TRANSPORTATION LIBRARIES
COLLECTION DEVELOPMENT POLICY TEMPLATE PROJECT[1]

OVERVIEW DOCUMENT

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In the past five years, the U.S. transportation information community has attempted twice – with very little success - to jump start projects to research, document, develop and present plans for the development of a national strategy for a cooperative collection development policy.

The authors, both veterans of each one of the previous attempts, decided that rather than attempting an all encompassing national policy, perhaps a more sensible solution was to develop a flexible and scalable collection development policy template that could become a first step towards the development of a much-needed national cooperative collection development policy.

 We are now presenting this template and guidelines to the community to review, edit, change, adopt (or not), expand, shrink, mold, and ultimately use as a possible standard.

As part of the project, the authors are presenting a collection development policy template (see Appendix A), a set of Guidelines (Appendix B) on how to fill the templates and examples of collection development policies using the template (Appendix C).

In addition, this overview document presents a broad view on the project and discusses issues and topics a selector may consider as he/she write his/her own collection development policy.

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Throughout this document, the term "selector" is used to refer to librarians and information professionals who have responsibility for the selection and budget management of a collection.

We consider a "collection" to be the universe of material available to patrons, whether the materials are purchased, leased, or freely available within our libraries or available through the web. It is part of the selector's duties and responsibilities to respond to developments in research needs, agency initiatives, format changes, and changing ways in which researchers use and access materials. While at the same time keeping in mind the cost implications, the long-term viability of new formats, space constraints and political considerations our libraries need to weather on a day-to-day basis in order to craft a collection that fully supports its organization's needs.

Due to evolving research needs, as well as, changes in institutional and library strategic directions, technology changes in information delivery, user expectations, and fiscal realities, transportation librarians need to on a regular basis examine their collection development policies and procedures.

As an integral part of the process, the authors recommend that a review of the research needs of your agency's researchers, engineers and general users be conducted. Such a review may involve the gathering of meaningful collection metrics and a collection analysis, rather than relying solely on anecdotal evidence. We recognize that this effort may require a significant commitment of staff time, but submit that the resulting in-depth knowledge of the collection, identification of collections strengths and weaknesses and the insights gained to better plan for the future of the collection will far outweigh the initial time investment.

Some mechanisms to conduct a collection assessment may include finding appropriate metrics – such as, title counts, interlibrary loan and circulations statistics. It may also include the analyzing of acquisitions lists and the reviewing of the collection's list of titles and formats. Comparing local journal holdings against other institutions or titles indexed by major databases. Assessing publications where researchers are publishing in. Perhaps, interviewing researchers about their fields and where their information is most likely to be found. It may be also helpful to develop an in-depth knowledge and understanding of your budget and a clear picture of what you are getting for your money.

The authors also recognize the difficulty of developing and writing a collection development policy without firm directives or because of a lack of experience in writing one. Thus, we have aimed at presenting a template flexible enough to be used by everyone in the transportation

information community. The Guidelines document present ideas, pose questions, highlight issues, etc, selectors could or should address when writing their policy. In addition, we recommend that the completed policy be made publicly accessible on your library's website.

While the authors recognize that there are methods of collecting materials for a library that are now, and will remain, unique to a given library, we propose that a greater sharing of knowledge about collecting and collections be introduced in our community. This not only would help selectors to better understand their own collections, but also provide better information on how our collections fit within our regional networks and, ultimately, how our transportation collections would fit within a national framework.

We are convinced that if given enough time and interest for a large number of transportation libraries to adopt the template, our community will finally be able to take some meaningful steps towards analyzing our collections at the national level and start working towards the development of a national cooperative collection development policy.

Possible next steps

We, the authors, do not perceive that the completion of the template and the instructions as the end of the project. Rather, we foresee this as one of many wider and deeper conversations among the transportation information community aimed at developing a coherent cooperative national collection development initiative.

Thus, in order to keep the momentum and capitalize on the time and effort invested on writing a policy, we propose the creation of "collection development bank" for everyone to see, comment, learn from each other's policies, and eventually, use these as a stepping-stone for the national project.

The authors are committed to this and willing to jump-start the movement.

Acknowledgements

The authors will like to acknowledge the Northwestern University Collection Development Taskforce for sharing their reports, insights and valuable experience that benefitted us immensely in the accomplishment of this project.

We will also like to thank John Cherney, Wisconsin DOT and Anthony Million, Missouri DOT, for their support and willingness to volunteer to use the template and share their collection development policies.

APPENDIX A

COLLECTION DEVELOPMENT POLICY TEMPLATE

(Library Name) Collection Development Policy

I. Selector/librarian contact information
 Name:
 E-mail:
 Phone:
 Library/collection homepage:

II. Overview of the collection

III. Description of materials collected

IV. Related collections and consortial activity

V. Other collection information

Policy revisions

APPENDIX B

GUIDELINES FOR COLLECTION DEVELOPMENT POLICY TEMPLATES

I. Selector contact information

The embarking on gathering information, analyzing it and writing a collection development policy for your library will be an important undertaking. Thus, it is necessary that readers have a clear and immediate sense of who is responsible for this document. Having the selector's name, email, phone number, parent organization name and the library's URL at the top of the policy serves not only as a way to identify the librarian responsible for the managing of the collection, but as a declaration of ownership.

II. Overview of the collection

It is important to provide readers with a general sense that the collection has developed historically to our present point in time. Collections just do not appear out of nothing, rather, they are shaped by the long history of our institutions and researchers interest and needs through time. If possible, we should give the reader this perspective.

Selectors shape their collections according to the needs of their constituencies, within the constraints of their individual budgets, and in accordance with agency guidelines and research missions. Yet each collection also has unique aspects, because it has been molded by a series of decisions made over the years. Selectors, no matter what their level of experience, should be mindful of the history of their collection, as well as the current needs and future trends. Information about specific collection priorities within subject fields should be included in the policy.

To obtain a clear picture of the current - and future - research needs on any given subject area, selectors must use a combination of methods, as appropriate to their libraries:
- Clear and continual engagement with their researchers, practitioners and users to assess their needs and interests
- Monitoring flow of information about research changes and emphases
- Awareness of publications produced by local, state and national agencies
- Awareness of agency's directions
- Attention of circulation and interlibrary loan data

- Awareness of consortial partners strength and weaknesses

Obtaining a clear picture of research trends in a given subject area is a difficult task to accomplish. As starting points, selectors are encouraged to discuss trends with researchers and colleagues; to consult major journals; monitor appropriate email lists; and attend conference sessions.

Another factor when developing a collection policy is the library's mission statement, if available, and if not, the mission statement for the division under which the library is located or the agency's mission statement.

Although, most transportation collections are housed in one location, there are cases where libraries have more than one location. Selectors should aim at documenting the location for all their collections and specifically, pointing out cases where collections are housed in separate locations.

Finally, list specific research units, researchers, laboratories and departments supported by the library collection. This will help tie agency programs and the library as partners in attempting to accomplish the organization's mission and goals. If possible, link to specific departments websites.

III. Description of materials collected

This section is the core of the policy and where selectors must strive to present the collection in the most thorough and accurate way. This section is the distillation of the time spent conducting in-depth reviewing; analyzing; assessing; and comparing the collection.

Describe broad subject areas emphasized or excluded from the collection, and detail particular areas of strength and weakness.

In addition to what is currently collected, include what will be collected in the future - subject areas in your collection you would like to develop.

Provide description of bibliographic formats and genres collected, as well as those not collected, i.e. monographs, periodicals, dissertations, conference proceedings, etc. in paper, microform, electronic, etc.

 Also, this is the place to drill down to more subtle, but just as important tangential aspects such as, chronological scope, geographical coverage and language emphases of the collection.

If available, selectors should also specify types of special collections, such as historical collections, audiovisual collections, maps, or subject collections.

If applicable, describe acquisitions agreements, such as, distribution lists; gift and exchange agreements; and internal/external repository agreements, etc.

This is also a good location to include either broad or specific retention guidelines influencing the development of the collection.

It is tempting for the selector to emphasize in the description of the collection what is most important to him/her. However, the authors recommend that the description be as thorough and complete as possible, while at the same time being concise and direct. A good collection development policy will leave the reader with a very good idea of what the collection looks like without having to guess as to the composition of the materials.

In some special cases, selectors may want to include an in-depth analysis of historical and contemporary collection levels, as well as a realistic assessment of future collection activity. We recommend the use the following descriptive terms to describe either the collection as a whole or sections of the collection, as needed:

- o **O**ut of scope
- o **M**inimal level
- o **B**asic information level
- o **I**nstructional support level
- o **R**esearch level
- o **C**omprehensive level

For additional information, see the Library of Congress collecting levels definitions at http://www.loc.gov/acq/devpol/cpc.html.

Finally, include all pertinent factors. If information is omitted from the policy, it is assumed that it does not apply to the collection or it is not worth describing.

IV. Related collections and consortial activities

For close to ten years now, the transportation information community has been working on developing strong networks at the regional and national levels. Networks such as the regional Transportation Knowledge Networks (TKNs) and the Pooled Fund have and will continue to have some impact on the way our collections are being developed. In addition, some libraries take full advantage of other non-transportation related networks at the local, state, regional

and national level. In rare cases, there may be peer-to-peer agreements that help a library develop its collection.

All these networks and agreements strengthen and expand the collection universe available to our researchers and therefore ought to be documented and highlighted as part of our policies. Therefore, describe or list membership and involvement in consortial partnerships or any formal/informal cooperative collection development agreements related to the collection. Examples of these agreements may include having an agreement with a state agency to perform some of your cataloguing; belonging to a statewide library system for cost effective ILL services; an ad-hoc agreement with another library to maintain subscriptions; access commercial databases through a university agreement; etc.

Access to research collections is no longer limited by the physical structures of our libraries or our agencies; the interconnectivity of our collections will continue to expand in the years to come and we need to make sure our users realize, and take advantage, of this ever-expanding research horizon.

V. Other collection information

This section is used for the description of issues affecting collection policies not covered in any of the above sections. Some topics may include description of purchase procedures; acquisition agreements; practices specific to your collection area(s); gift and exchange policies; description of standing orders; description of approval plans and blanket orders; etc.

Policy revisions

We recommend that selectors review their collection development policy at least once a year. Selectors should take the time to think and document major - and minor - shifts in their collection behavior patterns and document and date these as part of an addendum to the collection.

This periodic revision and documenting will not only help the selector keep thinking about the direction the collection is taking, but also provide readers with a visual cue that the library's collection development policy is a living, ever evolving document.

Other considerations

During the course of the project, the authors had the opportunity to review a number of collection development policies for libraries within and outside the transportation field.

Based on this review, the authors developed a list of issues that based on our experience we recommend not be included as part of a collection development policy. Although valid and certainly important to the selectors, some of these issues perhaps should be documented and presented as standalone policy documents, project reports, or internal memoranda. As part of a collection development policy, these issues clutter the document and distract the reader.

Some of these issues in no specific order include:
- Issues best kept and expanded on other library policy documents:
    o Description of selection process used by librarian to choose what titles to acquire
    o Information related to purchasing discounts received by library
    o Guidelines describing the library acting as a purchasing agent for individuals or departments within the agency
    o Future library operational goals that may or may not happen
    o Description of library services: reference, circulation, routing, etc.
    o Description or request for additional space, equipment, etc.

- The listing of specific titles (either monographs or series) is not recommended. However, these may be included when wishing to provide a high degree of specificity.

- We recommend having your collection development policy on one continuous document. Avoid partitioning the policy over several web pages.

- We recommend not providing "hard" dollar figures on policy. These change every year thus forcing unnecessary updates of the policy. If you want to use figures to illustrate a budget issue, we recommend using a percentage figure that may be more stable.

- We also discourage the use of the collection development policy to advocate, lobby or present new budget proposals to the administration.

- We strongly discourage the use of the policy to assign blame or single out staff members for good or bad things happening to the library.

Appendix C

Examples of Collection Development Policy Template

**FEDERAL HIGHWAY ADMINISTRATION (FHWA) RESEARCH LIBRARY
COLLECTION DEVELOPMENT POLICY**

This draft policy was done by contract library staff for illustrative purposes only. This sample policy has not been reviewed or approved by FHWA staff.

I. Selector contact information

Name: Jennifer Boteler (contractor)
E-mail: Jennifer.boteler.ctr@dot.gov
Phone: 202-493-3071
Library Internal Site:
https://one.dot.gov/fhwa/research/outreach/fhwaresearchlibrary/default.aspx

II. Overview of the Collection

The FHWA Research Library was previously known as the Technical Reference Center (TRC) and was affiliated with the Office of Research, Development, and Technology (RD&T) Publications Office and the FHWA Report Center. The TRC collected and distributed duplicate copies of FHWA R&D reports and State Planning & Research funded reports to FHWA employees and stakeholders. It also received and stored donations from FHWA employees and retirees. Therefore it functioned as a document depository and distribution center.

The 2003 Human Factors *Laboratory Assessment* gave the Turner-Fairbank Highway Research Center (TFHRC) low ratings for unavailable library research services, given the library and information needs stated by TFHRC researchers. Prompted by this assessment and the employees' statements, some RD&T managers at the TFHRC facility saw the value in transforming the TRC into a full service library for FHWA researchers. Building on the mission of the TRC to collect all research reports done by or for FHWA, the new research library supports the research needs of staff by providing additional services and collections.

The Library's collection is largely comprised of the following:

- FHWA Office of Research, Development, and Technology (RD&T) reports, including the: TS (Technical Sharing) series; IP (Implementation) series; RD (Research and Development) series; and the current HRT (Highway Research and Technology series).
- Other FHWA Office reports, such as PL (Planning), Joint Program Office (JPO), National Highway Institute (NHI), Infrastructure (IF), and Safety (SA), etc.
- State Planning and Research Program reports-- State DOT research, and University Transportation Center research reports sponsored by FHWA.
- Transportation Research Board (TRB) publications.
- American Association of State Highway and Transportation Officials (AASHTO) publications.

The library also has materials that were withdrawn from the U.S. DOT Library:

- Old textbooks (chemistry, physics, engineering, etc.)
- Journal back files (generally the DOT Library kept the most recent 5 yrs.)
- Historical files – materials from the Bureau of Public Roads (BPR) (papers of former BPR and FHWA administrators and other personnel, state highway maps, and subject files with articles, pamphlets, , and other emphera).

The un-cataloged backlog includes runs of older materials from--

- other USDOT agencies (FAA, FRA, MCSA, NHTSA, UMTA)
- other federal agencies (EPA, USGS, Army Corps of Engineers, NOAA)
- other countries (international transportation related publications)

One collection that merits special mention is the Historical Materials: Bureau of Public Roads/Federal Highway Administration Files (1900-1992) which were acquired from the U.S. Dept. of Transportation Library in 2007; and the National Geographic Library Road Files (1950-2007) which were acquired from the National Geographic Library in 2008. Beginning in the summer of 2009, the processing and cataloging of these files has been done primarily by interns. Unless discovered in the un-cataloged backlog, new materials are not being added to the files. But the processing, arranging, and description of the files will continue to be done incrementally by interns.

There are approximately 50,000 items in the FHWA Research Library collection, approximately 19, 000 have been fully cataloged.

The library is located on the second floor of the Annex Building, room A200. The historical file collection is on the first floor in room A107.

Many of the materials donated to the library are still in boxes in a storage room and workroom.

The library's objective is to provide FHWA research staff with convenient and efficient access to information needed in support of research conducted by and for FHWA. The library's primary customers include staff from the Offices of the Office of RD&T (Operations R&D, Safety R&D, Infrastructure R&D,) Office of Infrastructure, Office of Operations, Office of Planning Environment & Realty, and Office of Safety.

III. Description of materials collected

The FHWA Research Library will serve as a depository for all FHWA Research, Development and Technology publications. In addition, efforts will be made to collect FHWA-sponsored doctorate dissertations and master's theses; publications of other FHWA offices, state DOTs, university transportation centers, and other organizations (AASHTO, TRB, etc.) that relate to surface transportation and highways. Most of these publications are obtained through distribution lists at no cost to the library.

In addition, the library strives to develop a collection of print, multimedia, and electronic information resources in support of FHWA RD&T programs. Collections will include seminal books, manuals, standards, reports, journals, conference proceedings papers, and databases. These materials will be obtained through paid subscriptions, purchased when published (i.e. important reference works, such as the *Asphalt Handbook*, *Highway Capacity Manual*, *Manual on Uniform Traffic Control Devices*, and *Traffic Engineering Handbook*, etc.) or purchased on demand.

The library generally does not collect publications from other modes of transportation (air, rail, water, transit, and pipeline.) We collect selectively from other modes if the publication is relevant to highways. For instance, publications on airport pavement, highway rail crossings, bus only lanes, and simulation & modeling.

For draft, interim, task, and project reports, the library does not retain if a final report has been issued.

With the exception of FHWA reports, the library does not collect/catalog digital reports if the report is in the National Transportation Library (NTL) Digital Repository, the Catalog of U.S. Government Publications, or other stable repositories with PURLs.

Duplicate (two) copies of all FHWA publications are retained. For FHWA funded SP&R reports, a duplicate hard copy is kept only when there is no electronic copy in a stable repository.

Generally materials in dual formats—paper and electronic—are not acquired, with the exception of FHWA reports. If an FHWA report is electronic-only, the library will generally produce a print copy for the library collection.

Since many FHWA employees are located offsite (USDOT HQ and division offices/ resource centers across the country), the library seeks to provide electronic content accessible through employees' desktops whenever possible and economically feasible. Examples include e-book collections (CRCnetBASE, AccessEngineering, and Knovel) and electronic full-text journal subscriptions (ASCE and IEEE).

As mentioned in section II, a large portion of the FHWA Research Library collection is un-cataloged. It is anticipated that many of the publications in the un-cataloged backlog on shelves and in boxes will not be added to the library collection because they are duplicates, out-of-scope, or outdated.

The collection is almost exclusively English-language. We only collect foreign language materials when specifically requested by an FHWA employee.

The geographic coverage of the collection is predominantly U.S. International materials are collected if available in print, relevant to FHWA research, and can be obtained at no cost to the agency such as OECD, AustRoads, and TRL publications. However, if requested by researchers the library will purchase international standards, patents, and other publications.

<u>Collection priorities</u>

A major part of the library collection is FHWA R&D reports and State Planning & Research funded reports. The very fact that FHWA is a sponsor of the research indicates that the subject matter will be relevant to highways. These publications are automatically received through distribution lists. So the subject matter is not usually a determining factor in whether to collect.

Similarly, a priority is given in collecting reports from the University Transportation Centers Program and the Transportation Pooled Fund Program that are relevant to highways and FHWA research areas.

However, there are some instances where the type of publication affects how long the publication is retained. For non-FHWA performance plans, strategic plans, annual reports, directories, catalogs, and research-in-progress publications we only keep the most recent. For example, when we receive a new annual report, we will withdraw the previous year. When a new strategic plan is produced, we will withdraw the earlier version, etc. All versions and editions of FHWA publications will be retained (except draft and interim technical reports as covered in section III).

The U.S. Dept. of Transportation is an ex-officio member of AASHTO, and FHWA is a sponsoring member of TRB, therefore the library receives most AASHTO and TRB publications for free. Again, most publications published by AASHTO will pertain to highways and will automatically be added to the collection. However, for TRB publications the library only collects series related to road transport, not series related to other modes.

Because the mission of the library is to support the research needs of FHWA employees, what is collected will vary based on what research is being performed and the research priorities of researchers. For instance, several TFHRC laboratories have been merged, downsized or eliminated in recent years. So the collecting level in the subject areas of these labs will not be the same today as it was several years ago.

Based on the TFHRC laboratories' areas of study and on the research of the offices which comprise the Office of RD&T (Operations, Safety, Infrastructure), primary consideration for additions to the collection will be given to resources in the following areas:

Asphalt and Concrete Pavement Engineering
Corrosion and Corrosion Prevention
Geotechnical Engineering
Highway Design
Human Factors and Perception
Hydraulic Engineering
Illumination Engineering
Intelligent Transportation Systems
Materials Engineering
Nondestructive Testing
Structural Engineering
Traffic Engineering
Traffic Safety

(With regards to ITS, we do not collect publications pertaining to state specific tools, models, automated systems, and databases, unless report lists FHWA as sponsoring agency.)

Implicit in these primary subject areas is the inclusion of certain supplementary and supporting materials, including:

Aerodynamics
Chemistry
Computers and Electronics
Construction
Economics
Environment and Sustainability
Finance and Asset Management
Geology and Seismology
Geographic Information Systems
Hydrology
Policy, Legislation, and Regulation
Mathematics and Statistics
Nanotechnology
Planning and Design
Simulation and Modeling
Technology Development and Deployment

V. Related Collections and Consortial Activity

The NTL Headquarters Collection Development Policy states

> "The primary mission of the Library is to assist *DOT HQ employees* in the performance of their administrative, operational and research duties by providing books, periodicals, indexes, technical reports, manuals, and other library materials in electronic, hard copy and microform formats that deal with land/marine based transportation topics."

DOT HQ employees include FHWA employees. Therefore, the FHWA Research Library generally will not duplicate materials that can be found in the NTL HQ Collection. Particularly electronic formats that can be accessed by employees regardless of location.

The NTL HQ Library donates older editions of serials to the FHWA Research Library so that the library does not need to purchase the series separately and staff can refer employees to the HQ Library if they need the most current edition. Examples include the *ACI Manual of Concrete Practice*, federal, state, and congressional directories, and occasionally encyclopedias and dictionaries.

We have informal relationships with other transportation libraries in agencies with materials laboratories, specifically VDOT and WSDOT. We offer duplicates and services to them we don't generally extend to other libraries because they network and do the same for us in return.

We are a member of several resource sharing groups including Libraries Sharing Transportation Resources (LSTR), Libraries Very Interested in Sharing (LVIS), and Interlibrary Users Association (IUA). As a member of these groups we participate in free, reciprocal resource sharing thereby saving the agency money on loans, copies, and shipping fees.

In November 2009, fifty-five boxes of historical ASTM standards covering an approximately 60 year time span (1939-1999) were transferred from the Washington State Library (WSL) in Tumwater, WA to the FHWA Research Library with the support of the Transportation Library Connectivity Pooled Fund Study TPF-5(105).

We entered into an informal cooperative housing agreement with the WSL and TPF 5(105) member libraries to house these standards and as a reciprocal lender, to lend needed volumes to other transportation libraries (and WSL branch libraries) for free through interlibrary loan. Since the initial WSL shipment, other transportation libraries have sent superseded *Annual Book of ASTM Standards* series to us which have been added to the ASTM standards collection.

The library is a member of the Eastern Transportation Knowledge Network (ETKN). As a member of a TKN we were able to join LSTR, mentioned previously. The library also participates in the ETKN Digital Collaboratory project which is a collaborative digitization effort to make more transportation content available online through the NTL Digital Repository. For the EDC project we target high-use, high-request, or high-value documents that are not readily accessible. We scan and OCR FHWA publications and send to NTL for inclusion in their digital repository thereby making the materials accessible to transportation professionals including our own employees.

V. Other Collection Information

The library is a member of FEDLINK and has a serial vendor for journal subscriptions, a small amount of money is deposited with a book vendor for book purchases, but we do not participate in an approval plan. Funds are also allocated for the purchase of dissertations through Proquest. And one of the library subscriptions includes the ASTM Standards Download plan which enables us to purchase up to 25 standards a year when requested by researchers.

The former COTR for the library services contract arranged an informal agreement with FHWA Universities & Grants Program staff that the library would be forwarded copies of theses and

dissertations done by Dwight David Eisenhower Transportation Fellowship Program fellows, but receipt has not been consistent.

Library staff monitor TRANLIB and FEDLIB listserv postings for listings of duplicate or excess materials being offered as giveaways and request materials that fit our collection needs.

The library accepts donations from retirees and employees of other FHWA offices. We work with the donor to make sure the materials are appropriate for the library collection and agree on a disposition plan for materials that are not ultimately added to the library collection.

Completion: 07-28-2011

MISSOURI DEPARTMENT OF TRANSPORTATION LIBRARY
COLLECTION DEVELOPMENT POLICY

I. Selector contact information

Name: Anthony J. Million
E-mail: anthony.million@modot.mo.gov
Phone: 573-526-5508
Library home page:
http://www.sos.mo.gov/library/reference/modot.asp

II. Overview of the Collection

The Missouri Department of Transportation Library was established in its current form in 2003 to meet the research needs of its employees. It also serves other Missouri researchers with an interest in transportation, including state government employees, university researchers, private contractors and others in the transportation field and members of the general public. Though a predecessor dates to the 1950's, the DOT Library is young among its peers.

This collection development policy does not encompass material collected by the Missouri State Library. As both the State and MoDOT Libraries are located in the James C. Kirkpatrick State Information Center (on the second floor), their relationship is explained in Section IV.

III. Description of Materials Collected

The Transportation Library's collection covers all aspects of transportation research. It contains roughly 9,000 monographs and 1,000 serial publications. The collection is currently strongest in highway engineering and is expanding in subjects including transportation financing, intermodal freight, intelligent transportation systems and knowledge management. It is focused on United States transportation literature, with particular emphasis placed on Missouri and surrounding states. Only English-language materials are collected.

Publishers
All transportation modes – including air, rail, water and highway – are represented, as are socioeconomic aspects of transportation including finance, management, operations, planning, regulations, safety and environmental impact. Emphasis is placed on collecting material, by priority, from the following publishers:

1. Missouri Department of Transportation and related/partner agencies (including university and other research funded by MoDOT)
2. The Transportation Research Board of the National Academies
3. The United States Department of Transportation agencies
4. State Departments of Transportation, universities, local agencies, MPOs and tribal road agencies in AASHTO Region Three
5. State Departments of Transportation, universities, local agencies, MPOs and tribal road agencies in all other areas of the United States
6. Professional organizations, United States
7. Non-United States transportation agencies (English language only)

The rationales for establishing this order of preference are as follows. Given the emergence of Transportation Knowledge Networks it is the Library's responsibility to catalog and maintain Missouri research. Moreover, Transportation Research Board material is valuable to local researchers. Finally, publications produced by USDOT and AASHTO members closely parallel MoDOT's mission. Professional organizational, private sector and foreign transportation research tends to be of marginal use.

Chronological Scope
Most items in the Library were produced after 1990. Emphasis is placed on the collection and retention of research produced within the last ten years, with exceptions for Missouri-produced research, the publications of the Transportation Research Board of the National Academies, transportation-related items held by less than three libraries and in other areas where a need has been identified.

Special consideration should be placed by the selector on structural engineering publications given their potential for long term applicability. Questions regarding the currency of items are to be decided in conjunction with the advisory support of MoDOT's Department of Organizational Results.

Formats
The Library gathers a variety of resources. These include print, audiovisual and electronic formats. Preference is given to collecting digital materials, with exceptions made where no electronic version is available or clientele have expressed a need for alternative types.

The Library does not retain the following: microfiche and microform, maps, brochures, advertisements, rare books (with exceptions for MoDOT-produced reports and research), fiction, textbooks and private items to which access cannot be granted to the public. These materials hold a record of disuse. From March to October 2009 no requests were made in *any* of these categories.

<u>Collection levels</u>

The development of a research library cannot – and should not – remain static for long periods of time. The comings and goings of faculty, research interests, budget gyrations, technology developments and socio-economic changes force selectors to continuously alter the collection's scope, depth and emphasis through incremental changes (taking years to accomplish) or dramatic ones (from one year to the next). Subject fields within the collection that were at a research or comprehensive level five years ago may now be collected at a minimum level, forcing the overall level of the collection to downgrade to an adjusted current instructional level.

Although not exhaustive, the following is a list of subject areas within transportation for which the Library selects materials.

The following descriptive terms are used to describe the current collecting levels:

Minimal level
Basic information level
Instructional level
Research level
Comprehensive level

<u>Subject Areas</u>   <u>Level</u>

Transportation economics - R

Land use - B

Labor - M

Freight - R

Passenger traffic - B

Urban transport - B

Traffic engineering - R

Water transportation - I

Railroad transportation - B

Automotive transportation - I

Transportation companies annual reports - M

City planning - M

Urban development - M

Accident reconstruction - M

Transportation safety and security - I

Transportation technology - I

Canals and inland navigation - I

Environmental protection (EIS) - B

Highway engineering - C

Highway design - C
Materials for road making - C
Pavements and paved roads - C
Streets - R
Pedestrian facilities - I
Railway construction - M
Railway operations and management - M
Local and light railways - M
Bridge engineering - R
Alternative fuels - B
Navigation - B
Pipelines - M

IV. Related Collections and Consortial Activity

Because of its size, collaboration and cooperation are instrumental in helping the Library to fulfill its mission; regionally and nationally.

In-state, the MoDOT Library is a partner of the Missouri State Library. All MoDOT employees have access to Missouri State Library collections and all patrons with library borrowing privileges have access to MoDOT Library collections. Moreover, the Library may be searched via the statewide MOBIUS catalog, and MOBIUS patrons may borrow items free of charge.

Nationally, the MoDOT Library is a member of the Midwest Transportation Knowledge Network (MTKN) under the National Transportation Library. It provides interlibrary loans to members of all regional transportation knowledge networks (MTKN, ETKN and WTKN) free of charge. MoDOT Library materials are also cataloged and may be searched for in TLCat, the transportation libraries' union catalog.

V. Other Collection Information

Donations
Gifts and donations are welcomed. Materials that fall outside the collection scope or duplicate holdings may be discarded or exchanged with other U.S. transportation libraries. In the event that an item becomes a candidate for removal (within 5 years of donation) a proper evaluation must be made.

New Purchases
Titles that require purchase will be evaluated on a case-by-case basis as funds are available. Priority will be given to titles requested by primary clientele that cannot be acquired by

other means, particularly those that are not held by any library with which MoDOT has a reciprocal borrowing agreement.

<u>Weeding</u>

The library collection will be evaluated biennially in light of current research needs. Material included thanks to a donation should be closely evaluated. Donors, especially Missouri Department of Transportation Departments, should be consulted as necessary. Factors to be considered when removing items include:

- A.   The current and ongoing needs of MoDOT clientele
- B.   Availability of material in MoDOT partner libraries
- C.   Available space for shelving and storing the physical collection
- D.   Condition of material
- E.   Currency of material and format

Upon removal, material should be discarded by the following methods in sequential order: donation to another transportation library, transfer to the MoDOT or State Archive (when practical) and the discarding of material.

The rationales responsible for establishing this order of preference are as follows. If an item is available through another library and weeded locally, access can still be provided. If material is available through the State or MoDOT Archives the same holds true. The option to surplus material should be exercised as a last resort.

Completion/revision date: 05/03/2011

NORTHWESTERN UNIVERSITY TRANSPORTATION LIBRARY
COLLECTION DEVELOPMENT POLICY

I. Selector contact information

Name: Roberto A. Sarmiento
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Phone: 847-491-2913
Library home page: http://www.library.northwestern.edu/transportation/

II. Overview of the Collection

The Transportation Library was established in 1956 as part of the newly formed Transportation Center. In 1959, the Library's transportation collection was merged with the Traffic Institute's much older traffic engineering and law enforcement collections. Finally, in 1973 the Library became part of the Northwestern University Library (NUL) system.

This collection development policy covers only the transportation collection of the Transportation Library. The law enforcement collection of the Library is covered by its own collection development policy.

The main body of the transportation collection is located on the fifth floor, north tower (5N) of the Main Library building. Significant parts of the collection are also located in the Lower Level Storage and the Compact Storage areas of the Main Library and in the Library Temporary Storage facility located at 2122 Sheridan Road.

The collection's objective is to support the research and teaching needs of Northwestern University faculty, graduate and undergraduate students, and staff. This multi-disciplinary collection is utilized by the following NU centers and departments: the Transportation Center, the Center for Public Safety, the Infrastructure Technology Institute, Civil and Environmental Engineering, Mechanical Engineering, Industrial Engineering and Management Science, the Law School, the Feinberg Medical School, the Department of Economics, the Department of Political Science, the Department of Sociology, the Department of History, the Kellogg Graduate School of Management and to a lesser extent other NU faculty and students in need of transportation information. It directly supports students enrolled in the Civil and Environmental Engineering transportation minor, masters and PhD programs and masters programs in the Kellogg Graduate School of Management.

Thanks to the collection's size, breadth and depth, it also actively supports the research needs of national and international transportation researchers.

III. Description of Materials Collected

The Northwestern University transportation collection is one of the largest transportation collections in the world.   The collection emphasizes current transportation socioeconomic aspects such as management, operations, finance, planning, regulations, and safety. All transportation modes - air, rail, highway, water and pipeline - are represented. Other aspects, such as technology and history, are also covered and emphasized.

Two other sub-collections of distinction within the transportation collection are: 1) the Annual Reports collection, which is a collection of over 18,000 transportation-related annual reports from the early 1830's to the present, covering national and international companies on all modes of transportation, but particularly strong on 19th century US railroads and 2) the Environmental Impact Statement (EIS) collection, largest hard-copy (paper) collection of federally produced environmental impact statements in the country, with a coverage starting in 1969 and encompassing all federal agencies.

The following types of materials are included into our collection: books, serials, EIS', conference proceedings, reports, government publications (federal, state, county, city), dissertations, company annual reports, pamphlets, maps and rare books.

The following types of materials are excluded from our collection: patents, tariffs, US senate and/or congress documents.

The number of digital format materials for books and serials continue to be on the rise and this trend is expected for the foreseeable future. Materials in dual formats - paper and electronic – are not acquired; however, electronic copy is preferred. Microfiche publications are acquired, but their numbers are steadily decreasing. Duplicate copies for items already held within the collection are not acquired, except for exceptional cases.

The collection emphasizes English-language materials. However, materials in Italian, German, Spanish, French, Japanese, Chinese and other languages are acquired selectively.

The collection's selector receives periodic notifications of newly published transportation-specific materials from four vendors covering the US/England, Germany, Italy/Spain, and

India. An approval plan for US and British published books and conference proceeding is maintained with a major US vendor. Blanket orders are not maintained. Most serials subscriptions are managed through one vendor.

The collection's geographical emphasis is for US-based materials. However, Chicago-area and regional transportation aspects are emphasized and collected comprehensively. Materials from US states or geographically-specific areas are selectively collected. Non-US materials of international scope or importance are acquired. In recent years the collections has emphasized the acquisition of all modes of current Asian transportation materials and the acquisition of historical and current US inland waters materials.

Collection levels

The development of a research collection such as the transportation collection cannot - and should not - remain static for long periods of time. The comings and goings of faculty, research interests, budget gyrations, technology developments, socio-economic changes, etc, forces selectors to continuously alter the collection's scope, depth, emphasis, etc, either through incremental changes taking years to accomplish or dramatic ones from one year to the next. Subject fields within the collection that were collected at a research or comprehensive level five years ago may now be collected at a minimum level, forcing the overall level of the collection to be downgrade to an adjusted current instructional level.

Although not exhaustive, the following is a list of subject areas within transportation for which we currently select materials.

The following descriptive terms are used to describe the current collecting levels:

Minimal level
Basic information level
Instructional level
Research level
Comprehensive level

Subject Areas   Level

Transportation economics - R
Land use - I
Labor- I
Freight - R
Passenger traffic - R
Urban transport - R
Traffic engineering - R

Water transportation - I

Railroad transportation - R

Automotive transportation -R

Transportation companies annual reports - C

City planning - I

Urban development - I

Accident reconstruction - R

Transportation safety and security - R

Transportation technology - R

Canals and inland navigation - R

Environmental protection (EIS) - C

Highway engineering - C

Highway design - C

Materials for road making - R

Pavements and paved roads - R

Streets - R

Pedestrian facilities - I

Railway construction - R

Railway operations and management - R

Local and light railways - R

Bridge engineering - R

Alternative fuels - I

Navigation - B

Pipelines - B

IV. Related Collections and Consortial Activity

The Transportation Library benefits from NUL's consortial agreements with the Center for Research Libraries (CRL) and the Committee for Institutional Cooperation (CIC). These agreements provide access to journals and electronic resources, partnership for development of preservation projects, interlibrary loan agreements, digitization projects, shared digital repository, etc.

At the regional level the collection is a member of ILLINET for receiving and providing free of charge interlibrary loans (ILL) to/from Illinois libraries; the North Suburban Library System (NSLS) for ILL delivery; the Consortium of Academic and Research Libraries in Illinois (CARLI) for digitization projects and staff training.

Transportation specific consortial agreements include: membership in the Midwest Transportation Knowledge Network (MTKN), for providing and receiving free ILL, training and networking opportunities; the Transportation Research Board (TRB) for journal subscriptions, publications, and other benefits.

Of significance are also our ad-hoc agreements with the University of California – Berkeley, Institute of Transportation Studies Harmer E. Davies Transportation Library for the cataloguing of materials, negotiating of contracts with vendors, acquisition of expensive items and development of ILL groups.

V. Other Collection Information

The acquisition - by outright purchase - of materials published within the last three years is emphasized. Gift materials are accepted regardless of publication date. Historical materials are acquired selectively and mostly, as part of gifts. However, a relatively small number of historical items per year are acquired by outright purchases. See also gift policy below.

Currently, the Library has four endowment funds representing a total of 10.6% of its total budget. The funds are restricted to the acquisition of materials related to: general transportation/aviation, aviation, railroads and travel behavior analysis. In addition, the Library has a grant fund representing a total of 6.5% of its budget and restricted to the selection of highway-related materials.

Since the mid-1990 the Transportation Library has been designated as a depository library of the US Department of Transportation contracted research reports distributed through the National Technical Information Services (NTIS).

Due to the transportation collection multi-disciplinary nature and Northwestern's approach to research, extreme care is necessary when selecting titles that may fall within two or more University Library collections. Coordination with other disciplinary selectors is maintained to determine who will purchase the item in order to avoid duplication. Duplication between the transportation collection and other NUL collection is kept to very few books a year.

The Transportation Library encourages the donation of gift books and other materials to enhance its collections without duplicating current holdings. Potential donors are requested to contact the Transportation Library head to determine the viability of donations before sending any materials to the Library. For additional information visit the Northwestern University Library Gift Policy or the Gift Guidelines web pages.

Completion/revision date: 04/28/2011. Rev. 10/10/11

Wisconsin Department of Transportation (WisDOT) Library
Collection Development Policy

I. Selector contact information

Name: John J. Cherney
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Phone: 608-266-0891
Library home page: http://dot.wi.gov/library

II. Overview of the Collection

<u>Background</u>

The WisDOT Library (also known as the Central Library) was formally established in 1969, two years after the formation of the Wisconsin Department of Transportation, which combined the State Highway Commission of Wisconsin, the Department of Motor Vehicles, the State Aeronautics Commission and the Wisconsin State Patrol. Archival documents show that a library existed at one time within the State Highway Commission of Wisconsin during the 1940s, but at this time there are no formal records or documents that reveal the structure, policies or staff of such a unit.

Because of its initial placement within the department's Division of Planning, the contents of the WisDOT Library during its early years consisted mainly of highway and rail planning documents. The library acquired sizeable transit and aeronautics collections that existed independently within the department shortly thereafter and hired its first library science professional in 1971 to effectively manage the growing collection. In 1984, the WisDOT Library began its annual membership in the Online Computer Library Center (OCLC). Functionally, the library resided within the following Departmental divisions: Division of Planning (1969-1978); Division of Planning and Budget (1978-1996); Division of Transportation Investment Management (1996-2005) and Division of Business Management (2005 – present).

The library has absorbed and merged several significant departmental libraries and collections during its existence. Besides absorbing early transit and aeronautics collections, the library absorbed other WisDOT district and regional libraries and collections. The WisDOT District 5 Library (now SW Region, La Crosse, WI) was absorbed in 2002; District 1 Library (now SW Region, Madison, WI) in 2004; District 4 Collection (now North Central Region, Wisconsin Rapids, WI) in 2005; District 3 collection (now Northeast Region, Green Bay, WI) in 2006;

District 2 Library (now Southeast Region, Milwaukee/Waukesha, WI) in 2009-2010 and the Truax Materials Laboratory Library (Madison, WI), 2010-present.

During the departmental reorganization in 2005, the WisDOT Library was positioned alongside the research, graphic arts, audio-visual, web services, forms and records functional service areas within the department in the newly created Research and Communication Services Section (RCSS). Furthermore, the reorganization mandated the Central WisDOT Library as the central location for most materials as a result of the downsizing of other local agency collections and libraries. With the retirements of four other professional librarians within WisDOT's regional offices ending in 2009, the Central WisDOT Library is presently the only functional library unit consisting of professional library staff.

Scope

The reorganization also further specified the scope of the library function, which included providing support and specialized services to a wide customer base including university researchers, consultants, departmental staff (including all regional offices), practitioners and the general public. To help achieve this end, the library moved from cramped quarters on the 8th floor of the Hill Farms State Office Building to the first floor lobby. With the additional space the library was given, a much more user-friendly information commons learning environment was created, complete with internet-access computers for the general public, more virtual options for researchers, and increased customer service.

As a founding member of the Midwest Transportation Knowledge Network (MTKN) in 2001, the WisDOT Library is dedicated to supporting as much as possible, the building of transportation knowledge networks and strengthening connections with national and international colleagues. This collaboration impacts the scope of the library's collecting efforts in that decisions are made that best enhance the most efficient methods to manage and create access to transportation while avoiding unnecessary duplication of materials and efforts on a national and international scale.

A major role of the library is to provide WisDOT staff access to a broad range of information needed to monitor developments and trends potentially affecting the department. Acquisition or retention of any particular item does not constitute an endorsement of concepts or opinions advanced by or expressed in the publication.

Items for inclusion in library collections are selected from resources acquired through purchase, received via controlled distribution lists (i.e., TRB, AASHTO, FHWA publications, etc.), and donations to the library, both at Hill Farms, FHWA-WI and in the regional offices. Occasional donations arrive from other external parties, such as consultants, other non-transportation libraries and other transportation professionals. Because of the changing needs of the

department and the rapidity with which many kinds of information resources become outdated or duplicated, the library donates and/or discards many items. The library routinely donates duplicate and unwanted items to regional national and international distribution lists.

Books and periodicals (print and electronic) receive particularly close monitoring in acquisition decisions. Titles are continuously added and dropped from our subscription lists and inventory as new titles, or versions of existing titles emerge, and others are no longer of interest or relevancy.   Special attention is given to items that retain historical value.

Decisions regarding the acquisition and retention of specific materials are made by the library staff in response to, or in anticipation of, explicit and/or implicit needs of WisDOT staff. Materials are acquired and discarded with an eye towards developing a strong, up-to-date collection of reference and research materials in the field of transportation and other subjects of current interest to the department. This statement holds true with the simultaneous development and maintenance of library internet and intranet sites. At the discretion of the library director, the library also retains resources which provide retrospective information on the activities of the department, the U. S. Department of Transportation, the American Association of State Highway and Transportation Officials, the Transportation Research Board, and other key transportation organizations.

The library's collections are also shaped by occasional purchasing of materials for other members of the department. This is performed due to the recognized ease and networks the library maintains to secure these items. At the discretion of the library, and within budget constraints, materials for the use of multiple functional units within the department may be purchased and retained by the library.

The library's involvement in transportation knowledge networks also affects the decision to add (or not add) materials to the library's collections

III. Description of Materials Collected

The Wisconsin Department of Transportation Library is a full-service library, delivering reference, document delivery, cataloging and other services to WisDOT staff, researchers, consultants, other transportation professionals and the general public. To meet the needs of our wide customer base, library collections are diverse both in subject area and format. The library maintains published and archival collections in both print and electronic form. To a much lesser degree, the library maintains some information in microfilm format. Organizationally, the library will automatically collect publications from the department, relevant publications devoted specifically to transportation in Wisconsin and information produced by key regional, national and international organizations. The subject areas, listed

elsewhere in this document, are collected in accordance with their greatest use and impact for WisDOT staff and partners.

The WisDOT Library has one of the larger state DOT collections with over 42,000 items. Much of this growth happened as a direct result of the merging and absorption of satellite collections mentioned in the last section. As a result, criteria for the selection of any given resource are necessary to avoid adding unwanted duplicate or obsolete items to the library collections. For the inclusion of a resource to the collections of the library, the following criteria will be considered:

- Explicit or implicit need for access to the information by department personnel
- Cost
- Relationship of the item to the existing collections
- Availability of similar information within the National Transportation Knowledge Network (NTKN)
- Availability of similar information within other state agency collections
- Availability of the resource by loan from other collections.
- Condition of the resource.
- Uniqueness.
- Historical importance

By virtue of various departmental subject interests and focused collecting efforts in the past the library has achieved certain collection strengths beyond the core subject areas. These include Wisconsin city and county comprehensive plans and related land use reports, national traffic accident facts, Wisconsin environmental impact statements, Wisconsin State Highway Commission history, Wisconsin traffic counts, Wisconsin motor vehicle registration file analysis, motorcycle safety, and automotive medicine materials.

With the scope and selection criteria described above, the following retention guidelines will be used when making a decision to add specific materials to the collection:

WisDOT Publications	Permanent retention
Other Wisconsin transportation publications	Permanent retention
TRB Publications	Permanent retention
AASHTO Publications	Permanent retention
FHWA Publications	Permanent retention
ITE Publications	Permanent retention
U.S. Government depository publications	Retention will be in accordance with depository regulations.

Periodicals/transportation literature	Retention will vary by title (from one year to permanent) in accordance with department needs.
Archival materials	Historical and departmental value will be judged by library and WisDOT staff on a case-by-case basis.
All other materials including gifts and donations	Retention will be reviewed periodically using the same criteria as for selection of resources for inclusion in the collections

The Wisconsin Department of Transportation has a broad mission dedicated to bringing exceptional service to the citizens of Wisconsin in all modes of transportation. In addition, Wisconsin DOT is one of the few state DOTs that have both motor vehicle (DMV) and police science (Wisconsin State Patrol) functions within their purview. In accordance to this, the WisDOT Library seeks to maintain collections broad enough to encompass the topics that this diverse functionality demands. The following terms and collecting levels, defined by the Library of Congress, will be used in defining the various importance levels of subject areas for the WisDOT Library:

The following collecting level terminology defined by the Library of

Minimal level
Basic information level
Instructional level
Research level
Comprehensive level

Subject Areas and Collecting Levels

Transportation engineering - R
Transportation planning - R
Transportation management - R
Transportation research - R
Transportation construction - R
Transportation safety - R
Transportation history – R
Transportation finance – R
Travel behavior - R
Aeronautics - R
Law enforcement/police science - R
Regional and land use planning - R

Economic development as it relates to transportation - R

Wisconsin transportation – C

Wisconsin Environmental Impact documentation - C

Civil engineering - I

Materials engineering - I

Surveying and Mapping - I

Urban planning – R

Public administration - I

Business and finance - B

Minority-related resources - I

Management - B

Human resources - M

Computers and software instruction – I

Highway Design – R

Travel Forecasting – R

Intelligent Transportation Systems (ITS) – R

Pavements – R

Rail – R

Bicycle/Pedestrian – R

Waterways and Harbors – R

Transit – R

Automotive Medicine – R

Alternative Fuels – I

Energy - B

IV. Related Collections and Consortial Activity

The WisDOT Library benefits from arrangements with internal partners as well as other state, regional and national transportation libraries and organizations to create better access to resources, especially in electronic format.

WisDOT Library works internally with WisDOT's Employee Assistance Program (EAP) for self-help materials in both print and A/V formats. The library also works with the WisDOT Office of General Counsel's legal collection to help answer legal inquiries.

The library maintains collections of WisDOT publications within the electronic collections of the Wisconsin Department of Public Instruction's Reference and Loan Library. The library works with the Wisconsin Historical Society to increase access to WisDOT archival items housed at their archives.

Through the University of Wisconsin's implementation of DSpace repository software, the WisDOT Library and the Wisconsin Highway Research Program (WHRP) cooperatively catalog Wisconsin transportation research reports for permanent digital storage. The library also works with the University of Wisconsin and Google, Inc. to digitize selected WisDOT publications for permanent electronic storage in the Hathi Trust.

The WisDOT Library is integral in regional and national transportation knowledge networks (TKNs). As a benefit from this involvement, special access to the print and electronic collections of TKN partners is available for WisDOT staff through the library's Interlibrary Loan services.

V. Other Collection Information

Access to the main collections of the WisDOT Library is through use the Library of Congress Classification system. At this time, the library's archival collections are accessed only with assistance from library staff. The library maintains virtual collections on their internet (http://dot.wi.gov/library) and intranet sites (http://dotnet/dotlibrary/). These sites also include the library's recent digitization efforts to create a repository for key departmental information and datasets for retrieval internally and externally, depending on the nature and sensitivity of the information.

The WisDOT Library also adheres to weeding and deaccession practices in order to keep resources up-to-date, provide space on shelves, and to keep its collections attractive and current. The library weeds its collections on a continual basis. Unwanted items are donated to other transportation libraries and organizations. The following guidelines are used when making these decisions:

- Is the resource still relevant to Wisconsin transportation?
- Does the resource have other local or historical relevance?
- Is the content abundantly available elsewhere and is it available easily from other institutions?
- Is the resource held by an NTKN institution?
- Is the resource rare or valuable?
- Is the resource an unneeded duplicate?
- Is resource expensive?

The library is open to suggestions to purchase specific items for WisDOT staff, but to be housed within the library collection. Each purchase request will be reviewed by library staff with the option to seek expert opinions from department staff.

The library accepts gifts and donations. If they fall within the scope of the collection, they are added. If they fall outside of the library's scope, they are donated elsewhere. Discarded items

from the library collections are donated to other transportation libraries and organizations through cooperative listservs and other agreements. Archival items will be kept if important to the overall preservation of the department's institutional memory. Formal organization of the departmental archives is a main goal in the future of the WisDOT Library. This organization includes analysis of the materials that are to be transferred to the Wisconsin Historical Society Archives after reviewing any relevant Record Disposition Authorization (RDA) documentation.

Because of the library's involvement with regional and national transportation knowledge networks, the library will review and if necessary, avoid purchasing key transportation resources if they are readily available within partner collections.

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