

Wisconsin Department of Transportation (WisDOT) Library Collection Development Policy

I. Selector contact information

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II. Overview of the Collection

Background

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:

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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