

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

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The library also has materials that were withdrawn from the U.S. DOT Library: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

Collection priorities

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.

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