

# **AASHTO**

# **Digital Publications**

*Overview of the Distribution Process  
and Some Frequently Asked Questions*

## Decision to Go Digital

- At the 2015 Annual Meeting in Chicago, the AASHTO Board of Directors approved changes to the AASHTO Bylaws to allow member publications to be distributed in digital formats, whenever possible.
- The following quantities are now provided:
  - 10 print copies—*only when no digital version is produced,*  
**OR**
  - 5 single-user digital licenses—*only when no print version is produced—this means that any 5 users can access at one time,*  
**OR**
  - 5 print copies + 5 single-user digital licenses



# Publication Formats

Based on the publication's subject matter, the potential usage, and sales, AASHTO produces a title in one or a combination of the following formats:

- Print
- Downloadable PDF
- Web-Based



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# Reasons to Go to Digital Publishing

- Searchability
- Providing instant, organization-wide access
- Easy access from any location with an internet connection
- Meeting the evolving needs/usage of organizations
- Faster distribution
- More economical to produce
  - ❖ Savings in shipping, storage, printing, and fulfillment services
- Reduction in carbon footprint



# Digital Member Transmittal Process

## Upon the release of a new digital publication...

- E-mail notification will be sent out simultaneous to the following groups:
  - Standing Committee member from last voting committee
  - Any related AASHTO Subcommittees
  - AASHTO Board of Directors
  - Associate Members
  - DOT Librarians
- Notification will contain
  - Information about digital release's content,
  - Step-by-step set of instructions for accessing/opening the digital publication, and
  - Instructions for distributing the digital publications throughout the department



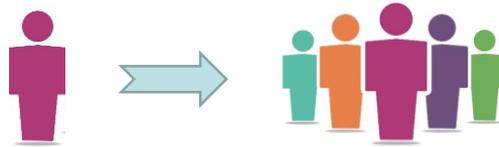
# Digital Member Transmittal Process

- Once the notification is received, the DOT designee must gain access to document through an E-Affiliate account and then “purchase” said document at no cost
  - It is recommended that each state use a shared generic login, such as [publications@xxx.dot.gov](mailto:publications@xxx.dot.gov) because once that document is “purchased” that is the login needed to gain access to that file



# Digital Member Transmittal Process

- Once the purchase is complete, the subscription can allow up to **any** 5 different users at **any** given time.
  - Not tied to an individual
  - Not tied to a computer
  - Not tied to a particular office or district
  - Allows for many more users to have fast access to content
  - Alleviates having to buy as many additional copies per office

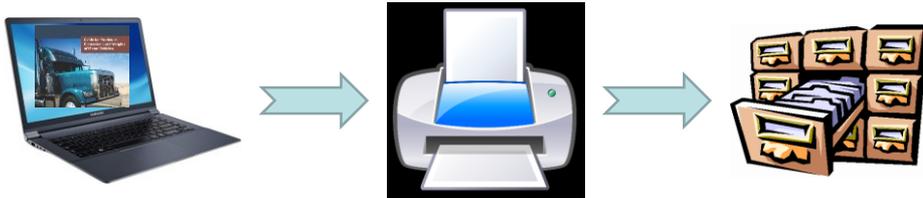


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# Publication Formats

All digital publications include print capabilities for paper storage, if necessary.

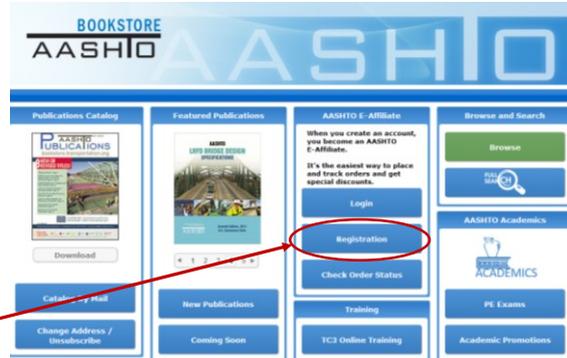


# FAQs

**Q:** Do I need to become an E-Affiliate to order a digital publication? **Yes**

**Q:** Where do I go to register?

- Visit <https://bookstore.transportation.org>
- Click on "Registration" under AASHTO E-Affiliate section on the bookstore homepage



AASHTO Digital Publications

## FAQs

**Q:** Will I need the access codes every time I open a complimentary digital publication?

- Yes, every time you and your co-workers open/view a digital publication, you will need to enter the same log in/account information used to initially purchase the digital publication



## FAQs

**Q:** Is there a time limit on “purchasing” a complimentary digital publication?

- Yes, you must purchase (at \$0 cost) within **one year** after receiving notification of its availability



## FAQs

**Q: Are the user licenses tied to a specific user or computer?**

- No. User licenses/subscriptions are not tied to a specific person, computer, or location. At any given time, any five users can be logged in to the same digital publications at the same time.



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## FAQs

**Q:** What happens if more than the allowed number of users try to access the same digital publication?

- If all user licenses are in use and someone tries to log in to access the digital publication, that person will receive a message that all licenses are in use and that login is closed at the moment.



**Note:** if someone leaves their desk while logged in, the system will automatically close that access after 20 minutes of idle time.

## FAQs

**Q:** Who do I contact for technical support?

- Please e-mail: [support@iengineering.com](mailto:support@iengineering.com)
- Or call: 703-722-2980 x301

