13. B0002 Committee and International Information Update (B. Sandstedt)

ITRD will be focusing on end-user activities and how to search databases. A collection development plan has been issued and a promotional brochure for attracting new members has been developed.

#### 14. Technical Reports: Access, Distribution and Technical Page Research Report (L. Decina)

A Pooled Fund Project produced a report, *Improvement of Research Report Distribution and Access and Promotion of More Effective Use of Technical Report Documentation Page, USDOT Form 1700.7* (<http://library.modot.mo.gov/rdt/reports/TRyy1127/cmr15-003.pdf>). Authors Larry Decina, Tia Mastromatto, and Sandy Tucker spoke to report recipients and state DOT libraries with distribution requirements. Some state DOTs submit all reports to NTIS while others have no long term strategy for discovery and access. The team developed a one-page instruction sheet for improving access and submitting reports.

The report documents the state of the practice in using the Technical Report Documentation Page and identifies best practices to encourage more effective use of the form. There is no “official” version of the form for download which may explain the slightly different versions being used. The authors have drafted a revised form with revised instructions and will gather more feedback. AASHTO RAC is sponsoring this project and has working group on research report access and distribution.

#### 15. TRB Information Services Activities Update (L. Loyo)

Lisa is now IT manager for TRB. IT will focus less on development and more on support for internal and external customers. Bill McLeod is TRID Manager and Janet Daly is managing the indexers. Aryeh Cohen joined TRB as Senior Librarian.

The digitization project is on hold as TRB works on contract details; Iowa DOT offered to help with digitization of older TRRs. Lisa thanked everyone who provided input on the Search History function in TRID. TRID usage is leveling off but repeat visitors are increasing. ORCID IDs and Fund Ref IDs will be entered in TRID records if they are in submissions.

NCHRP projects of interest to LIST:

- Project Panel on Guidance for Development and Management of Sustainable Information Portals (D20103), chaired by Gale Smith
- NCHRP 20-96: Leadership Guide for Strategic Information Management for State Departments of Transportation
- NCHRP 20-97: Improving Findability and Relevance of Transportation Information
- NCHRP 20-98: A Guide to Agency-Wide Knowledge Management for State Departments of Transportation

The Freight Data Dictionary developed as part of an NCFRP project is almost complete.

16. Transportation Research Thesaurus Update (S. Tucker)

Agenda item deferred due to time constraints.

17. NTL Update (A. Wilson)

The DOT Library space is being reduced by half and will be reconfigured to better serve their users. Print versions of digitized TRB, NTIS, state DOT, and other agency reports will be removed. DOT produced historic national datasets but is not yet ready to deal with active datasets.

DOT is moving to cloud-hosted platform and should be receiving trusted repository certification from CENDI. DOT is reviewing public access for peer-reviewed research reports. They are using a fairly wide definition that does not include SPR but just about everything else. They are focusing on final project deliverables and for compliance, are requesting that ORCID and FUND Ref numbers be submitted. Approval will take months, target is October 2015. DOT is the only agency requesting 18-month embargo but will comply with a 12-month embargo.

NTKN will look at coordinating various digitization projects.

18. Annual Meeting Post-Mortem (All)

No discussion.

19. Other Business (All)

No other business.

20. Meeting Adjourns

Meeting adjourned at 11:58am.