MISSOURI DEPARTMENT OF TRANSPORTATION LIBRARY
COLLECTION DEVELOPMENT POLICY

I. Selector contact information

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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.

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