



Research Library Operations

Calendar Year 2016

FINAL REPORT

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Submitted by

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In cooperation with

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Department of Transportation

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and

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Federal Highway Administration

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16. Abstract The NJDOT Research Library operates as a branch of the New Jersey State Library and is funded by the FHWA State Planning and Research Program as a research project. The library serves NJDOT employees; New Jersey state government employees; other libraries, organizations, and businesses; and members of the general public. Two certified professional Librarians provide reference and referral services, access to an online catalog and electronic documents, lending of materials from the collection or through interlibrary loan from other libraries, literature searches, and notifications of new materials and continuing education opportunities. The Research Library collects documents from a variety of sources including TRB, AASHTO, FHWA, other state DOTs, and NJDOT itself, particularly its Research Bureau. Located in the David J. Goldberg Transportation Complex at 1035 Parkway Avenue in Ewing, the Research Library provides services in full to New Jersey state employees. The general public may use the collection by appointment.			
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ABBREVIATIONS AND ACRONYMS

AASHTO	American Association of State Highway and Transportation Officials
AIIM	Association for Intelligent Information Management
ASCE	American Society of Civil Engineers
CFO	Chief Financial Officer
CPM	Capital Program Management
DAG	Deputy Attorney General
DANJ	Documents Association of New Jersey
E&O	Engineering and Operations Building
ETKN	Eastern Transportation Knowledge Network
F&A	Finance and Administration Building
FE	Fundamentals of Engineering
FHWA	Federal Highway Administration
GIS	Geographic Information Systems
HRDI	Human Resource Development Institute
HR	Human Resources
IT	Information Technology
LIST	TRB Standing Committee on Library and Information Science for Transportation (ABG40)
LMS	Learning Management System
MOB	Main Office Building
MTKN	Midwest Transportation Knowledge Network
NJDOT	New Jersey Department of Transportation
NJLA	New Jersey Library Association
NJSL	New Jersey State Library
NTKN	National Transportation Knowledge Network
NTL	National Transportation Library
PE	Professional Engineer
RiP	Research in Progress (database)
SLA	Special Libraries Association
SPR	State Planning and Research
TESU	Thomas Edison State University
TLR	Transportation Librarians Roundtable
TPF	Transportation Pooled Fund
TRB	Transportation Research Board
TRID	Transportation Research Information Documentation (database)
TRIS	Transportation Research Information Services (database)
TRT	Transportation Research Thesaurus
WTKN	Western Transportation Knowledge Network

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EXECUTIVE SUMMARY

The objective of the current study was to develop and improve the Research Library as a major resource for transportation knowledge sharing and technology transfer. In regard to public services, this involved provision of library reference and referral services to government employees, transportation and other professionals, and the general public. In regard to technical services, activities included selection, acquisition, processing, organization, storage, and maintenance of library materials for use by NJDOT staff and others. A communications component required marketing whenever possible, including by providing information on current resources and webinars to stakeholders, updating the website, and producing a quarterly list of new materials for posting on the website and intranet. Library staff enhanced their knowledge and skills by attending webinars, brown-bag presentations, and other library- and transportation-related events, and by participating in professional networks and committees.

This report examines representative years from the period from 2008 - 2016, during which the library moved in its entirety three separate times. Data presented shows the effect of the library's location on the relative number of requests originating from NJDOT staff in each of the three main Headquarters buildings and their respective assistant commissioner divisions.

Networking and collaboration with peers, colleagues, and customers, both internal and external, provide vital support as well as added responsibilities. Within NJDOT, the library staff cooperates with other units on projects of mutual interest, and also connects people from different units with each other or with others.

NJDOT library staff must continue to work with other units of the Department not only in filling their stated information needs, but in anticipating these needs, recognizing gaps in the Department knowledge structure, and engaging with units to build knowledge sharing tools and solutions for use throughout the organization.

BACKGROUND

Per the Research unit's original problem statement from early 1998: "The activities of the NJDOT's Research program have evolved to the point where a Research Library staffed by a certified professional Librarian is needed to support the research and technical work of the Department and its affiliated agencies. The State Library has established a branch library in the offices of the NJDOT and assigned a Librarian 1 to provide onsite library services to NJDOT."

The NJDOT Research Library reopened in February 1998 after a two-year hiatus following the retirement of the attending clerk who had overseen the collection on a part-time basis. NJDOT contracted with the New Jersey State Library, affiliated with Thomas Edison State University (previously Thomas Edison State College), for a professional Librarian to manage operations of the NJDOT Research Library and to provide library services to NJDOT staff and external customers.

Soon after the certified professional Librarian began work in February 1998, the NJ State Library supplied additional assistance in the form of a Principal Library Assistant. Several people have filled this latter position over the years, with the most recent, Laurie Strow, starting in June 2008. With her professional librarian certification and experience, the position was subsequently upgraded to a professional line (Librarian 3) the following year.

This report examines representative years from the period from 2008 - 2016, during which the library moved in its entirety three separate times.

OBJECTIVES

The main objectives of this research project were to operate and improve the Research Library as a major resource for transportation knowledge sharing and technology transfer. The mission of NJDOT, according to its website, is “Improving Lives by Improving Transportation.” In support of that mission, the Research Library aids NJDOT staff and other transportation professionals with their professional, research and information needs. Although library staff does not directly get involved with planning, design, construction, or maintenance of infrastructure, our endeavors turn the Department’s mission around: “Improving Transportation by Improving Lives,” i.e., the lives of NJDOT staff and others who work on the built environment.

By partnering with NJDOT staff and Department units whenever possible, and with other transportation libraries and entities, we endeavor to provide support to the organization and the industry, to assist people in their professional aspirations, and to fill gaps in the body of knowledge within the Department and externally.

INTRODUCTION

Since the last “final” report was done in April 1999, this present report, although ostensibly an annual report for 2016, will fill in some of the occurrences and activities since the last final report in 1999. It will especially cover the NJDOT Research Library’s three relocations between 2000 and 2015 and their effects on library services and operations.

The Research Library completed its 19th year of operation since reopening in February 1998. In the intervening years, the Library moved a total of three times, either due to organizational changes at NJDOT (in Spring 2000), or due to space considerations of other NJDOT units (in 2011 and 2015), not primarily of the Research Library.

When the Research unit (at that point a division) moved organizationally from the Capital Program Management (CPM) side of the organization to the Planning side in early 2000, it moved physically from the Engineering & Operations (E&O) Building to the Main Office Building (MOB) 3rd floor. No longer responsible for the Research Library, CPM subsequently banished the Library from the E&O 5th floor to follow Research and, with the collection measured to the linear inch, the library staff and contents were inserted into a tight fit surrounded by Research in a wing of the MOB. Not too long after that, Research moved to different floor in the MOB, leaving the Library surrounded by the Division of Local Aid.

In 2011, Local Aid’s need for expansion to accommodate extra staff forced the library off the MOB 3rd floor. J. Debby Hatzisavvas, the director of Support Services, which includes Facilities, recognized the importance of the library being centrally located. She would have moved the Library to the E&O 1st floor at that time; however, just then, the other main building in the complex, the Finance & Administration (F&A) Building, had to close for remediation, and IT staff were temporarily housed in “our” spot. So the Research Library went for a multi-year hiatus to the E&O 5th floor, where we had actually resided from 1998-2000. After the F&A remediation and IT’s return to that building, we finally moved to the space we’d been promised four years before. This last move to the Engineering & Operations Building 1st floor in March of 2015 has placed the Research Library in its best location to date, in terms of access by NJDOT staff/customers and of space for the collection.

Almost immediately after moving to its current location in the E&O Building on the 1st floor, the assistant commissioner of Operations, seeking to preserve additional space for his own staff, sought assistance from the Chief Financial Officer (CFO) to have the library removed to a remote building unattached to the main complex, or eliminated. The assistant commissioner of Capital Investment, Planning, & Grants Administration, to whom the Research Library reports (by way of the Division of Statewide Planning and its Bureau of Research), asked the Library staff for supporting documentation to show why the Library should remain where it had only just landed. We provided statistics showing library usage by the staffs of the different major divisions, including the staffs of the assistant commissioner of Operations and the CFO whose domain comprises Budget, Accounting & Auditing, Procurement, and Information Technology (IT). Apparently this information sufficed, at least for the time being, as we remain here now.

Just as the Cafeteria and the Credit Union are centrally located within the main complex, so it makes sense for the Research Library to provide the same type of convenience to its customers. Communication works both ways – library staff learn from interactions with the Department staff surrounding them as well. As our deep dive into request statistics showed, location does affect usage and services.

SUMMARY OF THE WORK PERFORMED

To successfully accomplish the objectives of operating and improving the Research Library as a major resource for transportation knowledge sharing and technology transfer, the librarians performed the following tasks:

- ◆ Provided library reference and referral services to government employees, transportation and other professionals, and the general public, by:
 - Answering inquiries for information.
 - Making referrals to subject matter experts or other sources.
 - Performing literature searches and providing records.
 - Identifying, locating and providing documents, whether in print or digital format.
 - Lending materials from our or the NJ State Library's collection, or through interlibrary loan from other libraries.
- ◆ Maintained and enhanced the collection by selecting, acquiring, processing, organizing, storing and maintaining library materials for use by NJDOT staff and others, through:
 - Purchasing new materials at the request of NJDOT staff and by librarian's discretion.
 - Processing new acquisitions and donated items onsite or by sending to the NJ State Library for original cataloging.
 - Organizing and maintaining the collection and subcollections, especially challenging after moves to new locations.
- ◆ Promoted staff development and a positive workplace by:
 - Aiding staff with career development efforts, obtaining and lending civil service career examination study materials and professional certification exam study materials.
 - Participating in the NJDOT Toastmasters Club.
 - Celebrating NJDOT's diversity as part of the September Project, which grew out of the events on September 11, 2001 and seeks to promote cultural understanding and concepts of freedom and justice (Appendix G).
- ◆ Provided technology transfer by:
 - Sending notifications of upcoming webinars notices to relevant units, and proactively forwarding links to journal articles, newsletters and research reports or other documents.
 - Adding new materials received into a Shared Resources Catalog (database of holdings), editing entries, and generating quarterly reports (Appendix D).
 - Sending the quarterly lists of new materials to the Webmaster for posting on the NJDOT intranet and external internet sites.
- ◆ Marketed the library and promoted services to current and potential customers, by:
 - Creating and disseminating a trifold brochure (Appendix A);
 - Holding an open house to increase awareness of the library and its new location (Appendix E).
 - Providing training on Research Library resources and services (Appendix F).
 - Coordinating and promoting training on vendor-supplied resources (Appendix J).
 - Adding and updating content on the Research Library website in coordination with IT and Communications.

- ◆ Improved communication within the Department among NJDOT staff by:
 - Initiating creation of the *NJDOT Online Directory* of current NJDOT employees, working with IT and Human Resources to build a resource on the intranet which combined a prior separate email directory, print telephone directory, and the organization charts.
 - Referring staff to other NJDOT units and to other researchers outside of NJDOT.
- ◆ Collaborated with internal and external groups for promotion of knowledge and resource sharing, by:
 - Looking for opportunities to work with other internal and external partners on projects of mutual interest and/or benefit.
 - Participating in transportation library groups such as the Eastern Transportation Knowledge Network (ETKN), the TRB LIST Committee, the Transportation Library Pooled Funds, and other technical committees.
- ◆ Kept NJDOT and the State Library informed of progress through:
 - Monthly narrative reports detailing critical issues, new initiatives, significant accomplishments, and classes/meetings (Appendix B).
 - A spreadsheet updated monthly for State Library-required statistics for “patron contacts” and other parameters (Appendix C).
 - A spreadsheet updated monthly showing requests received as the unit of analysis – how many, from whom (by affiliation), method of contact, and type of product offered, whether a verbal or written reply, document, loan, photocopy, or printout (Appendix C).
- ◆ Enhanced library staff knowledge and skills through attendance at presentations, webinars, and conferences.

Output

Requests for Information and/or Materials Fulfilled

In calendar year 2016, the first full year in its new location in the Engineering & Operations Building 1st floor, NJDOT Research Library staff responded to a total of 2,330 requests from NJDOT staff, other New Jersey requestors, and out-of-state requestors. This total represents an all-time high for requests received in a calendar year for the past ten years as shown in Figure 1.

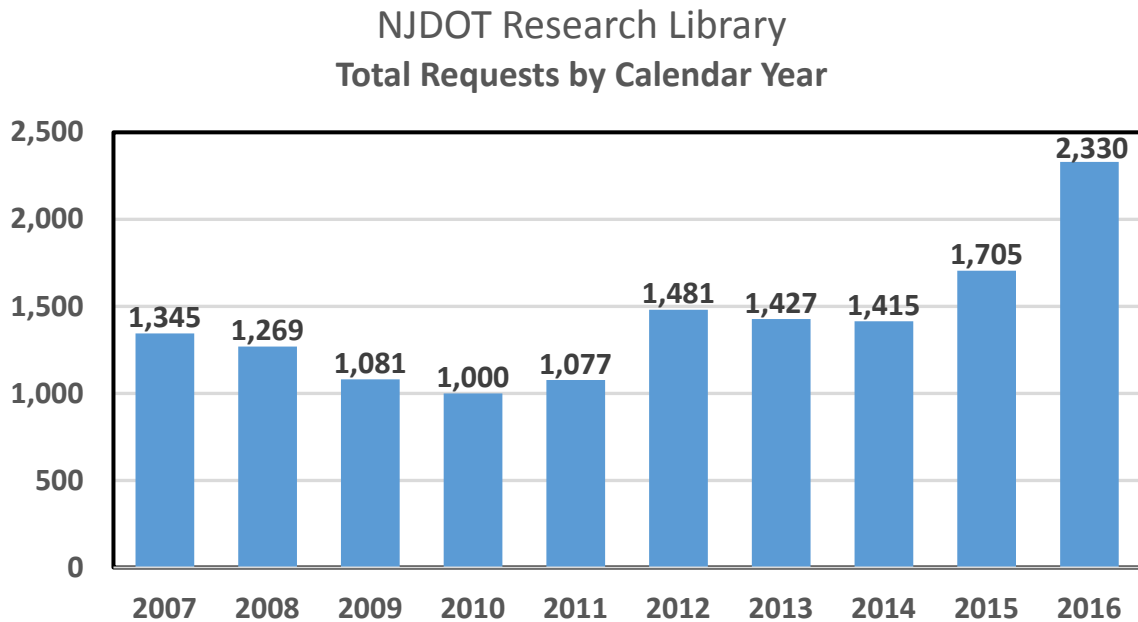


Figure 1. Annual number of requests received per calendar year 2007-2016

By way of a snapshot of where requests originate in relation to each other, whether within NJDOT, from elsewhere within New Jersey or from outside the state, using the three years of 2008, 2012, and 2016, all non-moving years at different locations, for illustration, the following distributions can be seen in Figure 2:

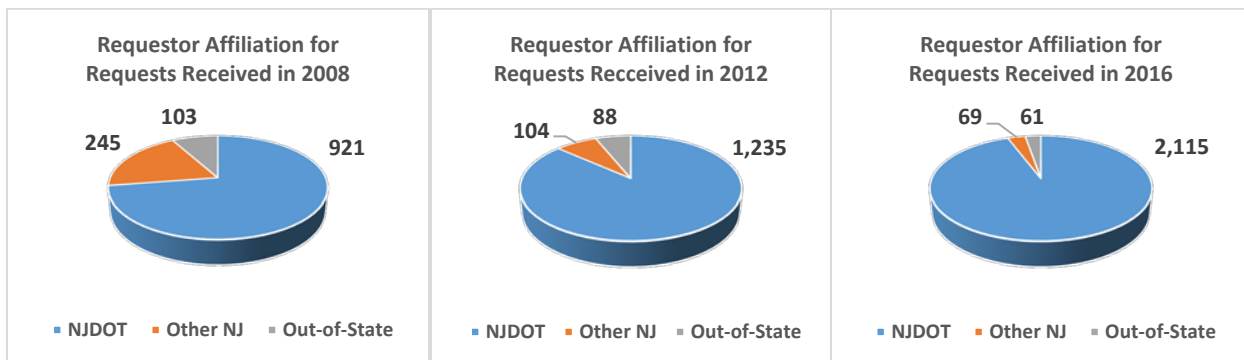


Figure 2. Relative comparison of Research Library requests received by Requestor Affiliation, 2008, 2012, and 2016

As the above figure illustrates, the total number of requests received from NJDOT staff increased substantially and proportionally, while external requests, already fewer than internal requests, declined slightly.

The Main Office Building (MOB), where the library resided in 2008, holds the staffs of the Commissioner’s Office (COM’R), Administration (ADM), Government & Community Relations (G&CR), Planning (PLNG), and Transportation Systems Management (TSM). The Engineering & Operations (E&O) Building, houses the staffs of Capital Program Management (CPM) and Operations (OPNS), while the Finance & Administration (F&A) Building comprises the subdivisions reporting to the Chief Financial Officer (CFO). Requests from staff in NJDOT’s regional offices were counted as received from the division of which they are a part. A breakdown of the origin of requests from NJDOT major divisions (by assistant commissioner) for these same three years/locations shows the following in Figure 3:

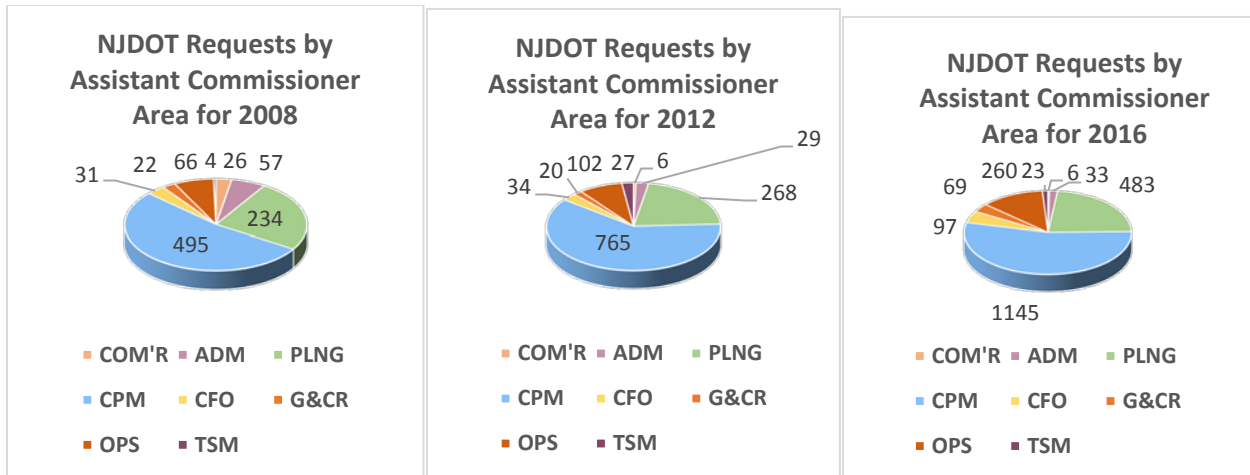


Figure 3. Relative comparison of NJDOT library requests by assistant commissioner divisions for 2008 in MOB, 2012 on E&O 5th floor, and 2016 on E&O 1st floor.

Another way of viewing this data is to see the effect of the library’s location on the relative number of requests for each of the three main Headquarters buildings and their respective assistant commissioner divisions. As mentioned previously, the library was located in the MOB in 2008. During 2012, it was situated on the E&O 5th floor with Bridge Engineering & Infrastructure Management, and in 2016 was on the E&O 1st floor with Operations staff, where it still resides. Looking at the request data through this lens of point of service provision vis-à-vis customer locations, Figure 4 shows more readily how the library’s location affects customer utilization:

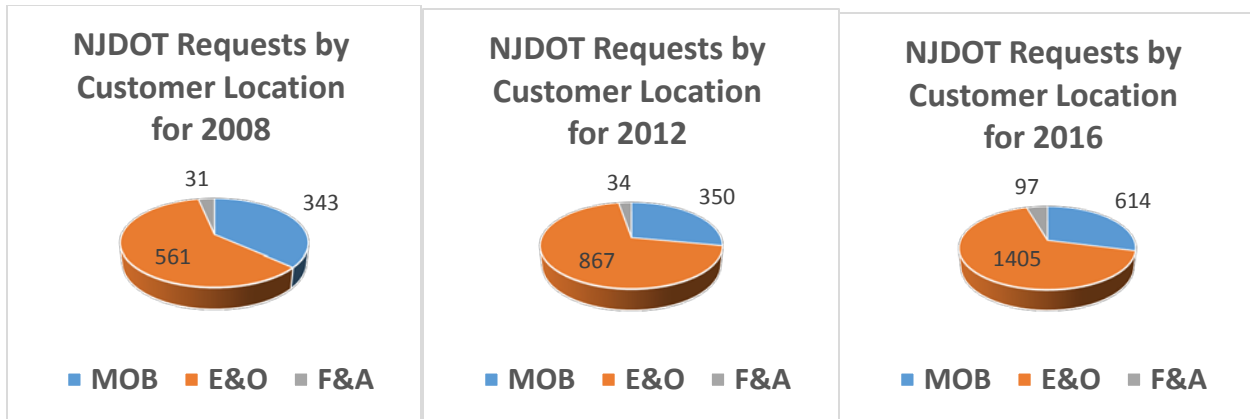


Figure 4. Relative comparison of NJDOT library requests by building locations of assistant commissioner divisions for 2008, 2012, and 2016 when library was in MOB, E&O 5th floor, and E&O 1st floor respectively.

While requests originating from staff in E&O have consistently outnumbered those originating from staff in MOB or F&A, it is evident that use by staff in E&O has grown with the library’s location there, although in 2016, requests increased from staff from all three buildings. People are more likely to be aware of and use the library when it is in close proximity to their work area, or at least easily accessible. The most recent move to the 1st floor of the E&O Building, while slightly inconveniencing our most prolific Bridge customers on the 5th floor, has enabled the staffs from the other buildings, MOB and F&A, to stop in for inquiries or item pick-ups without the inconvenience and time of getting on an elevator or climbing five flights of stairs.

Although the three buildings are attached, there exists a psychological barrier between them such that oftentimes, staff become less inclined to make a trip. It is also apparent that having a presence reminds nearby staff of our existence; conversely, out-of-sight can spell out-of-mind (as opposed to “absence makes the heart grow fonder,” which may also apply). Sometimes the librarian’s physical presence around the campus is enough to remind people that they need something from the library, so a number of requests are received in the course of walking around.

We receive a substantial number of requests via email; however, the bulk arrive in person, and relatively few come in via telephone. Fax and US mail have fallen away in recent years as methods of requestor contact. The breakdown by which requests have been received by the Research Library for each of the three years under examination can be seen in Figure 5:

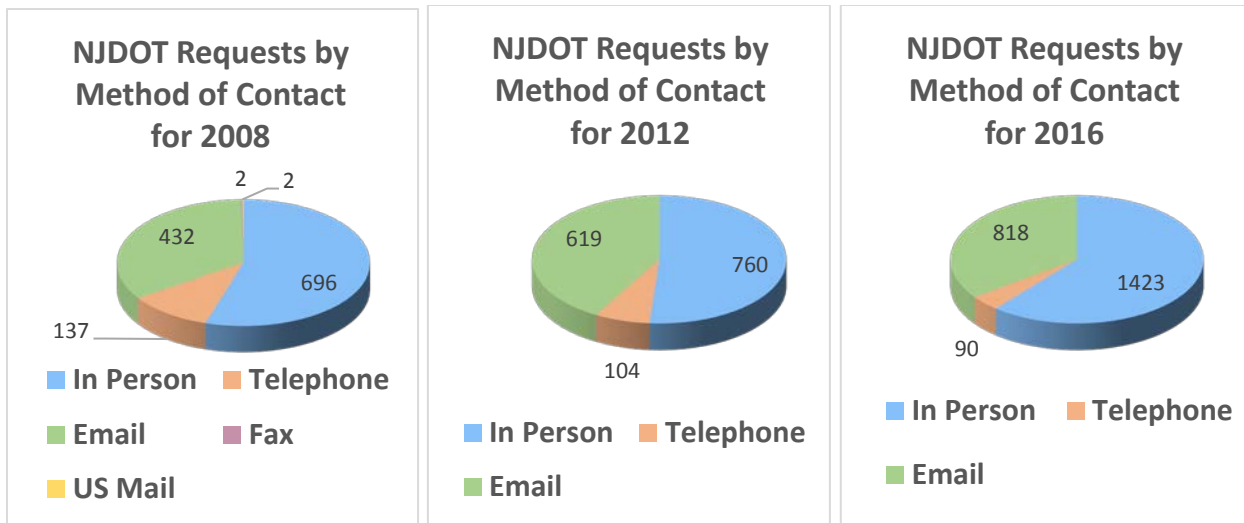


Figure 5. Relative comparison of NJDOT library requests by method of contact for 2008, 2012, and 2016 when library was in MOB, E&O 5th floor, and E&O 1st floor respectively.

As evident from the above figure, requests received in person and by email increased between these three years, and telephone requests decreased. While there were two requests each by fax and US mail, 2012 and 2016 saw none received by these methods. It is noteworthy that, the number of in person requests only slightly increased between the library's 2008 location in MOB and 2012 location on the E&O 5th floor. With our 2015 move to the E&O 1st floor, however, in person requests in 2016 more than doubled what they had been in the MOB location, and was almost double the 2012 MOB 1st floor number. This supports the observation that location and convenience make a difference in library activity.

For a breakdown of the form of the services provided for 2016, see Appendix C: Annual Statistics, NJDOT Research Library Statistics for CY 2016 - Reporting to NJDOT by requests, columns for "Service Provided."

Purchasing/Collection Development

Research Library staff purchases materials for general library use and on demand, especially civil service, PE, FE, and other licensing exam materials. With NJDOT as a sponsor, the Research Library receives reports from the Transportation Research Board and its cooperative research programs, and from AASHTO. Many of these still arrive in print format, although more and more are digital. The Federal Highway Administration and other transportation organizations and consortia still send some of their reports in print format, sometimes with accompanying CD-ROMs or DVDs.

Historically, the Department, like all state DOTs, has received 10 print copies of all AASHTO publications. In order to keep better account of the whereabouts of these copies, and to maintain at least one copy centrally, the Research Library has worked with

the Mailroom, the Correspondence unit, and the Commissioner's Office (the official addressee) to ensure that the Research Library receives the ten copies, keeps at least one onsite, and distributes the rest to the divisions most in need of them for their business use.

AASHTO has begun to distribute some of their publications as PDFs or web-based documents; increasing, we download the AASHTO digital publications and, like the 10 print copies traditionally received, archive them, and distribute them with download instructions to appropriate units throughout the Department.

State DOT research reports and university research reports arrive in mostly digital format. TRID, the database supplied by TRB, often has links to the full text of the reports indexed.

We subscribe to only two paid journal subscriptions at this time; however, many industry journals, magazines, and newsletters arrive digitally or in print at no charge. Additionally, NJDOT staff have access to myriad journal titles via the NJ State Library's e-journal collection chiefly through vendors EBSCO, Gale, ProQuest, and H.W. Wilson.

Collection Maintenance

Adding new materials to the collection involves cataloging in NJ State Library's integrated library system (catalog) and/or entry of metadata into the Shared Resources Catalog database available through the intranet. We use this database to generate the quarterly report of *Selected Recent Acquisitions*, the need for which drove the database's development. Collection maintenance also involves determining collection organization, categorization, and classification, and physically adding, removing, and shifting materials on the shelves. Since our third move to the present location, this is still a work in progress; indeed, collection maintenance is an ongoing process, as new materials arrive, and some need to take their leave.

Other Services

- Posting flyers around the complex to announce NJ State Library events, such as author talks or classes.
- Receiving and processing donated materials from other units, and providing storage or disposal service.
- Providing extra or unneeded materials to NJDOT staff, the NJ State Library, external transportation libraries, and other recipients including DAGs.
- Creating custom bookplates and inserting, at donors' request, into donated items retained by the library.

Marketing

Marketing/current awareness methods have taken many forms including:

- NJDOT Research Library brochure – latest edition is March 2016 (see Appendix A). We provide copies to Human Resources for inclusion in the orientation packets for new employees.

- Quarterly publication of the list of new materials, *Selected Recent Acquisitions* (see Appendix D).
- Web presence on internet and intranet NJDOT webpages – currently under revision.
- Table at the Annual NJDOT Research Showcase with brochures and giveaways.
- Open House held in October 2015 to publicize our current location (see flyer in Appendix E).
- Formal training – when requested (see PowerPoint presentation in Appendix F), and informal, or one-on-one as needed, or in the course of answering inquiries.
- *Many Places - One Planet* interactive poster created as part of the September Project in 2009 with the assistance of the GIS unit (see Appendix G).
- Collaboration with Administration for Women’s History Month including arrangement, coordination, and marketing of a guest presentation by Carol Simon Levin on Emily Roebling (see Appendix H).
- Selected dissemination of information – sending out articles, reports, and notifications of webinars to recipients by organizational unit; audience type, such as Professional Engineers (PEs) or Planners; or staff function, such as Directors and Managers.

Collaboration and Networking

Networking with peers, colleagues, and customers, both internal and external, provides vital support as well as added responsibilities. Within NJDOT, the library staff cooperates with other units on projects of mutual interest, and also connects people between different units or with others. Projects undertaken with for, or with the assistance of, other units include:

- ◆ For Human Resources:
 - Women’s History Month – Providing speaker and promotional flyer (Appendix H).
 - Engineering Week – purchase of DVDs.
- ◆ With Civil Rights and the Employee Memorial Committee with assistance from GIS:
 - *Many Places – One Planet* Interactive Poster, Appendix G.
- ◆ With IT:
 - *NJDOT Online Directory*.
 - Shared Resources Catalog.
- ◆ We have also collaborated with other state entities, including the NJ Division of Law & Public Safety Human Trafficking Task Force for whom we coordinated their presentation at NJDOT and created a promotional flyer (Appendix I).

Some external entities with which staff are affiliated include:

- Eastern Transportation Knowledge Network (ETKN).
- TRB Standing Committee on Library and Information Science for Transportation (ABG40) (Friend).
- AASHTO Research Advisory Committee Coordination & Collaboration Task Force Working Group (RAC CCTF WG) (Friend).

- Transportation Research Thesaurus (TRT) Subcommittee (of LIST).
- Library Connectivity & Development Pooled Fund (closed), which has produced some [LibGuides](#), or subject pathfinders as well as other products.
- Special Libraries Association (SLA) Transportation Division (Treasurer).
- New Jersey Library Association (NJLA).
- Documents Association of New Jersey (DANJ).
- Transportation Librarians Roundtable.

Staff also monitors and participates in the discussion list, TRANLIB, sponsored by the Transportation Division of SLA, and monitors other organizations' lists such as the American Society for Engineering Education's ELDNET and Association for Information and Image Management (AIIM) as well.

Reporting

The Research Library reports monthly to the NJ State Library and to the NJDOT Bureau of Research with a narrative report on critical issues, new initiatives, significant accomplishments, and meetings or classes attended. These monthly narratives are accompanied by two spreadsheets, one keeping monthly track of statistics for reporting to the NJ State Library, and the other enumerating the requests received each month by parameters of requestor affiliation, method of contact, type of service requested (general reference question or literature search, versus a document), and form of the service provided, whether a verbal/memo reply, document, loan, printout, or photocopy. The narrative reports for each month follow in Appendix B, and the spreadsheets for calendar year 2016 appear in Appendix C.

The Research Library reports its new acquisitions on a quarterly basis with its publication, *Selected Recent Acquisitions*. The four editions for 2016 appear in Appendix D. In addition, we provide assistance in preparation of the reports/thumbnails for the State Planning and Research (SPR) Program for FHWA when requested by the Bureau of Research.

Staff Training

Library staff attend professional development opportunities whenever possible and feasible. Relevant training opportunities include attendance at:

- Webinars from many sources, library- or transportation-related.
- Conferences, library- or transportation-related, including the Special Libraries Association Annual Conference and/or the TRB Annual Meeting.
- Brown-bag lunchtime presentations (usually on technical topics).
- Toastmasters – NJDOT Toastmasters Club provides public speaking, communication, and leadership training.
- Other, as required by Human Resources at Thomas Edison State University or NJDOT.

Challenges

As New Jersey State Library employees contracted through Thomas Edison State University to provide library and information services full time at NJDOT although not technically NJDOT employees, we run into some challenges, among them:

Space

Historically, the library and its staff have been located in less-than-desirable areas, and with inadequate space for the collection. This last move to the 1st floor of the E&O Building has afforded the most generous space so far, and the most convenient for serving the majority of NJDOT staff. Even after three moves, however, the location remains precarious, as the assistant commissioner in charge of the surrounding units exerts pressure for our ouster to a remote location, or even the elimination of the library. We have had to demonstrate use by NJDOT divisions, including by staff of this very same assistant commissioner. Library use does increase, however, for whatever NJDOT units the library moves near, as awareness of and convenience to library services increase. As much of an improvement our current location provides, we still face the issue of:

Noise

Convenience has its price - since we are on the first floor, on a main corridor, bordering the exits and the rest rooms, people pass by frequently, often congregating nearby, sometimes right next to us, not realizing that the 5-ft 6-in partitions and file cabinets block views but not sound. Our accessibility also affords people opportunities to greet us or stop to chat, not always mindful that their “visit” at some point becomes an interruption. Irregular usage of a large shredder in a nearby unit, and an intermittent booming sound from the HVAC system that people mistake for thunder, also add to the distraction.

Time

With two full-time staff, some important projects get put on a back burner. Many of the donations of materials received remain in boxes since they are time-consuming to go through and process. The website desperately needs updating. The collection needs weeding and shifting. Subcollections such as photographs and VHS tapes need attention for reformatting and/or preservation. With energies focused on day-to-day inquiries and processing of new materials, these projects remain on hold or proceed at a snail’s pace.

Some state DOTs only have one librarian, so we can be seen as lucky; some have none at all, and their libraries have closed. The highest functioning state DOT libraries, however, such as Minnesota, Washington State, and Virginia, have several librarians and support staff. With additional staff, we could accomplish more and faster.

Funding

An annual allocation of \$2,500 for materials affords only a few items for purchase; however, as previously mentioned, the transportation sector provides access to many “free” materials from entities such as TRB and AASHTO, for which NJDOT and the other

states are sponsors. We also get free materials from US DOT, the states, and other organizations, sometimes in print or, more often now, electronically.

This budget limits the number and type of journal subscriptions, and precludes library funding of access to any databases. Luckily, the NJ State Library and NJDOT itself provide access to many. Otherwise, if funding were not an issue, we might subscribe to some of the Elsevier journals or provide access to [Engineering Village](#). We briefly had a subscription to [ASCE Library](#), first funded by the Transportation Library Connectivity and Development Pooled Fund and then for one year, by our own Bureau of Research. No other units were willing to pick it up, so the subscription lapsed. People can still browse the ACSE journals tables of contents and abstracts, and we obtain the full text of individual articles and papers as requested.

Perceptions / Awareness

In spite of marketing efforts, still many people here at NJDOT are unaware of the library's presence or available services. Another challenge is the growing nature of digital collections, which can be difficult to perceive and access versus owning a print edition. In other words, the library offers a lot more services and has access to a lot more materials than what people see in front of them when they stop by and look around. This phenomenon is certainly not unique to the NJDOT Research Library.

Ironically, but perhaps not surprisingly, since the NJDOT employee *Online Directory* runs based on a civil service personnel database, the Personnel Management Information System (PMIS), Laurie and I, as State Library employees, are not included in the *Online Directory*. This omission adds to the challenge of people finding us, and makes marketing all that much more vital.

Technical Challenges

Although newly received materials tend more and more to be digital, a lot of older items exist in print form only, and we do not have the staff time, funding, or training for digitization projects. Another challenge with the onslaught of digital materials is the difficulty in keeping up with them - their discovery, dissemination, archiving and/or processing, etc. Even keeping track of NJDOT-produced materials is challenging in that the units producing publications don't always provide notifications or copies.

In regard to training, as NJ State library employees, we are not included in NJDOT-listed courses in the state Human Resources Development Institute (HRDI) Learning Management System (LMS), so have to get special access when needed.

Websense, the security software, blocks access to many work-related sites, and although Form IT-16s ("Request for Network Policy Exemption") have been submitted, blockage remains for entire categories of websites, such as "Educational Videos."

Then also are the vagaries of the modern age – software and equipment malfunctions, lack of supplies, printer problems, etc. While these types of problems plague all staff and probably everywhere, they do hamper productivity when they occur.

CONCLUSIONS AND RECOMMENDATIONS

The numbers and statistics, while potentially illuminating, don't tell the positive impacts the Research Library has on NJDOT staff, and by extension, the Department. Identifying, locating, and lending civil service examination study materials, we've helped people get promotions; by purchasing and lending industry study guides and standards materials, we've assisted people with preparing for and passing their professional licensure exams; and by notifying license holders of continuing education opportunities, mostly at no cost, we've provided opportunities to earn professional development hours toward maintaining the licenses. On the organizational level, once Research Library staff became aware of a lawsuit pending against the Department for damage to a house erected over utilities, we were able to supply information and evidence from 1928 for the DAG to win the lawsuit.

Given that the library has moved twice in the past six years (three times since reopening in 1998), the physical collection has suffered somewhat in regard to order, both because of the moves themselves, and also the staff time needed to accomplish these moves, even with the help of NJDOT staff (2011) and an outside moving company (2015). The disruptions caused by moving, even if to a better space, have lasting effects.

It is both a positive and a curse that retiring or downsizing NJDOT staff see the library as a repository for their unwanted materials. Indeed, the collection has to some degree been built on the largesse of staff downsizing or jettisoning their personal accumulations. We encourage donations because then we can at least ensure that important or useful materials are retained. The Department has a history of not necessarily valuing its own documents and many times, we have pulled items from the trash. In the mid-1980's, when the original Department library was dismantled, the Cultural Resources unit rescued the Department's annual reports from a dumpster, and to this day keeps them locked up in a building away from the main offices.

Our policy is that we will accept any donations with no promise of keeping them. If we cannot use something, we try to find another library that might want it, or make it available to any takers. By establishing the Research Library as the place to bring documents and materials, we can hopefully insure that nothing of value gets lost – we just then have a lot of boxes of materials to plow through.

Our affiliation with the NJ State Library affords us not only technical support in terms of acquisitions, cataloging, and reference assistance, it also provides access to numerous databases which we could not afford with our limited budget. Likewise, since the State Library has been collecting books and materials since the 1700's, they have a very rich and deep collection upon which we often depend.

Like any unit with a small staff, only so much can get done in limited time. If the Department would like either expanded services or current services to proceed at a quicker pace, hiring additional staff would certainly support that.

Even though it seems to us that we are constantly marketing and making contacts, there are always people who are unaware of the library's existence. While it is true that not

everyone requires the library's services, still it would be good to have a better web presence on both the intranet and internet. We are working on this, and then at least people will know we are here if and when they need library services.

Just as the Department for many years did not recognize the value of a consolidated Employee Directory, so it has yet to embrace the idea of automated organizational charts. While the ideas for tools such as these sometimes begin with the needs of the Research Library staff, they have much broader applications for use by almost everyone in the Department. It took several years and a chance encounter with the Commissioner at the time, Jack Lettiere, for the Library to get cooperation from IT and HR to collaborate on the *NJDOT Online Directory*. While this IT application gets a lot of use to the point that people probably can't imagine what the Department was like before its appearance, some issues need addressing, including not being updated timely, not indicating people's positions relative to each other within their unit (titles are available only by clicking on each employee ID individually), and allowing people to too easily opt out of having their pictures included. While this last feature was an unforeseen added enhancement, the effect it had when the Directory first appeared with the pictures was quite extraordinary - for the first time, people could actually see who others were who they only knew by name, or finally had a name to go with a face they saw daily and didn't know. It had the effect, as much as other events that have taken place, of actually making NJDOT seem more like a family.

The next Department-wide tool needed, for use by library staff and others, would be organization charts that continue on past the level of manager, where the official organization charts now end. The divisions each maintain their own charts; however, they don't make them available to the rest of the Department. Enhanced organization charts, tied in with the current or updated and revamped online employee Directory, would provide much needed information about the staff *for* the staff. It should live on the intranet, where the Online Directory currently does. As mentioned, the usefulness of the Directory would improve with inclusion of other longterm, onsite non-DOT state workers, such the Research Library staff, and probably other consultants as well.

NJDOT Library staff must continue to work with other units of the Department not only in filling their stated information needs, but in anticipating these needs, recognizing gaps in the knowledge structure, and engaging with units to build knowledge sharing tools and solutions for use throughout the organization.

In conclusion, what has become evident is that location matters, for awareness and convenience. The library needs to be as accessible to Department staff for information and knowledge sharing as the cafeteria is for food or the credit union for financial services. Also, by close proximity, Library staff can hear about others' information needs and the broader issues the Department faces. In spite of technological advances and the ubiquitous digital documents and email, a lot of information exchange is often serendipitous and occurs during in-person contact. People still often prefer to conduct their inquiries face-to-face, and this remains a most efficient means of accurate communication.

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APPENDIX A
RESEARCH LIBRARY BROCHURE
(trifold)

Policies

The Research Librarian reserves the right to make recommendations and set policies as needed. Much of the collection, except for reference items, is available for loan to NJ State government staff for a period of 4-6 weeks with possible renewal. Examination preparation materials have up to a 2-week loan period. Extended loans are subject to recall. Materials received on loan from other libraries must be returned on time to ensure continuation of NJDOT's interlibrary borrowing privileges.

The Library is open to the general public by appointment only. People from outside of NJ State government who wish to borrow materials can initiate interlibrary loan requests through their local library, be it public, academic, or institutional.

Anyone may recommend materials for purchase and consideration will be given. The Library will accept donated items, with no obligation as to their retention.

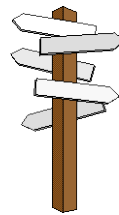


NJDOT Bureau of Research

General Information

New Jersey Department of Transportation
Research Library - E&O 1st Floor
1035 Parkway Avenue, PO Box 600
Trenton, NJ 08625-0600
Voice: 609-530-5289
Fax: call for fax
E-mail: library@dot.nj.gov
NJDOT Research Library website:
<http://www.nj.gov/transportation/refdata/library>

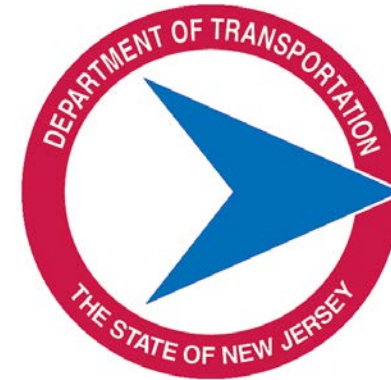
New Jersey State Library
185 West State Street, PO Box 520
Trenton, NJ 08625-0520
General phone number:
609-278-2640
Circulation: x104
Law Library: x102
Reference: x103
E-mail: refdesk@njstatelib.org
NJSL website:
<http://www.njstatelib.org>



ResLib 3/16

The State of New Jersey

DEPARTMENT OF TRANSPORTATION



RESEARCH LIBRARY

a branch of the
NJ
State Library
An affiliate of Thomas Edison State University

The Library's Collection

The Research Library collection spans a myriad of subjects including, and not limited to, engineering, planning and management from such sources as:

- **Transportation Research Board**, (TRB) including the associated cooperative research programs such as the National Cooperative Highway Research Program (NCHRP);
- **American Association of State Highway and Transportation Officials** (AASHTO);
- **US Department of Transportation** (USDOT) and its subdivisions, especially the Federal Highway Administration (FHWA);
- **NJ Department of Transportation** itself, particularly the Bureau of Research;
- **Other national, state, and international agencies and organizations.**

Comprising mainly technical reports, the collection also has monographs, periodicals, and non-print formats such as CD-ROMs, DVDs and videocassettes. Increasingly, materials are available digitally.

The cataloged portions of the collection are accessible via the State Library's online catalog at <http://www.njstatelib.org>.

NJDOT staff can view more of the library's contents via the **intranet** by logging on in **Client Applications**, then choosing **Learning Center**, and then **Shared Resources Catalog**.

Access Your Library

Located on the 1st floor of the Engineering & Operations Building, NJDOT Research Library staff are available Monday-Friday, 9 AM - 5 PM. Research librarian, Carol Paszamant (Carol.Paszamant@dot.nj.gov), or associate librarian, Laurie Strow, may be reached via:

Telephone: 609-530-5289

Fax: call for fax

E-mail: library@dot.nj.gov

Library services are offered in full to NJ State employees. The collection is accessible to the public by appointment.

Services Provided

- Reference services;
- Literature searches;
- Lending of Research Library materials or in-house use for reference items;
- Access to documents via purchase or interlibrary loan;
- Organization and maintenance of NJDOT's research collection;
- Distribution and routing of materials;
- Compilation of *Selected Recent Acquisitions*, a quarterly listing of newly received items by subject;
- Notification of webinars offering professional certification credits.

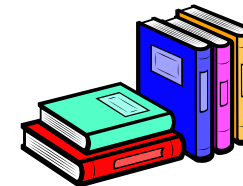
Past, Present, Future

The NJDOT Research Library first opened in 1962 as part of the Bureau of Research, of which it is still a part. Since 1998, it has been funded by NJDOT as a State Planning and Research (SPR) project.

The Library operates as a branch of the New Jersey State Library under an agreement between NJDOT and Thomas Edison State University with which the State Library is affiliated. Research Library staff, officially NJ State Library employees, are onsite full-time at NJDOT.

Current ongoing projects include:

- The cataloging of the collection for improved online accessibility and circulation control;
- Updating and maintenance of the Research Library website;
- Identification and organization of donated photographs and other materials;
- The NJDOT Staff / Research Library Initiative, a program to share resources throughout the Department.



APPENDIX B
MONTHLY RESEARCH LIBRARY REPORTS

New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
January 2016
7510 - Research Library Operations

Critical Issue

- A “neighbor” in Operations advised us that two people were behind library staff desks looking at (and possibly about to take without checking out) study guide materials. We may have to ask Facilities for locking cabinets.

New Initiative

- Created signage to alert visitors to stay out of Research Library staff areas, including behind desks. If this fails to act as a deterrent, we’ll have to go the locking-cabinet route as above.

Significant Accomplishments

- Assisted Correspondence Unit with an inquiry for tunnel images.
- Sent an article from *GovTech Today* on “urbanophobia” to Statewide Planning.
- Forwarded a *Streetsblog USA* blog on bicycle advocacy to Statewide Planning.
- Obtained print copy of latest *CDL Manual* from Motor Vehicle Commission for Statewide Planning.
- Forwarded articles from *TransCentral* e-newsletter on bicycle/pedestrian issues to Statewide Planning.
- Sent an article on performance-based design from *ITE Journal* to Statewide Planning.
- Discussed with Research the requirements for research reports to be split into separate volumes.
- Forwarded a Michigan DOT document on pooled fund success stories to Research.
- Sent latest *Texas Transportation Researcher* to Research.
- Discussed with Research what version of the technical documentation page (FHWA Form 1700) to use.
- Assisted Local Aid with question about editions of the *Capital Program* back to 1970.
- Provided print copy of an NJDOT research report on paratransit facilities to Transportation Data & Safety.
- Provided online access to the NJDOT 2007 *Standard Specifications* to Data & Safety.
- Sent notice of articles from the December *ITE Journal* to Planners, ITS, Traffic Engineering, Data & Safety, CPM, and others.
- Sent articles on drones and construction to Project Management.
- Borrowed a book from Philadelphia University for use by Landscape Architecture.
- Linked Right-of-Way - North staff with person in Design Standards with access to an executed agreement.
- Forwarded Michigan DOT’s *Research Spotlight* on a new bridge design to Structural Design.

- Showed Geotechnical Engineering staff how to access an ASCE journal article via NJ State Library EBSCOhost databases (now that our *ASCE Library* subscription lapsed), and provided PDF of article.
- Lent 1926 and 1941 NJ Highway Department (precursor of NJDOT) *Standard Specifications for Road and Bridge Construction* to Structural Evaluation.
- Discussed access to AASHTO interim revisions with Structural & Railroad Engineering.
- Lent two items from collection to Structural & Railroad Engineering.
- Located design load guidelines from the 1920's up to 1944 for Structural & Railroad Engineering.
- Forwarded an article from the *New York Times* on the Gateway project to Operations.
- Provided two NCHRP Syntheses to Operations.
- Sent notice of Mid-Atlantic Geospatial Transportation Users Group webinar on evacuation planning to Office of Emergency Management (OEM).
- Discussed access to print copy of 2016 *NJ Statewide Transportation Improvement Program (STIP)* for Road & Bridge Engineering & Support.
- Sent link to LTAP courses to PEs for free access to continuing education credits.
- Sent notices of webinars offering continuing education credits to PEs, Planners, Roadway Design, Support Services, and others.
- Responded to a total of 195 requests, 188 (or 96%) of which were from NJDOT staff. The rest were from the Office of Legislative Services (NJ Dept. of Law & Public Safety); a NJ resident; Delaware Valley Regional Planning Commission (DVRPC); Connecticut DOT; Oregon DOT; and an out-of-state resident.
- The 92 reference requests and 103 document requests together resulted in provision of 98 loans, 22 documents, 1 photocopy, 3 printouts, and 71 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended the Transportation Research Board Annual Meeting in Washington DC, and there attended the Library & Information Science Committee meeting.
- Carol attended the NJDOT Planning Roundtable quarterly meeting.

c: Camille Crichton-Summers
 Colleen Dazé
 Doris Murphy
 Margaret Nizolek
 Stefanie Potapa
 Amanda Gendek
 Paul Thomas
 Cindy Warrick

New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
February 2016
7510 - Research Library Operations

Critical Issue

- There has been difficulty with receiving emails from the SLA Transportation Division listserv (Tranlib) since mid-December. NJDOT IT, OIT and SLA IT have been working on it, and it appears to have been resolved, at least temporarily.
- Access to new AASHTO documents continues to be a problem that the Department is not addressing.

New Initiative

- Coordinating meeting room access at TESU for a Statewide Planning Division meeting.
- Per Andy Swords, Carol will be an advisor to the Capital Investment Planning & Grant Administration (CIPGA) Knowledge Building Initiative.
- Have offered to assist Research Bureau with presentation on Bureau functions to rest of CIPGA in September.
- We'll be purchasing some updated PE materials.

Significant Accomplishments

- Conducted literature searches regarding job satisfaction and employee retention for Operations, and provided articles and book loans.
- Located a substantive report with graphs on salary and benefit comparisons of the public versus private sector for Operations.
- Assisted Communications with a reply to FHWA staff person writing an article. Provided the requested date of creation of NJDOT in 1966, and a scanned copy of the NJDOT historical publication with the info.
- Found some historical digitized photos and sent to Communications for NJDOT's 50th Anniversary this year.
- Assisted Communications with a request from the Smithsonian Institution via AASHTO for an old highway sign.
- Sent information on the NJ State Library webinar on the *Pronunciator* database to NJDOT Toastmasters members.
- Forwarded an *ASCE SmartBrief* article on a federal executive order for new earthquake standards to Support Services.
- Assisted Statewide Planning staff with registration procedures for an outside webinar.
- Directed Planning staff to the NJ State Library webpage for lunchtime events and arranged addition to NJSL's mailing list.
- Advised Research on copyright ownership for university-produced project reports.

- Established most appropriate binding supplies for Research to recommend to university partners.
- Obtained materials via interlibrary loan for several students in CPM.
- Sent an article on drones and construction referenced by *Concrete SmartBrief* to Project Management.
- Identified and lent several books on performance evaluation for Project Management.
- Sent information on bagworms to Landscape Architecture & Environmental Solutions.
- Obtained an ASCE conference paper via interlibrary loan for Geotechnical Engineering since access to fulltext via our *ASCE Library* subscription has ended.
- Forwarded product information on Manhole Safety Ramps to New Technologies & Products.
- Lent an AASHTO manual and LRFD specifications to Structural & Railroad Engineering.
- Lent several NCHRP reports to Structural & Railroad Engineering.
- Identified the current NJDOT staff person in jurisdiction for Right-of-Way-North.
- Verified the latest ASHRAE standard for laboratory fume hoods, and provided fulltext of the February 2011 amendment to Region North-Materials for them to update their 2008 procedures.
- Forwarded a *Concrete SmartBrief* article on the molecular structure of concrete to Materials.
- Identified and lent for onsite use the latest NJDOT *Bridge Design Manual* for Region South-Construction.
- Sent notices of webinars offering continuing education credits to PEs, Planners, and others.
- Responded to a total of 235 requests, 219 (or 93%) of which were from NJDOT staff. The rest were from the NJ State Library; NJ State Police; NJ Transit; NJ Dept. of Environmental Protection; a NJ business; Illinois DOT; New York State DOT; Virginia DOT; University of Louisville; and an out-of-state resident.
- The 118 reference requests and 117 document requests together resulted in provision of 102 loans, 41 documents, 7 photocopies, 7 printouts, and 77 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Laurie attended an American Libraries Live webinar, *Introducing RDA*, presented by a panel including James Heneley, managing editor of RDA Toolkit, Gordon Dunsar of the RDA Steering Committee, and Kathy Glennan of the University of Maryland and RDA Steering Committee.
- Carol accessed an archived recording of the TRB webinar, *Using the Updated TRID Interface*, presented by Bill McLeod of TRB.
- Carol attended the Transportation Librarians Roundtable on *Why Things Are the Way They Are: Building on a Survey of State DOT Website Infrastructure* presented by A.J. Million, doctoral candidate at the University of Missouri.
- Carol attended an ALA webinar, *Managing with Data Using ACRLMetrics and PLAMetrics*, presented by Peter Herson of Simmons College, Robert Dugan of the University of West Florida, and Joseph Matthews, a consultant.
- Carol attended an AIIM webinar, *The Next Gen Information Professional*, presented by John Mancini of AIIM and Sue Trombley of Iron Mountain.

- Carol attended a Lucidea webinar, *Future-Proof Your Library: A Conversation with Stephen Abram*.
- Carol attended an SLA webinar, *The Evolving Role of the Info Pro*, presented by Jim Hydock of Outsell.
- Carol attended two ETKN telephone meetings.

c: Camille Crichton-Summers
Colleen Dazé
Doris Murphy
Margaret Nizolek
Stefanie Potapa
Amanda Gendek
Paul Thomas
Cindy Warrick

New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
March 2016
7510 - Research Library Operations

Critical Issues

- The Tranlib access issue has been resolved, with assistance from NJDOT IT, OIT, and SLA IT.
- Much confusion exists among NJDOT staff, particularly Bridge Engineering & Infrastructure Management, regarding access to AASHTO materials, even when that Division has gotten 9 copies. A Department procedure on the intranet would be helpful.
- Our reporting format may change due to a requirement for quarterly and annual reports to FHWA and NJDOT, while continuing monthly reports to the NJ State Library.

New Initiatives

- Assisting the Communications Office with locating materials for display to celebrate the 50th anniversary of NJDOT as the *NJ Department of Transportation* (as opposed to the State Highway Department).
- Supplying the Department “artist” (in Project Management) with materials and suggestions for a painting for the Department’s 50th anniversary.

Significant Accomplishments

- Determined, through memory and phonecalls, the identities of the creators of NJDOT’s updated and original logos, respectively, for the Department’s 50th anniversary.
- Located and lent a 1969 State Highway map for Communications to display for the NJDOT 50th anniversary.
- Provided Route 37 (current Route 35) construction information from 1928 to Tort Litigation and a Department of Law & Public Safety Deputy Attorney General for defense of NJDOT in a lawsuit regarding an underground pipe failure. Located and sent images from the *1928 Annual Report* housed in Fernwood (by Cultural Resources) and provided access to other documents held here in the Research Library.
- Sent link to a Bureau of Transportation Statistics acronym guide to the Inspector General’s Office.
- Forwarded a *Concrete SmartBrief* article on the “smart vest” to Employee Safety.
- Forwarded Michigan DOT Fast Facts to Planning, Multimodal Services, Research, and Communications.
- Provided information and documents concerning the history of jughandles in New Jersey to Communications and Traffic Engineering.
- Sent tables of contents from multiple issues of *ITE Journal* to Planning, Transportation Systems Management, Data & Safety, Traffic Engineering, and Structural & Railroad Engineering.
- Scanned and sent an *ITE Journal* article to Capital Investment Planning.
- Provided tours to new Planning and Research staff.

- Sent link to the USDOT *Public Access Plan* to Statewide Planning.
- Sent links to National Academies fulltext books on climate change to Statewide Planning.
- Provided info to Planning for online access to a *Transportation Research Record*.
- Showed Environmental Resources staff how to access the Shared Resources Catalog via the intranet.
- With assistance from the NJ State Library Law Section and the NJ Superior Court Appellate Division, provided two NJ Supreme Court briefs to Outdoor Advertising.
- Sent a NJ Attorney General formal opinion to Outdoor Advertising and explained how to access.
- Sent a *New York Times* article on billboards to Outdoor Advertising.
- Provided information on FileNet to Right-of-Way.
- Located and sent errata for an AASHTO publication to Quality Management Services [Laurie].
- Sent old and new NJDOT logo images to Project Management.
- Sent link to a video on self-healing concrete to Structural and Materials staff.
- Provided photocopies of charts and tables from AASHTO publications to Roadway Design [Laurie].
- Forwarded a Michigan DOT *Research Spotlight* on frost-susceptible soils to Geotechnical Engineering.
- Identified, located, and lent a dictionary of scientific and engineering terms to Structural Design.
- Showed an onsite Structural Evaluation consultant how to access ASTM standards [Laurie].
- Lent the NDS Wood Design Package to Structural Evaluation [Laurie].
- Identified, located, and lent an acceptable edition of a Pearson textbook for Structural Evaluation.
- Located and lent multiple editions of the AASHTO *Standard Specifications for Bridge Design* to Structural Evaluation.
- Verified an AASHTO publication citation and located material for loan to Structural & Railroad Engineering [Laurie].
- Provided information on standards suppliers to Structural & Railroad Engineering.
- Identified, located, and lent an AASHTO publication for Structural & Railroad Engineering.
- Explained to Structural & Railroad Engineering the new AASHTO distributions and relevance of NJDOT committee members.
- Sent articles from *Governing* on recruitment to Operations and to Human Resources (NJDOT).
- Located an online edition of *Compliance Officer's Manual* for Civil Rights.
- Scanned and emailed two AASHTO materials specifications for Operations.
- Provided a tour to Operations staff [Laurie].
- Showed Maintenance staff how to access a TRB document using required login.
- Sent notices from TRB, Forester Media, University of South Florida's Center for Urban Transportation Research, and the AASHTO T3 program of free webinars offering continuing education credits to PEs, Planners, Multimodal Services, CPM, HR, and others.
- Lent an engineering manual to NJ Department of Community Affairs.
- Assisted Minnesota DOT with a legal question regarding defense of employees criminally charged for job-related acts.

- Referred an out-of-state inventor to the Port Authority of New York and New Jersey for possible implementation of a pilot project to reduce truck traffic in the port area.
- Selected, purchased, processed, and lent new PE examination study materials [Carol and Laurie].
- Updated our print *Manual on Uniform Traffic Control Devices* (MUTCD) with 9 pages of errata.
- Continued entering data in the Shared Resources Catalog [mostly Laurie] and copy cataloging [Laurie].
- Completed editing of the 2015 3rd quarter *Selected Recent Acquisitions* and asked the NJDOT Webmaster to post to internet and intranet.
- Checked NJ State Library and NJDOT Research Library borrower records for retiring employees to be sure they had no outstanding loans.
- Updated our NJDOT Research Library brochure (attaching document) to reflect new TESU branding and other changes.
- Responded to a total of 199 requests, 185 (or 93%) of which were from NJDOT staff. The rest were from the NJ Dept. of Community Affairs; NJ Dept. of Environmental Protection; North Brunswick Environmental Commission; a NJ resident; Connecticut DOT, Illinois DOT; Iowa DOT; Minnesota DOT; and an out-of-state business.
- The 122 reference requests and 77 document requests together resulted in provision of 56 loans, 49 documents, 10 photocopies, 7 printouts, and 77 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Laurie attended the NJ State Library staff meeting.
- Carol attended 3 AIIM webinars relating to management of digital resources and processes.
- Carol attended the Transportation Librarians Roundtable on *Innovation and Non-Traditional Librarianship* presented by Steve Hanson, Project Control Manager at the Washington State Department of Transportation.
- Carol attended the online meeting of the TRB Knowledge Management Task Force.
- Carol attended the Capital Investment Planning and Grant Administration (CIPGA) Strategic Initiatives meeting.
- Carol attended a Lucidea webinar, *Creating the Ultimate Knowledge Center: Unlocking the Vault* presented by Phil Green.

c: Camille Crichton-Summers

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

April 2016

7510 - Research Library Operations

Critical Issues

- Our workspace was reconfigured by Facilities to make room for staff from another division. The square footage is about the same, although the footprint has changed. The relocation of seven file cabinets holding the Research manuscripts to the back wall of the stacks may impact future placement of additional shelving units.
- Due to advance notice from HR of NJDOT employee separations, we were able to request return of outstanding loans from retiring NJDOT staff.
- Requested any extra copies of NJ State Highway Department annual reports from the NJ State Library since we have huge gaps in our collection, and access via Environmental Services to see their copies in another (locked) building is cumbersome, especially with our main contact for access retiring soon.

New Initiatives

- Received donation of maps from a retiring employee. We will incorporate these into our existing collection.
- Provided content on the Research Library for CIPGA Strategic Initiatives Communications Group, and suggested our inclusion on CIPGA intranet website. Will be editing the webpages for all the Divisions within CIPGA.
- Purchasing new PCA manual, *Design and Control of Concrete Mixtures*, 16th edition.

Significant Accomplishments

- The documents provided to the DAG for defense of NJDOT in the lawsuit regarding construction of an underground pipe near Route 37 (current Route 35) helped to exonerate the Department in the lawsuit.
- Provided info to the DAG regarding publication of NJ State Highway Department / NJDOT annual reports.
- Sent link to an article on virtual helmets to Employee Safety, Construction, Engineering Maintenance & Operations, and Regions.
- Sent a *Government Technology* article on solar panels in roads to staff from several divisions.
- Had information on the Research Library added to the newly initiated CIPGA newsletter, *CIPGA Scoop*, and edited webpages for some of the Divisions.
- Sent TRB webinar info to Planners for AICP Certification Maintenance credits.
- Provided a *TM&E* article on bicycle lanes to the Bike/Ped Group.
- Sent a *Concrete SmartBrief* article on traffic lights in sidewalks for texting pedestrians to the Bike/Ped Group.
- Located for Research Bureau background information on the use of 10% to calculate indirect cost rate for university contracts.

- Corroborated choice of terms for use in Research Bureau documents.
- Forwarded a Michigan DOT Research Administration annual report to Research.
- Discussed with Multimodal Services staff how to make scanned documents searchable, and how to find newspaper(s) covering an NJDOT Commissioner event in 1968.
- Sent link to the HathiTrust repository of digitized environmental impact statements (EISs) to Environmental Resources.
- Identified and provided study materials for Safety & Data Development [Laurie].
- Notified NJDOT staff in several divisions about the Research Library “purchase” of web-based AASHTO 2016 *Standard Specifications for Transportation Materials...* for 5 simultaneous users.
- Identified and lent the latest edition of an ITE publication on speed humps and tables for Roadway Design [Laurie].
- Lent study material to Right-of-Way [Laurie].
- Identified and provided study materials for Capital Program Support [Laurie].
- Verified a U.S. Dept. of Justice publication, *ADA Standards for Accessible Design*, and obtained print copy for loan to Quality Management Services (QMS).
- Lent an AASHTO publication on geometric design of low volume local roads to QMS [Laurie].
- Identified, located, and lent supervisory materials to Value Engineering staff.
- Verified for Landscape Architecture that only digital format available for an NHI publication.
- Lent an NCHRP report on visual impact to Landscape Architecture.
- Provided info on the Research Library holdings for the *Transporter* to Project Management.
- Identified, located and lent study materials for Project Management [Laurie].
- Sent several articles on drones to Project Management.
- Gave tour to new Structural Design staff and provided a library card [Laurie].
- Introduced Structural Design staff to Google Scholar and to databases via the NJ State Library website, and showed how to access and search for research topic.
- Identified and located study materials for Structural Design [Laurie].
- Located and lent 2001 NJDOT *Road & Bridge Construction Specifications* to Geotechnical Engineering [Laurie].
- Sent notice of an Ohio DOT webinar on USASLOPE software to Geotechnical Engineering and others.
- Verified the latest edition of the AASHTO *LRFD Bridge Design Specifications* for Structural Evaluation.
- Identified, located and lent bridge inspection materials from a variety of publishers to Structural Evaluation.
- Verified and lent PE exam material to Structural Evaluation.
- Lent AASHTO *Bridge Design Specifications* and interim revisions to Structural & Railroad Engineering [Laurie].
- Identified and provided study materials for Structural & Railroad Engineering [Laurie].
- Lent FE Exam material to Structural & Railroad Engineering [Laurie].
- Sent info for a webinar on pavement data collection to Pavement & Drainage Management.
- Registered Central Region-Construction staff for a library card [Laurie].

- Forwarded a VTRC report on lightweight concrete for bridge decks to Structural, Materials, Construction, QMS, and Operations & Maintenance staff.
- Identified material for Maintenance Engineering & Operations for cost data and pricing, and lent a Research Library resource that filled the bill.
- Sent a Cornerstone (blog) article on employee engagement to Maintenance Engineering & Operations.
- Searched for and sent info on contract administration certification to Maintenance Engineering & Operations.
- Identified and provided study materials for Region South-Maintenance [Laurie].
- Referred Operations staff to the NJ State Library for digitization of a 1968 NJ highway map held there.
- Checked donation lists from Kansas DOT against shelf for missing items [Laurie].
- Reviewed TRB newsletters and included relevant new publications in Shared Resources Catalog and uploaded full text where possible [Laurie].
- Added new electronic state DOT reports into Shared Resources Catalog and uploaded full texts [Laurie].
- Added PE staff to distribution list for webinars offering professional development hours (PDHs).
- Responded to a total of 147 requests, 130 (or 88%) of which were from NJDOT staff. The rest were from the NJ State Police; NJ Dept. of Law & Public Safety; a NJ business; Michigan DOT; Minnesota DOT; Kansas DOT; and Virginia DOT.
- The 102 reference requests and 45 document requests together resulted in provision of 46 loans, 16 documents, 2 printouts, and 83 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended the Capital Investment Planning and Grant Administration (CIPGA) Strategic Initiatives meeting.
 - Carol attended the online meeting of the AASHTO Research Advisory Committee (RAC) Transportation Knowledge Network (TKN) Task Force.
 - Laurie and Carol attended the SLA Rio Grande Chapter webinar, *Open Access: SHARE, CHORUS, and PLOS One*, presented by a panel.
 - Laurie attended the Transportation Librarians Roundtable featuring a discussion of the future of the TLRs.
 - Laurie and Carol attended the inaugural Transportation Librarians Roundtable Data Management Series webinar, *Creating a Data Management Plan Template at WYDOT*, presented by Enid White of the Wyoming DOT.
 - Carol and Laurie attended a Division overview presented Local Aid as part of the CIPGA Strategic Initiatives Communication Group to inform CIPGA staff of each division's work.
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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
May 2016
7510 - Research Library Operations

Critical Issues

- IT has *finally* given Laurie a personal NJDOT email account, Laurie.Strow@dot.nj.gov. Up until now, she has been using our library@dot.nj.gov unit account or her NJ State Library account. We still both have access to the library unit account.
- We have formally given up our fax telephone line (609-530-2052) to the NJDOT Telecomm Unit - Telecomm asked for the line back since they're running short of telephone lines. We recently lost about two-thirds of our workspace countertop area due to the reconfiguration to accommodate Procurement staff, so there is little room to keep the fax machine (donated to us years ago by the NJ State Library), which is quite large. It hasn't been hooked up since we moved from MOB to E&O four years ago. We're fine with scanning and sending PDFs, and can use a local fax machine from another unit if needed.
- Transportation Data & Safety staff asked about the disposition of videolog films and other formats currently housed in their division, now that their curator, Bob Habel has retired. We don't have the space for the materials here, so their fate is unknown.
- Bureau of Materials staff is still hoping for the Bureau of Research to fund access to AASHTO publications through a \$17,000 add-on to the ASTM subscription, which Materials currently underwrites. Sent email from the Oregon DOT librarian in regard to their experience with this situation.

New Initiatives

- Disabled the "Deflection" function in OCLC Resource Sharing, since absolutely no interlibrary loan borrowing requests were coming through, even though we had limited it to Reference and study materials.
- Ordered supplies from DEMCO including book repair materials and additional magnetic shelf label holders.
- Put in a request to Facilities to get rid of the fax machine.
- Capital Program Support has solicited requests for copies of the *Construction Details* to be released later this year - we asked for two copies.

Significant Accomplishments

- Edited the draft intranet web pages for 3 CIPGA divisions.
- Informed Statewide Planning of NJDOT's state tax exemption and got a copy of the certificate from Procurement to avoid sales tax on lunch to be provided for the upcoming Division retreat.
- Provided questions to the organizer for use at the upcoming Statewide Planning retreat [Laurie and Carol].
- Located a newly purchased item in our collection for Statewide Planning.

- Provided an NCHRP Synthesis, *Practice of Rumble Strips and Rumble Stripes*, to Statewide Planning [Laurie].
- Sent notice of a Traffic Injury Research Foundation (TIRF) project to the Bike/Ped group.
- Forwarded several bike safety graphic novels from the City of Phoenix to Bike/Ped.
- Sent *ASCE SmartBrief* and newspaper article about the Rutgers/NJDOT report on road construction and maintenance costs to Research, Construction, and Operations.
- Advised Research on handling a correction to the above Rutgers/NJDOT report after its press release.
- Forwarded an issue of the Montana DOT Research newsletter to Research.
- Sent notice of a University of South Florida 4-part webinar on multimodal transportation planning to planners and Multimodal Services.
- Sent a *Transportation Management and Engineering* article on wrong-way driving to Transportation Data & Safety, Traffic, and TSM.
- Provided location of online construction manuals and forms on NJDOT internet site for Transportation Data & Safety [Laurie].
- With assistance from the NJ State Law Library, located and provided a 1978 Executive Reorganization Plan to Legislative, Administrative, and Regulatory Actions.
- Located and sent a *New Jersey Register* article to Legislative, Administrative, and Regulatory Actions.
- Located and sent links to 3 other documents requested by Legislative, Administrative, and Regulatory Actions.
- Located construction info on Route 18 for Communications.
- Sent a *Science Daily* (University of Utah) article on bridge column seismic repair to Bridge and Maintenance.
- Did a literature search on public sector “gainsharing” for the Division of Budget.
- Sent a *Government Technology* article on cybersecurity in New Jersey to IT.
- Identified, obtained, and lent study materials for multiple IT staff [Laurie and Carol].
- Sent notice of a webinar on the insecurity of network printers to IT.
- Identified, located, and lent study materials to Capital Program Support.
- Located and lent multiple publications on tree care to Landscape Architecture.
- Identified and lent study materials to Geotechnical Engineering, Road & Bridge Contract Administration (Operations), Transportation Data & Safety, Materials, Right-of-Way, Local Aid, and Procurement [Laurie].
- Verified correct title and located the AASHTO *Standard Specifications for Highway Bridges*, 17th edition, and the latest bridge construction specifications for Structural Design.
- Identified, located, and lent standards, reference material, and texts for Structural Design.
- Directed Structural & Railroad Engineering staff to the holders (in their bureau) of the AREMA manual.
- Verified citation and lent Volumes 2 and 4 of the *Bridge Engineering Handbook*, 2nd edition, to Structural & Railroad Engineering [Laurie].
- Lent a new acquisition, *Design and Control of Concrete Mixtures*, 16th edition, to Structural & Railroad Engineering.

- Lent the AASHTO *LRFD Bridge Design Specifications*, 2014 edition with 2015 and 2016 Interim Revisions to Structural & Railroad Engineering [Laurie].
- Located and provided for onsite use the AASHTO *Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals*, 6th edition, and 2015 Interim Revisions to Structural & Railroad Engineering [Laurie].
- Sent notice of an Ohio DOT webinar on grade crossing hazard ranking to Structural & Railroad Engineering and to Transportation Data & Safety.
- Sent notice of a *Storm Water Solutions* webinar to PEs, Pavement, Construction, and Environmental Services.
- Sent notice of a TRB webinar on *unpaving roads* to PEs and Pavement.
- Sent notice of an FHWA webinar on work zones to PEs.
- Sent a list of PE materials held in the Research Library to Operations.
- Sent an article from *Progressive Railroading* on the proposed Hudson tunnel project to Operations.
- Sent an NJ.com article on a futuristic Hudson River bridge to Operations.
- Reviewed current TRB e-newsletter and added digital publications to the Shared Resources database for inclusion in the quarterly list of new acquisitions [Laurie].
- Added new electronic research reports from Virginia, New York State, and Montana for listing in the quarterly report of *Selected Recent Acquisitions* and uploaded PDFs to the shared drive [Laurie].
- Spent \$2498.56 of \$2500-allocated 2016 fiscal year books and supplies budget (\$1.44 under budget!).
- Distributed many new 2016 commemorative NJDOT 50th Anniversary highway maps to library visitors and passersby.
- Responded to a total of 163 requests, 147 (or 90%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; a NJ municipality; an NJIT student; a NJ resident; Georgia DOT; Illinois DOT; and the University of South Carolina.
- The 87 reference requests and 76 document requests together resulted in provision of 62 loans, 38 documents, 1 photocopy, 4 printouts, and 58 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended the online meeting of the AASHTO Research Advisory Committee (RAC) Transportation Knowledge Network (TKN) Task Force.
- Carol attended the Division of Environmental Resources & Context Sensitive Solutions presentation given as part of the CPGA Strategic Initiatives Communication Group to inform CIPGA staff of each division's work.
- Carol attended the Capital Investment Planning and Grant Administration (CIPGA) Strategic Initiatives meeting.
- Laurie attended a Library Journal-sponsored webinar, "3D Printing," presented by Denise Bennet and Sara Russell Gonzalez of the University of Florida.
- Laurie attended a Library Journal-sponsored webinar, "Open Access: The Future of Funding," presented by a panel from three different libraries.

- Laurie attended an ALAPublishing webinar presented by author Thomas Brenndorfer on his book, *RDA Essentials*.
- Laurie and Carol attended the Transportation Librarians Roundtable, “Signals for the Library of the Future” presented by Miguel Figueroa of the [ALA] Center for the Future of Libraries.
- Carol attended the Transportation Libraries Roundtable Data Management Series presentation, “Creating Data Management Plan Guidance for Iowa Department of Transportation Researchers” presented by Iowa DOT staff and former staff.
- Carol attended an ETKN telephone meeting.
- Carol attended the NJ State Library staff meeting.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

June 2016

7510 - Research Library Operations

Critical Issues

- In order for NJDOT staff to access the new AASHTO digital publications, PDF and web-based, IT had to install a fileopen plugin for Adobe Acrobat Reader DC. While they were in the process of pushing this out to the whole Department, it became evident that they were installing an old version. So now it has to be uninstalled, and the new version installed.
- Staff in Bridge Engineering & Infrastructure Management do not seem to have access to the 9 copies of ASSHTO bridge publications distributed to their division. The library's previous location on the 5th floor (where that division is located) was more convenient for them. Future digital access should help at least partially, as would better procedures for distribution and communication within the division.
- Assisted Research staff with wording for a write-up on Research Library services.

New Initiatives

- Received 2 historical items from a retiring employee and adding to collection.
- Discussing digitization with Communications. The Webmaster is digitizing the NJDOT *Transporter* newsletters, and Carol asked Communications for Webmaster to make them searchable as a single file or database instead of only as individual PDFs.
- Added a new PE exam passer to the webinar notification list. Others may also have passed, and would need to advise us to be added.

Significant Accomplishments

- The location arrangements for Statewide Planning Staff Retreat held at Thomas Edison State University went smoothly, and the Division was saved the \$400 fee normally charged for outside event usage due to the Research Library's TESU affiliation.
- Sent 4 TRB videos regarding air quality to Statewide Planning.
- Sent link to Volpe Thought Leadership Series on "The Future of Transportation..." to Planning, Multimodal Services, and Highway & Traffic Design.
- Located and lent study guides for Administrative Assistant to Planning, Outdoor Advertising, Program Management Office, and Operations. [Laurie]
- Sent link to Northwestern University online exhibition, [*Bicycles on Paper*](#), to the Bike/Ped Group and other bike enthusiasts. Also sent link to the [Old Spokes Home Bicycle Museum](#) in Burlington, VT.
- Advised Research in regard to handling of a correction to a Rutgers/NJDOT report already distributed via press release.
- Forwarded new digital issue of *Texas Transportation Researcher* to Research.
- Searched and provided library holdings for previously created (prior month) list of Mercer County newspapers potentially containing September 1968 articles about David Goldberg, the first NJDOT Commissioner, for Fixed Guideway.

- Sent special issue of *ASCE SmartBrief* to Maritime Resources.
- Identified, located, and lent PE study materials to Multimodal Services. [Laurie]
- Checked procedure for disposing of floppy discs for Local Aid, and referred to Records Management who replied with policy and procedure.
- Located and lent a book from the NJ State Library to Environmental Resources.
- Identified holdings regarding the Primavera software and lent to Data Development. [Laurie]
- Lent an ITE publication to Data Development. [Laurie]
- Located a 1984/1985 NJ state highway map from our collection for Communications to use in the NJDOT 50th Anniversary display, then will donate (copy 2) to GIS.
- Verified our holding of the April 1969 *Highway Facts* (NJDOT) for Communications.
- Identified, located, and lent study guides for Research Analyst to Legislative, Administrative & Regulatory Actions.
- Sent notice of an American City & County webinar on LED lighting to Facilities and Traffic Engineering.
- Sent public speaking article referenced in *Concrete SmartBrief* to NJDOT Toastmasters members.
- Sent notice of New Jersey Day activities at the NJ State Archives to NJDOT staff with historical interests.
- Located and lent management book from collection to Auditing.
- After much assistance from AASHTO Tech Support and NJDOT IT, provided access to new AASHTO digital publications to CPM staff [subsequently found not yet fully functional].
- Sent *AZoCleantech* article on solar roads to Highway & Traffic Design, Construction & Materials, Research, Environmental Resources, Environmental Services, and Bridge Engineering & Infrastructure Management.
- Searched the literature for state programs on leasing rights-of-way along interstates and freeways for Roadway Design and provided full-text for requested records.
- Identified, located, and lent study guide on scheduling to Traffic Engineering. [Laurie]
- Sent notice of a new ASCE journal, *Journal of Transportation Engineering, Part B: Pavements*, to Pavement Management, etc.
- Advised Right-of-Way staff on best places for access to microfilm reader/printer.
- Identified, located and lent supervisory study materials to Access Design and Accounting. [Laurie]
- Found and sent links to webinars on access design to Major Access.
- Identified and lent RSMMeans *Heavy Construction Cost Data* for use by Landscape Architecture.
- Sent an article referenced in *Concrete SmartBrief* regarding the use of rebar in concrete to Bridge Engineering & Infrastructure Management and Operations staff.
- Explained access to ASTM standards and provided full text to Geotechnical Engineering.
- Purchased *Principles of Foundation Engineering* for the collection and lent to Structural Design.
- Identified, located, and lent numerous study guides pertaining to Senior Engineer for Structural Design, Structural & Railroad Engineering, Pavements, Maintenance, and Operations [Laurie & Carol]

- Located books on strength and/or mechanics of materials [Carol] and lent [Laurie] to Structural Evaluation.
- Identified, located, and lent study guides for Engineer titles to Structural Evaluation.
- Identified, located, and lent study guide on reading comprehension to Structural Evaluation.
- Identified and lent AASHTO *LRFD Bridge Design Specifications*, and interim revisions to Structural Evaluation and, subsequently, to Structural & Railroad Engineering. [Laurie & Carol]
- Provided link to USGS map data to Structural & Railroad Engineering. [Laurie]
- Explained the holdings of the NJDOT Engineering Documents Unit to Structural & Railroad Engineering staff.
- Given incorrect and incomplete (“liberation mitigation device”) citation, identified, located, and provided full text for a TRB annual meeting paper on vibration mitigation device to Structural & Railroad Engineering.
- Identified, located, and lent AASHTO *LRFD Construction Specifications* for Structural & Railroad Engineering.
- Identified, located, and lent the AASHTO *Guide Specifications for LRFD Seismic Bridge Design* and interim revisions to Structural & Railroad Engineering. [Laurie]
- Lent *Bridge Engineering Handbook*, 2nd ed. to Structural & Railroad Engineering. [Laurie]
- Located, photocopied, scanned, and sent specifications from a neighboring (Operations) engineer’s copy of a publication of the SSPC, the Society for Protective Coatings, to Construction-Central Region.
- Identified, located, and lent study guides for Construction & Maintenance Technician to Materials. [Laurie]
- Identified, located in collection, and lent the “RSMeans book” to Operations.
- Cataloged several donated materials and newly acquired items. [Laurie]
- Checked items offered via TRANLIB listserv against Research Library holdings for needed items. [Laurie]
- Added unneeded donations to the giveaway list. [Laurie]
- The *Selected Recent Acquisitions* list for the 2015 4th quarter was edited and sent to the Webmaster for posting to the NJDOT intranet and internet sites.
- Responded to a total of 267 requests, 245 (or 92%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; Burlington County; a NJ resident; the U.S. Army Corps of Engineers (2 locations); Illinois DOT; Clemson University; Cy-Fair College (TX); Michigan Technical University; New York University; Texas A&M; Texas Technical University; and the University of Arkansas at Little Rock.
- The 153 reference requests and 114 document requests together resulted in provision of 92 loans, 15 documents, 3 photocopies, 3 printouts, and 154 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended a Sirsi-Dynix webinar, “How to Lead Your Library, Part Two: Organizational Politics,” presented by James Matarazzo, Simmons College and Toby Pearlstein, Consultant.
- Laurie and Carol attended the Division of Statewide Planning’s staff retreat held at TESU.

- Laurie and Carol attended the Transportation Librarians Roundtable on the Digital Public Library of America (DPLA) presented by Samantha Gibson, DPLA Outreach Coordinator.
- Laurie and Carol attended a Capital Investment Planning and Grant Administration (CIPGA) presentation by and about the Division of Transportation Data & Safety.
- Carol and Laurie attended the Elsevier webinar, “Capturing and Communicating the Value of IM Services in a Corporate Culture,” presented by Ulla de Stricker, consultant.
- Carol attended the Transportation Librarians GTRIC meeting at the Special Libraries Association Annual Conference in Philadelphia, and also a conference session, “Just the Facts: Data Curation and Management,” presented by Mary Frances Lembo, Pacific Northwest Laboratory.
- Carol attended the WTS webinar, “Transitioning from Tactician to Strategist,” presented by Dona Munsch and Jo Miller.
- Carol attended the WebJunction webinar, “Above and Beyond: Developing a Culture of Organizational Citizenship,” presented by Rachel Rubin, Bexley (OH) Public Library.
- Carol attended the TRB Knowledge Management Task Force telephone meeting.
- Laurie and Carol attended the Transportation Libraries Roundtable Data Management Series presentation on the WSDOT Metadata Catalog, presented by Andy Everett of the Washington State DOT.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

July 2016

7510 - Research Library Operations

Critical Issues

- PC and/or network issues have affected attendance at webinars and control of files (for Carol). IT intervention is required.
- Erroneous form input on the website necessitated the webmaster removing our forms temporarily. We will consolidate the forms into one, and it will be reinstated with updated protection.
- IT pushed the Adobe FileOpen plugin to the Department. This should enable access to the AASHTO digital publications.

New Initiatives

- Received 6 boxes of items from Materials. We will see what should be added to collection and what given away.
- Will purchase new PE materials when NJSL business office gives the OK.
- Checked Wisconsin DOT's offer of Midwest Roadside Safety Facility reports in print and CD-ROM against our holdings so we could request missing items.
- Posted ASCE flyers for the New Jersey "Raise the Bar" Committee announcing open meetings and events regarding legislation to change the educational requirements for PE licensure from a bachelor's to a master's degree in engineering.

Significant Accomplishments

- Consolidated the forms on the website into one and made some other revisions (Webmaster hasn't put them all through yet).
- Sent the recent University of Southern Florida, Center for Urban Transportation Research e-newsletter to NJ Transit.
- Completed a survey for the Colorado DOT concerning library services.
- Answered questions from Capital Program Support about AASHTO distributions and publication locations.
- Sent article on bicycles and pedestrians to the Bike/Ped group.
- Sent a NEPA training PowerPoint file to Environmental Resources.
- Located a copy of the AASHTO *LRFD Bridge Design Specifications* with interim revisions for Bridge Engineering & Infrastructure Management.
- Downloaded an AASHTO digital publication and sent notice to relevant units for access.
- Sent notice of a *Roads and Bridges* webinar to PEs for professional development hours.
- Forwarded a safety newsletter produced by UMTRI and TTI to Transportation Data & Safety.

- Answered question from Research regarding subscription to Westlaw.
- Sent an NJ.com article on the New Jersey construction shutdown to Operations.
- Downloaded and printed an AASHTO digital document for Highway & Traffic Design.
- Sent notice of a TRB webinar on Intellectual Property and a link to the corresponding NCHRP report to Transportation Systems Management.
- Sent notice of a new free online magazine, *Water Efficiency*, to multiple units.
- Located old editions of the *ACI Manual of Concrete Practice* for onsite use by Materials.
- Located and printed 2 *New Jersey Register* articles for Legislative, Administrative and Regulatory Actions.
- Sent notice of a new AASHTOWare software product to Outdoor Advertising.
- Sent a CNNStyle article on glow-in-the-dark cement to Materials and others.
- Recommended use of the *Straight Line Diagrams* to Operations for viewing bridge-level maps.
- Borrowed a book from the NJ State Law Library, *New Jersey Zoning and Land Use Administration*, for Legislative, Administrative and Regulatory Actions and for Right-of-Way.
- Identified, located, and lent exam study materials for Auditing.
- Lent a print NCHRP report to Research.
- Located an older 2008 version (print only) of an AASHTO provisional standard on inertial profiling systems on another floor; photocopied, scanned, and sent to Rutgers/NJDOT consultant.
- Lent AASHTO publication on LRFD structural supports to Structural & Railroad Engineering.
- Forwarded a TED Talk about trees to Landscape Architecture & Environmental Solutions.
- Explained the concept of the Transportation Knowledge Networks to Planning staff and sent the ETKN LibGuide on *Recommended Resources in Transportation* with link to a video on the TKNs.
- Sent a link to a TCRP report to NJ Transit.
- Notified Research that a 2013 article in the *Journal of Materials in Civil Engineering* that was coauthored by Research staff has been cited.
- Sent notice of a new ASCE journal on pavements to Pavement Design and to Operations.
- Located a *Star-Ledger* article for Administration and provided digital (lacked photos) and print copies.
- Identified, located, and lent exam study material to Operations.
- Reviewed and revised the Research Library portion of the Research 2016 *Procedures Manual*.
- Lent an NCHRP report on agency leadership to Transportation Systems Management.
- Sent notice of a free webinar to PEs and Construction.
- Borrowed via interlibrary loan a text on prestressed concrete for Structural Design.
- Borrowed via interlibrary loan an audiobook on management for Local Aid.
- Did two literature searches regarding bus and paratransit for NJ Transit.
- Brought the fax machine to Facilities for disposal.

Laurie:

- Continued to enter new and backlogged materials into the Shared Resources database.
- Lent RSMMeans *Heavy Construction Cost Data*, 2004 edition, to UNC at Wilmington.
- Lent AASHTO *Guide for the Development of Bicycle Facilities*, 2012, to Roadway Design.
- Provided library card registration to Roadway Design.
- Identified study materials for Traffic Engineering and provided locations at NJ State Library.
- Gave tour, library card, and demonstrated where to find TRB resources, TRID, ASCE Library, and NJ State Library databases to Mobility & Systems Engineering.
- Lent AASHTO *LRFD Bridge Construction Specifications*, 2012, with interims through 2016, to Structural & Railroad Engineering.
- Lent several NCHRP reports to Structural & Railroad Engineering.
- Explained AASHTO and TRB materials available for use for the PE exam and provided library card to Project Management.
- Lent PE study materials to Materials.
- Verified and lent PE study materials to Structural Design.
- Verified latest edition of AASHTO *LRFD Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals* and lent to Geotechnical Engineering.

Both:

- Responded to a total of 185 requests, 153 (or 83%) of which were from NJDOT staff. The rest were from NJ Transit; the NJ State Police; the NJ Dept. of Environmental Protection; Rutgers University; Colorado DOT; Minnesota DOT; Washington State DOT; Fort Hood (Texas); San Francisco Municipal Transportation Agency; SUNY Buffalo; Purdue University; University of Delaware; University of North Carolina - Wilmington; University of Texas - Rio Grande Valley; and Texas Technical University.
- The 122 reference requests and 63 document requests together resulted in provision of 41 loans, 38 documents, 2 photocopies, 3 printouts, and 101 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended a Foundation Center webinar, "Introduction to Proposal Writing."
- Carol attended the webinar for the 2016 ALA Annual Tech Wrap-up presented by Marshall Breeding, consultant, Bohyun Kim, University of Maryland, and Andromeda Yelton, consultant.
- Carol attended the quarterly Planning Roundtable at NJDOT.
- Carol attended a Sirsi-Dynix webinar, "How to Lead Your Library, Part Three: Evaluation," presented by James Matarazzo, Simmons College and Toby Pearlstein, Consultant.
- Laurie attended the virtual Transportation Librarians Roundtable on information resources available through the National Transportation Safety Board (NTSB) presented by Jeffrey Marcus and Carol Floyd.
- Carol attended the Lyris "Going Digital" webinar presented by Leigh Grinstead, Tom Claerson, et al.

- Carol attended the Lucidea webinar, “Managing Online Resources,” presented by Phil Green.
- Carol attended the TRB Standing Committee on Library and Information Science for Transportation (ABG40) (LIST) Committee midyear telephone meeting.
- Laurie attended a National Academies webinar, “Frontiers in Decadal Climate Variability,” moderated by An Nguyen-Gia.
- Carol attended an SLA webinar introducing their new online community platform, **SLA Connect**, which replaces the SLA unit listservs and has other functionality as well.
- Laurie attended the online Transportation Librarians Roundtable Data Management Series presentation, “Introduction to the DMPTool,” presented by Dr. Stephanie Simms of the California Digital Library.
- Carol attended the SLA Transportation Division Board telephone meeting and presented the Treasurer’s report.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

August 2016

7510 - Research Library Operations

Critical Issues

- Connection issues have continued to affect attendance at webinars. IT has identified the problem as a Websense (security) issue and will work to allow access as needed.
- ITE claims that they resent some issues of journals we never received, but we still haven't received them.
- The Department's ASTM subscription, customarily paid by the Bureau of Materials, has been held up due to the State Transportation Trust Fund (TTF) shutdown.
- The link to the NJ State Library catalog on the Research Library website needs to be updated.
- Per an August email from the National Technical Information Service (NTIS), access to reports in the [National Technical Reports Library \(NTRL\)](#) is free with enhanced searching effective October 1, 2016 as [Open NTRL!](#)

New Initiatives

- We have begun adding locations (more specific than "Research Library") for records of materials not cataloged with Library of Congress call numbers in the Shared Resources database.
- Forwarded information regarding [AASHTO's TC3](#) web-based training to Statewide Planning/CIPGA to see if they want to recommend NJDOT participation to Administration.
- We're displaying new ASCE New Jersey Committee "Raise the Bar" flyers regarding legislation to change the educational requirements for New Jersey PE licensure from a bachelor's to a master's degree in engineering.

Significant Accomplishments

- Identified, located, and lent the "CPM reorg report" (aka the "OBK Report") for use by the Assistant Commissioner of Administration and the Deputy Commissioner.
- Located a digitized edition of a 1972 Session Law for Legislative, Administrative, & Regulatory Actions, and showed multiple staff members how to access session laws via Rutgers University-Law Newark.
- Lent the *Manual on Uniform Traffic Control Devices* (MUTCD) to Legislative, Administrative, & Regulatory Actions.
- Created and sent content on the Research Library to Research for inclusion in the SPR project descriptions and thumbnails.
- Provided grammar guidance to Research.
- Forwarded the current issue of *Texas Transportation Researcher* to Research and Multimodal Services.
- Downloaded and sent the link for an AASHTO e-publication, *Guide for Maximum Dimensions and Weights for Motor Vehicles*, 5th edition, to multiple units, and printed a copy for Multimodal Services.
- Sent a *TM&E* article on unmanned aerial vehicles (UAVs) to Aeronautics.

- Forwarded an article regarding a new Illinois bike law to Planning and Government & Community Relations.
- Sent link to a *Washington Post* article on the effects of climate change and NEPA regarding road construction to Planning.
- Forwarded current issue of the *Journal of Transport and Land Use* to the Bike/Ped Group.
- Discussed donation options with Cultural Resources for some of their unwanted materials in storage.
- Identified, located, and lent study material for Environmental Resources.
- Provided info on *ITE Journal* subscription to Transportation Data & Safety.
- Requested and lent study materials from the NJ State Library to Local Aid.
- Edited an article about NJDOT Toastmasters for the Administration e-newsletter.
- Forwarded to Employee Safety, Construction, and Operations a TechCrunch article on a start-up company seeking to protect workers from hazardous exposures.
- Sent notice of a free ENR webinar on construction project risks to CPM, Operations, and the Inspector General.
- Sent “HSDL Critical Releases in Homeland Security” to the Office of Emergency Management (OEM).
- Searched and provided links and materials on traffic calming for Right-of-Way.
- Located and lent study material to Outdoor Advertising.
- Identified, located, and lent the *Engineering Technician* study guide for Traffic Engineering.
- Forwarded TRB webinar info to PEs and Planners.
- Provided a list of Fundamentals of Engineering (FE) materials held here, and lent several to Project Management.
- Gave information about *Pronunciator* to Project Management staff interested in French and Korean.
- Verified the latest edition of AASHTO *Guidelines for Geometric Design of Very Low-Volume Local Roads* and lent to Quality Management Services.
- Verified that the 2011 14th edition is still the latest for the *Steel Construction Manual*, and lent to Structural Design.
- Identified, located, and lent an AASHTO publication to Structural Design.
- Verified the latest edition of the AASHTO *Roadside Design Guide* and lent to Structural Design.
- Located print editions of two books by Braja M. Das for Geotechnical Engineering.
- Sent notice of free Forester University webinars to PEs and CPM staff.
- Forwarded current issue of *ASCE SmartBrief* focused on pipelines to CPM units and Operations.
- Offered and lent an NCHRP report on estimating preconstruction costs to Operations.
- Sent an article on employee retention to Operations.
- Assisted the NJ State Library with locating a photo of Sigvald Johannesson, designer of the Pulaski Skyway, for an outside requestor.
- Sent info on road diets to the North Brunswick Environmental Commission.
- Lent *Appraising the Appraisal* via interlibrary loan to the NY State Appellate Division.

- Sent notice of a free CUTR webinar on mobile fare payments to NJ Transit.

Laurie:

- Continued to enter new and backlogged materials into the Shared Resources database; completed entering the “Organizations” section of the collection.
- Identified, located, and lent study materials to staff in Region South - Maintenance.
- Identified, located, and lent study material to Traffic Engineering.
- Provided list of NCEES study materials held to Local Aid and lent several items.
- Identified and lent PE materials to Project Management.
- Showed Operations staff how to enroll in an NJDOT Defensive Driving course via the intranet.
- Located and lent study material to Right-of-Way.
- Identified, located, and lent AASHTO *Guide Design Specifications for Bridge Temporary Works* and 2008 revisions to Structural Design.
- Copied, scanned, and sent a document for fulfillment of an interlibrary loan request from University of Delaware.
- Identified, located, and lent study material to Quality Management Services.

Both:

- Located (Carol) and lent (Laurie) an ITE publication on speed humps to Right-of-Way.
- Responded to a total of 137 requests, 125 (or 91%) of which were from NJDOT staff. The rest were from NJ Transit; the NJ State Library; the NJ Dept. of Environmental Protection; the North Brunswick Environmental Commission; Illinois DOT; Minnesota DOT; Oregon DOT; U.S. Naval Undersea Warfare Center; New York State Appellate Division; Northern Arizona University; University of Delaware; and Siouxland Libraries.
- The 85 reference requests and 52 document requests together resulted in provision of 41 loans, 26 documents, 1 photocopy, 2 printouts, and 67 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended a CIPGA Strategic Initiatives meeting.
- Laurie and Carol attended the Division of Multimodal Services Overview presentation.
- Laurie listened to audio portion (due to connection issues mentioned previously) of the virtual Transportation Librarians Roundtable Data Management Series on “Data Licensing” presented by Heather Wiggins, Catholic University Dept. of Library and Information Science.
- Laurie “attended” a *Library Journal* archived webcast, “Reimagining Library Technologies: FOLIO – the Future of Libraries is Open,” presented by Michael Winkler of OLE (Open Library Environment); Peter Murray, Open Source Community Advocate; and Neil Black of EBSCO.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

September 2016

7510 - Research Library Operations

Critical Issues

- Due to the shutdown of the Transportation Trust Fund, the Bureau of Materials has been unable to renew the Department subscription to ASTM, so full text of standards is currently unavailable through the portal. We have been able to obtain them as needed, however, by requesting from Rutgers University.
- The connection issues for webinars and online meetings are improving, as IT has worked to resolve the exceptions as they become aware of them; sometimes, however, the issues aren't apparent until the meetings start, and then it is often too late for a fix to allow access.

New Initiatives

- Sent email to the DOT Retirees Association (DOTRA) corresponding secretary to see if she can find a copy of the NJDOT *Bridge Design Manual*, first edition from 1983. Apparently, no one currently here in the Department has it, including staff in Bridge Engineering & Infrastructure Management.
- We will again have a table at the upcoming NJDOT Research Showcase – this year Laurie will be on her own since Carol will be away.
- We will be offering extra materials to other libraries via the Transportation Librarians discussion list, and also to Research Showcase attendees.

Significant Accomplishments

- Sent updated links to the NJ State Library catalog for the intranet and internet websites.
- Identified, located, and lent the “PM Body of Knowledge” (PMBOK) to Capital Investment Planning & Grant Administration.
- Provided grammar guidance to Research.
- Ordered and received new PE materials.
- Identified a web-only TCRP report for NJ Transit, provided link to full text, and ordered a print copy (which they prefer) from TRB.
- Verified, located, and borrowed textbooks via interlibrary loan for use by Geotechnical Engineering and Structural Design.
- Located PE materials held throughout the Department for Materials staff.
- Explained e-book access via the NJ State Library to Project Management.
- Referred Region South-Survey staff to their training coordinator for status of access to AASHTO TC3 webinars.
- Sent Wyoming documents on intellectual property rights to Research.
- Identified, located, and provided PDFs of NJDOT research studies on maritime/dredging to Statewide Planning.

- Verified and located the latest AASHTO *Roadside Design Guide* and lent to Structural Design.
- Identified, located, and lent civil service study materials for staff from Accounting & Auditing, CADD Support, Local Aid, Operations, Project Management, Research, Statewide Planning, and Traffic Engineering.
- Sent a link to the USDOT 50th Anniversary logo to Communications to compare with NJDOT's.
- Identified, located, and lent the AASHTO "MASH Manual," *Manual for Assessing Safety Hardware*, to Structural Evaluation and to Structural & Railroad Engineering.
- Sent notices of webinars to PEs; Legislative, Administrative & Regulatory Actions; the Inspector General; Landscape Architecture; Research; Right-of-Way; Roadway Design; and Statewide Planning.
- Provided print copy of an NCHRP report to Statewide Planning.
- Verified information on a Cengage Learning Solution manual for Operations.
- Explained the ORCID ID for authors to Structural & Railroad Engineering and sent link.
- Edited the September issue of the *CIPGA Scoop* newsletter for compiler/editor in Freight Services.
- Added several PEs to the distribution list for notification of PDH opportunities.
- Assisted an NJIT VP with verifying the source of data for a National Science Foundation table of Top 10 NJ schools whose undergraduates attain doctoral degrees, as mentioned in an *NJ Biz* article.
- Subsequently assisted the *NJ Biz* article author with sources of data for an upcoming article on yacht registrations.
- Advised Contract Compliance staff with steps to take to gain credibility in a field of physical science.
- Searched the TRB Publications Index for a sketchily described NCHRP report and sent the likely candidate to Structural & Railroad Engineering.
- Sent an FHWA report on pavement lifecycle assessment to Pavement Design, Maintenance, Construction, Environmental Resources, and Statewide Planning (for asset management).
- Using an online resource, identified a tree by its leaves for Operations.
- Sent notice of a new AASHTO web-based publication to several units.
- Showed Structural & Railroad Engineering how to access the above, and provided print copies to Bridge Engineering & Infrastructure Management.
- Sent a *Seattle Times* article regarding wildlife overpasses to Environmental Resources.
- Sent the current issue of the *UMTRI Review* to Research and to Transportation Data & Safety.
- Sent the current issue of the *Homeland Security Affairs* to the Office of Emergency Management (OEM).
- Obtained ASTM standards via interlibrary loan for Materials and for Structural Design.
- Provided access to historical Jerseyana items held at the NJ State Library for Statewide Planning.
- Assisted several staff in different units with webinar registrations.
- Located a web-based AASHTO specification, printed, scanned, and sent to NJDEP.
- Verified the latest edition of an ASTM specification for Pavement Design.
- Sent a *Volpe Newsletter* article on providing bats with nesting spots in infrastructure to Environmental Resources.
- Updated our listing in the *American Libraries Directory*.

- Entered errata corrections to the newly acquired *Principles of Foundation Engineering*.
- Sent the edited first quarter 2016 list of *Selected Recent Acquisitions* to be posted on the intranet and internet websites.

Laurie:

- Identified and lent the 2011 NJDOT *NJ Historic Roadway Study* to Legislative, Administrative & Regulatory Actions.
- Gave a tour and library card to staff from Roadway Design.
- Assisted Research in locating information on a Rutgers University/NJDOT research project.
- Identified, located, and lent the “Roadside Manual,” i.e., the AASHTO Roadside Design Guide, to Access Design.
- Identified, located, and lent civil service study materials for staff from Accounting & Auditing; Administration; Geotechnical Engineering; Operations; Project Management; Regional Design; Structural & Railroad Engineering; Structural Evaluation.
- Identified and lent FE materials to Structural Evaluation.
- Identified and lent PE materials to Structural Design.
- Identified, located, and lent the “MASH Manual” to Structural Evaluation.
- Lent Volume 1 of the *Bridge Engineering Handbook* to Structural & Railroad Engineering.
- Lent the *PCI Design Handbook*, 6th edition to Structural Design.
- Lent 2 titles, both coincidentally published in 1966, from the collection to Operations and to Structural Evaluation.
- Added new Texas DOT research reports to the Shared Resources Catalog and uploaded full texts.
- Provided library cards to staff from various units.

Both:

- We hosted a visit from the NJ Department of Environmental Protection librarians who came to visit to check our facilities and spine labels.
- Responded to a total of 262 requests, 233 (or 89%) of which were from NJDOT staff. The rest were from NJ Transit; the NJ Dept. of Environmental Protection; NJIT; an NJ business; Michigan DOT; Minnesota DOT; New York State DOT; Virginia DOT; Florida Gulf Coast University; Iowa State University; Northern Arizona University; San Jose State University; University of Arkansas; University of Buffalo; University of Massachusetts-Amherst; University of New Mexico; University of Texas at Arlington; University of Washington-Seattle; and University of Western Australia.
- The 140 reference requests and 122 document requests together resulted in provision of 93 loans, 35 documents, 3 photocopies, 6 printouts, and 125 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Laurie attended a LibraryLinkNJ-sponsored webinar, “Simplifying Libraries,” presented by Alex Lent, Director, Millis, MA, Public Library.
- Carol attended the NJ State Library staff meeting.

- Laurie and Carol attended the Transportation Librarians Roundtable, “Document the Now: Building Tools and a Community for Social Media Archiving,” presented by Bergis Jules, Archivist at the University of CA at Riverside.
- Carol attended the online AASHTO Research Advisory Committee (RAC) TKN Task Force meeting which focused on issues related to AASHTO’s move to digital publications and dissemination procedures.
- Carol attended the Library Leadership & Management Association (LLAMA) Thought Leaders Series webinar featuring R. David Lankes, Director, University of South Carolina’s School of Library & Information Science.
- Carol attended the NJDOT Bureau of Research “University Workshop: Changes to Research Project Delivery” presented by Calvin Edgehill, FHWA New Jersey Division and NJDOT Research Bureau staff.
- Carol attended the NJLA Commons Virtual Keynote, “Creating Virtual Training Videos with Urban Libraries Unite” presented by Lauren Comito and Marissa Richardson of Queens Library and Urban Libraries Unite.
- Carol attended the Contoural webinar “Who Should Own (and pay for) Information Governance? Legal, IT, or...?” presented by Kathryn Hilton and Mark Diamond of Contoural, Inc.
- Laurie and Carol attended the Capital Investment Planning and Grant Administration (CIPGA) overview series presentation by Division of Statewide Planning staff.
- Laurie and Carol attended the Transportation Librarians Roundtable Data Management Series session on “Understanding Digital Object Identifiers (DOIs)” presented by Jannean Elliott, U.S. Dept. of Energy’s Office of Scientific & Technical Information, and Joan Starr of the California Digital Library.
- Carol listened to the recording of the SirsiDynix webinar, “Ethics in Librarianship,” presented by Sarah Houghton, Director, San Rafael (CA) Pubic Library.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
October 2016
7510 - Research Library Operations

Critical Issues

- Carol asked AASHTO to add library@dot.nj.gov to publications distribution list since she will be away for three weeks, and we need to download AASHTO digital publications before anyone else to ensure consistency of access for the Department.
- The Bureau of Materials is following up with Fiscal regarding access to ASTM; we are continuing to request ASTM standards via interlibrary loan in the meantime.
- Dave Lambert, CPM Assistant Commissioner, has penciled the ASTM + AASHTO publications (electronic access) into the budget for FY 2018. Materials staff (about to retire) has been pushing for this.

New Initiatives

- Sent email to TRB recommending that they include report covers for their Web-only reports. The PDFs lack covers and even running titles, and the cover pages do not print from the HTML links. Without covers or at least running titles, there is no identification for these documents in PDF format.
- Suggested to Research staff that the Research Bureau consider the Research Library as a *program* rather than as a project, as it has been since the library's reopening in 1998.
- Capital Program Development staff asked IT to install the PRS system on the Research Library's public PC so that users can access this software from the Library, and IT installed it shortly thereafter.

Significant Accomplishments

- Made changes to the online form on the Research Library website, and the NJDOT webmaster created a new online form based on the changes/edits requested.
- Requested print copies of a Web-only document from TRB on behalf of NJ Transit and for the Research Library collection; created a cover for the printed copies since TRB's PDF and printed copies lacked them, and the covers were unprintable from the HTML version (see New Initiative #1 above).
- Downloaded three AASHTO digital publications and provided notice and access instructions to relevant units.
- Forwarded a University of North Carolina Highway Safety Research Center article to the Bike/Ped group.
- Lent PE materials to NJDOT staff from Materials and Region South-Construction.
- Identified, located, and lent civil service exam preparation materials to Major Access, Operations-Central Region, Operations-South Region, Planning, Project Management, Research, and Structural Evaluation.
- Sent latest issue of *Journal of Transport and Land Use* to Planners and to NJ Transit.
- Forwarded the latest Michigan DOT Research e-newsletter to Research.

- Sent notice of two Contoural webinars regarding records retention schedules to the Inspector General's Office and Records Management staff.
- Sent notice of University of South Florida Center for Urban Transportation Research webinar on Complete Streets to Planning.
- Forwarded other webinar notices to Planners, NJ Transit, Office of Emergency Management, Employee Safety, Construction, and Maintenance.
- Provided a list of titles on public speaking for Project Management and supplied several of the items from the NJ State Library's collection.
- Verified and obtained seven articles via interlibrary loan for Geotechnical Engineering.
- Resent two ASTM standards previously obtained via interlibrary loan to Materials.
- Sent a *Roads & Bridges* article with a poll at the end regarding changing the *Manual on Uniform Traffic Control Devices* (MUTCD) into two smaller documents to multiple units.
- Sent current issue of *HSDL Critical Releases in Homeland Security* to the Office of Emergency Management and to IT.
- Sent an *AASHTO Journal* article on environmental stewardship to Landscape Architecture, Environmental Resources, and Operations.
- Located an ITE publication on driveway guidelines and lent to Access Design.
- Identified an NCHRP publication for Quality Management Services, gave a print copy, and also sent link to the PDF.
- Sent an article on the proposed Gateway Tunnel project to Operations.
- Showed Project Management staff how to access the NJDOT *Roadway Design Manual* via the NJDOT website, updated our print copy with four Baseline Document Changes (BDCs), each containing multiple edits, and lent our updated print copy.
- Sent link to the PDF for a National Academies publication on urban sustainability to Planning.
- Submitted content for the SLA Transportation Division quarterly newsletter, *Kaleidoscope*.

Laurie:

- Gave away 4 boxes of extra materials as well as promotional items at the NJDOT Research Showcase.
- Hosted a TRB field visit to the Research Library and provided an extra copy of an NCFRP report.
- Identified and lent study material to Structural Evaluation.
- Sent link to an FHWA report to Maintenance-Region North.
- Lent AASHTO *LRFD Bridge Design Specifications*, 7th ed., with interim revisions to Structural & Railroad Engineering.
- Identified and located a 1979 planning book at the NJSL Law Library for Research.
- Located several editions of the NJDOT *Fact Book* and the NJDOT publication, *People: the Transportation Connection* and lent to Safety & Data Development.
- Lent a book from our collection to Structural Evaluation.
- Identified an NCHRP Web-only document, and sent link to Structural Evaluation.
- Lent the AASHTO *Manual for Bridge Evaluation*, 2010, with interim revisions to Structural Evaluation.

- Identified and lent civil service exam study materials to Capital Program Support, IT, Operations, Pavement & Drainage Management, Planning, Project Management, and Traffic Engineering.
- Lent NJDOT *Roadway Design Manual* to Planning.
- Lent AASHTO *Roadside Design Guide* to Structural & Railroad Engineering.
- Located and lent several AASHTO manuals and the 2002 NJDOT *Bridge Design Manual* to Roadway Design.
- Located and provided information to the Drug Enforcement Administration, NY Division, regarding truck stop / rest areas in New Jersey.

Both:

- Responded to a total of 188 requests, 176 (or 94%) of which were from NJDOT staff. The rest were from the NJ Dept. of Environmental Protection; the NJ State Library; NJ Transit; U.S. Drug Enforcement Administration (USDEA), New York Division; NASA Kennedy Space Center; Illinois DOT; Clemson University; Northern Arizona University; Round Rock Public Library (TX); and Wiss, Janney, Elstner Associates, Inc.
- The 98 reference requests and 90 document requests together resulted in provision of 66 loans, 22 documents, 8 photocopies, 5 printouts, and 87 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Laurie attended the 18th Annual NJDOT Research Showcase held at Mercer County Community College.
- Carol attended the online AASHTO Research Advisory Committee (RAC) TKN Task Force meeting.
- Laurie attended a *Library Journal* webcast, “Geeking Over Google and eBooks,” presented by Katrina Stokes, Warren County-Vicksburg (MS) Public Library and Andrea Devlin, Gale Virtual Reference Library.
- Carol attended the Board telephone meeting of the SLA Transportation Division and presented the treasurer’s report.
- Laurie attended the Transportation Librarians Roundtable, “Best Practices and Lessons Learned for Curating Physical and Digital Exhibits: A Case Study on the Northwestern University Transportation Library,” presented by Roberto Sarmiento and Rachel Cole, Northwestern University Transportation Library.
- Carol attended an ETKN telephone meeting.
- Laurie attended the Transportation Librarians Roundtable Data Management Series webinar, “Understanding Digital Object Identifiers (DOIs), Part 2” presented by Joan Starr of the California Digital Library.
- Carol attended the (end of) Research Bureau staff meeting.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT
November 2016
7510 - Research Library Operations

Critical Issues

- Space seems to be a Department topic again, and the Research Library space appears to be once again on the table.

New Initiatives

- Will suggest to webmaster et al. that the “Library” button under the Other section on the intranet be changed to “Research Library” and be moved under the Workplace Support section, two sections higher than its current location. We may need a better graphic.
- Ordering new materials for use by Statewide Planning and Traffic Engineering.

Significant Accomplishments

- Determined for Planning staff that an NJDOT legislatively mandated report is awaiting (since 2014) the Governor’s signature and is currently unavailable.
- Identified, located, and lent civil service exam preparation materials to Accounting, Construction, Maintenance, Materials, Operations, Planning, and Traffic Engineering.
- Sent *Construction Dive* newsletter article on drones to Project Management.
- Forwarded the National Operations Center for Excellence newsletter to Planning, Operations, and Transportation Systems Management (TSM).
- Sent notices of webinars to Administration (NJDOT Toastmasters members) and Civil Rights.
- Verified, located, and sent PDFs of TRB papers to NJ Transit.
- Informed Office of Emergency Management (OEM) of our TRB report holdings and ways to access.
- Sent notifications and links to AASHTO digital documents to the CFO, CPPM, and Planning.
- Located and obtained free access to symposium papers on ultra-high performance concrete via one of the conference Chairs, for Structural & Railroad Engineering, saving the \$150 purchase price for the proceedings.
- Sent a *Reuters* article on the Gateway Tunnel project to Maintenance.
- Sent a WRALTechWire.com article on drones to Aeronautics and Project Management.
- Forwarded a TRB e-circular on highway access management to Planning and Right-of-Way.
- Provided a list of reading for the supervisory test battery to Operations.
- Verified, located, and lent Professional Engineer (PE) exam study materials to Operations.

- Located a 1998 publication online and sent PDF link to Capital Program Support.
- Advised Environmental Resources regarding disposition of parts of their collection in Building 28.
- Provided justification for Structural & Railroad Engineering to complete form to request that IT install the Adobe plug-in for access to AASHTO digital documents.
- Downloaded several AASHTO digital publications for the Department's use by up to 5 simultaneous users and provided notice and access instructions to relevant units.

Laurie:

- Identified, located, and lent civil service exam study materials to Accounting & Auditing, Construction, Local Aid, Materials, Planning, and Research.
- Located a treatise, *New Jersey Zoning and Land Use Administration*, at the NJ State Law Library, and lent to Legislative, Administrative & Regulatory Actions.
- Lent the *AASHTO Manual for Bridge Evaluation*, 2nd edition and interim revisions to Structural Design and to Structural Evaluation.
- Identified and located books on highway and traffic engineering for Statewide Strategies.
- Lent the 1994 edition of the *AASHTO Standard Specifications for Structural Supports for Highway Signs, Luminaires and Traffic Signals* to Structural & Railroad Engineering.
- Identified, located, and lent the "oldest AASHTO LRFD specification in collection," AASHTO LRFD Bridge Design, 1998 to Roadway Design.
- Identified and located PE exam study materials and lent to Pavement Design.
- Identified and located TOEFL study materials, and lent to Structural & Railroad Engineering.
- Located an NCHRP report for Quality Management Services.
- Located Fundamentals of Engineering (FE) exam study materials and lent to Structural Evaluation.
- Checked list of AASHTO materials offered by Transportation Association of Canada (TAC) against our holdings for needed items.
- Cataloged several donated study materials.
- Continued entering new publications from the Transportation Research Board e-newsletter into the Shared Resources Catalog and uploaded full text available items.

Both:

- Responded to a total of 142 requests, 124 (or 87%) of which were from NJDOT staff. The rest were from NJ Transit; Volpe Center; Illinois DOT; Iowa State University; Ohio University; University of Arkansas; University of Buffalo; University of Massachusetts-Amherst; and San Jose State University.
- The 66 reference requests and 76 document requests together resulted in provision of 55 loans, 20 documents, 3 printouts, and 64 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended the NJ State Library staff meeting.
- Carol attended an ETKN telephone meeting.
- Carol attended TESU training on professional Communications at the NJ State Library.

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New Jersey Department of Transportation
RESEARCH LIBRARY MONTHLY REPORT

December 2016

7510 - Research Library Operations

Critical Issues

- Received email from Assistant Commissioner Dave Kuhn via Research asking about library use to supply to CFO who is questioning location of, or even need for, the Research Library. Usage statistics showed increased usage here in E&O, with more usage on 1st floor than on 5th. When shown usage numbers by his own staff, the CFO seems to have been mollified.
- The sub-application in the Shared Resources Catalog for uploading full text reports was not functional for awhile. We alerted IT - they have addressed the issue and it is once again working.
- IT's assistance has also been requested for the 2.63 upgrade of the OCLC Connexion Client for cataloging.

New Initiatives

- Received materials from Human Resources (NJDOT) on mentoring and leadership. We will incorporate into our collection.
- Will keep an eye out for availability of ASCE 7-16 (*Minimum Design Loads for Buildings and Other Structures*) and will order when published.
- Purchasing some new reference materials for use by Traffic Engineering.

Significant Accomplishments

- Supplied statistics comparing library use for three 12-month periods, one for our current location and each of the two previous locations – in chronological order, MOB, then E&O 5th floor, and current E&O 1st floor – to Research for use by CIPGA and the CFO.
- Answered follow-up questions from CFO regarding CFO divisions' use of the library.
- Completed *Selected Recent Acquisitions* list for 2016 2nd quarter, and Webmaster has posted to the internet and intranet websites.
- Located copies of the *Transportation Choices 2030* CD-ROM in Planning and provided to Administrative, Legislative, & Regulatory Actions.
- Sent UTRC report on evaluation of fatigue-prone details to Bridge Engineering and Maintenance/Operations.
- Located ASTM and CIE specifications for Operations.
- Lent latest issue of *Engineering-News Record* to Structural & Railroad Engineering.
- Located and lent an item from the collection for Structural Design.
- Sent an Illinois DOT press release on drones to Aeronautics and Project Management.
- Identified and located a free online course of supervisory training for Maintenance.

- Lent new mentoring materials received from HR to the NJDOT Toastmasters Club.
- Sent *Channel NewsAsia* article on drones guiding self-driving cars to Aeronautics, Transportation Systems Management (TSM), and Information Management & Technology Planning.
- Sent an AP article on a Finnish phone app to avoid wildlife accidents to Environmental Resources and Data Development & Safety.
- Sent an *Engineering-News Record* article on a new ARTBA safety training and certification program for work zones to Employee Safety, Construction, Maintenance, HR, Traffic Operations, and the Regions.
- Sent digital issue of *Erosion Control* magazine to staff in Operations, CPM, and Planning (Environmental Resources).
- Identified, located, and lent books on highway and traffic engineering for Planning.
- Forwarded latest issue of *InTransition* magazine to Planners, TSM, Data Development & Safety, and Landscape Architecture.
- Sent a phys.org article on rockfalls to Structural Design & Geotechnical Engineering.
- Located and lent AASHTO LRFD specifications for Structural & Railroad Engineering and provided photocopies of parts.
- Sent articles on carbon fiber concrete and 3D printing of concrete form molds and structural reinforcements to Bridge, Construction, and Materials.
- Identified, located, and lent project management materials to Planning.
- Forwarded November Michigan DOT *Innovation Snapshot* to Research.
- Identified, located, and lent the latest “Fitzgerald” to Multimodal Services.
- Sent a *Cantech Letter* article on drones to Aeronautics.
- Requested material via interlibrary loan for use by CPM staff.
- Identified, located, and lent FE (Fundamentals of Engineering) material to Project Management.
- Sent notices of webinars to PEs, Planners, IT, Construction, Materials, Pavement Design, Environmental Services (CPM), Statewide Planning, Environmental Resources, Maintenance/Operations, TSM, and NJ Transit.
- Identified, located, and lent civil service exam preparation materials to Maintenance, Major Access, Multimodal Services, Operations, Planning, Right-of-Way, and Structural Design.

Laurie:

- Identified, located, and lent civil service exam study materials to Data Development & Safety, IT, Project Management, Research, Right-of-Way, and Traffic Engineering.
- Lent materials to Structural & Railroad Engineering and explained how to access AASHTO digital documents.
- Identified, located, and lent two GIS books from our collection for use by Planning.
- Advised Planning that we have no access to the digital version of the “Green Book” and lent our print copy.
- Identified, located, and lent FE and PE materials to Construction, Pavement Design, Structural Evaluation, and TSM.

- Cataloged several newly acquired materials.
- Continued adding new TRB materials into Shared Resources Catalog.

Both:

- Responded to a total of 210 requests, 190 (or 90%) of which were from NJDOT staff. The rest were from the NJ State Library; NJDEP; a NJ resident; Minnesota DOT; North Carolina DOT; City College of New York; Florida Institute of Technology; Northern Arizona University; Southern Illinois University; Temple University; University of Buffalo; University of Kentucky; University of Wisconsin-Madison; and the Victorian Government Library (Australia).
- The 132 reference requests and 78 document requests together resulted in provision of 68 loans, 28 documents, 6 photocopies, 7 printouts, and 101 verbal or written replies. A separate spreadsheet is provided.

Meetings/Classes

- Carol attended an SLA webinar, *SLA Connect for Unit Leaders*, presented by David Stern and Kate O'Donnell of SLA.
- Carol attended a Transportation Librarians Roundtable webinar, *Visualizing Transportation Collections Using Tableau*, presented by Amanda Wilson and Nicole Strayhorn of the National Transportation Library.
- Carol attended a CIPGA Initiatives meeting.
- Laurie attended an ESRI webcast, *Imagery Management for DOTs*, presented by Terry Bills and Eric Rodenberg of ESRI.
- Carol attended an OCLC WorldShare ILL Borrowing webinar presented by Jeff Brunner of OCLC.
- Carol attended an AIIM webinar, *Key Areas Where Information Management is Advancing and Changing – A Look Ahead*, presented by John Mancini of AIIM.
- Laurie attended a *Library Journal* webcast, *An Indie State of Mind: Finding and Celebrating the Best Local Authors in Your State or Region*, presented by Jim Blanton of the Louisville Free Library, author Geralyn Hessler Magrady, Denise Raleigh of the Gail Borden Public Library and RAILS, Veronda Pitchford of RAILS; and Jon Fine of Amazon.
- Carol attended the NJDOT Bureau of Research Brown Bag presentation, *Can a Drainage Management System Prevent Catastrophes?* by Dr. Jay Meegoda of NJIT.
- Carol attended a *Financial Training Webinar for Unit Leaders* presented by SLA staff and Marty Donnelly of Patuxent Accounting.

c: Camille Crichton-Summers
 Amanda Gendek
 Doris Murphy
 Margaret Nizolek
 Stefanie Potapa
 Cindy Warrick

APPENDIX C
ANNUAL STATISTICS

NJDOT Research Library Statistics for CY 2016

Reporting to the NJ State Library

Month	Patron Contacts	Reference Questions	Items via Librarian	Pages Delivered	Free Searches	Fee Searches	Interlibrary Loan Borrowing	Interlibrary Loan Lending	Loans Outside of Horizon
January	87	83	139	170	75	5	1	0	9
February	99	85	160	454	56	21	8	7	11
March	107	94	126	1194	66	14	3	0	12
April	82	97	88	184	30	14	0	0	15
May	87	81	156	136	58	6	4	0	10
June	94	139	148	191	162	18	5	11	17
July	72	109	94	661	68	13	2	9	9
August	91	82	75	1065	35	5	0	5	5
September	124	107	140	1900	100	24	11	14	11
October	94	91	114	536	36	17	7	6	16
November	68	63	79	488	56	2	0	9	2
December	110	116	109	210	66	8	2	5	5
Totals	1115	1147	1428	7189	808	147	43	66	122

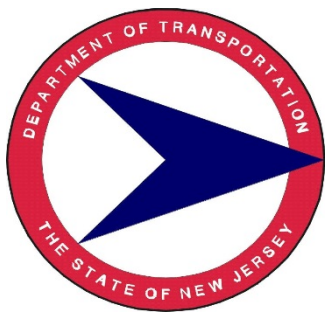
NJDOT Research Library Statistics for CY 2016

Reporting to NJDOT – by Requests

Month	Total Research Library Requests Received	Requestor Affiliation			Method of Contact					Service Requested		Service Provided					Quarterly Total Requests
		NJDOT	Other NJ	Out of State	In Person	Telephone	Email	Fax	US Mail	Reference Materials	Document / Interlibrary Loan	Verbal / Memorandum	Document	Loan / Interlibrary Loan	Photocopy	Printout	
January	195	188	3	4	143	6	47	0	0	93	103	71	22	98	1	3	
February	235	219	7	9	159	15	61	0	0	118	117	78	41	102	7	7	
March	199	185	8	6	122	4	73	0	0	122	77	77	49	56	10	7	
																	629
April	147	130	13	4	107	1	39	0	0	102	45	83	16	46	0	2	
May	163	147	13	3	94	3	66	0	0	87	76	58	38	62	1	4	
June	267	245	10	12	162	21	84	0	0	153	114	154	15	92	3	3	
																	577
July	185	153	15	17	90	11	84	0	0	122	63	101	38	41	2	3	
August	137	125	4	8	81	0	56	0	0	85	52	67	26	41	1	2	
September	262	233	8	21	141	16	105	0	0	140	122	125	25	93	3	6	
																	584
October	188	176	5	7	120	3	65	0	0	98	90	87	22	66	8	5	
November	142	124	9	9	92	1	49	0	0	66	76	64	20	55	0	3	
December	210	190	7	13	112	9	89	0	0	132	78	101	28	68	6	7	
																	540
Total	2330	2115	102	113	1423	90	818	0	0	1318	1013	1066	340	820	42	52	2330

APPENDIX D

QUARTERLY REPORTS OF *SELECTED RECENT ACQUISITIONS*



**NJ DEPARTMENT OF
TRANSPORTATION RESEARCH
LIBRARY**
SELECTED RECENT ACQUISITIONS

January - March 2016

The resources reported in this issue are listed by main subject area and then alphabetically by title. Each item is listed only once, so please check related subjects for additional materials that may be of interest. If you would like to see any of these items and there is no link to an online version, please contact the Research Library at library@dot.nj.gov (Library, DOT) or call 609-530-5289 for these or any other publications.

Administration and Management

Accomplishments 2015 /

Pennsylvania State Transportation Innovation Council (STIC) -- Harrisburg, PA : Pennsylvania Dept. of Transportation, 2016, 20 pp.

At the Crossroads: Preserving Our Highway Investment /

John O'Doherty -- Okemos, MI : Michigan State University, National Center for Pavement Preservation (NCPP), 2007

Funding Resilient Infrastructure in New Jersey: Attitudes Following a Natural Disaster /

Robert B. Noland, Marc D. Weiner, and Michael R. Greenberg -- San Jose, CA : San Jose State University, College of Business, Mineta National Transit Research Consortium, 2016-02 (CA-MNTRC-15-1243), 60 pp.

<http://transweb.sjsu.edu/PDFs/research/1243-infrastructure-funding-attitudes-after-natural-disaster-new-jersey.pdf>

An Inventory of Properties Owned by the New Jersey Department of Transportation for Transportation Projects Not Under Construction - Report to the Governor and Legislature /

New Jersey Department of Transportation, Division of Right of Way & Access Management and Division of Legislative, Administrative & Regulatory Actions -- Trenton, NJ : NJDOT, 2016-02 (Legislatively Mandated Reports), 116 pp.

Public Perception of Mileage-Based User Fees /

Asha Weinstein Agrawal, Hilary Nixon, and Ashley M. Hooper -- Washington, DC : Transportation Research Board, 2016 (NCHRP Synthesis 487), 139 pp.

<http://www.trb.org/Publications/Blurbs/173605.aspx>

Revenue, Finance, Pricing, and Economics /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2530), 123 pp. <http://www.trb.org/Publications/Blurbs/173742.aspx>

Aviation

ACRP 2015 Annual Report of Progress /

Airport Cooperative Research Program -- Washington, DC : Transportation Research Board, 2015 (Airport Cooperative Research Program), 68 pp.
<http://www.trb.org/Publications/Blurbs/173790.aspx>

Airport Terminal Building Energy Use Intensity (ATB-EUI) Benchmarking Tool [Electronic] /

Jeff S. Haberl et al. -- Washington, DC : Transportation Research Board, 2015 (CRP-CD-178 ; ACRP Web-Only Document 27), CD-ROM and Web-based document
<http://www.trb.org/Publications/Blurbs/173795.aspx>

Commercial Spaceports /

Transportation Research Board -- Washington, DC: TRB, 2015 (TR News No. 300 (November/December 2015)), 44 pp. <http://www.trb.org/Publications/Blurbs/173794.aspx>

Evaluating Methods for Determining Interior Noise Levels Used in Airport Sound Insulation Programs /

Paul Schomer, Jack Freytag, and Randy Waldeck -- Washington, DC : Transportation Research Board, 2016 (ACRP Report 152), 150 pp
<http://www.trb.org/Publications/Blurbs/174142.aspx>

Synthesis of Information Related to Airport Practices /

Airport Cooperative Research Program -- Washington, DC: Transportation Research Board, 2016-01 (Research Results Digest 23), 9 pp.
<http://www.trb.org/Publications/Blurbs/173831.aspx>

Bicycles and Pedestrians

Bicycles and Motorcycles /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2520), 174 pp. <http://www.trb.org/Publications/Blurbs/173998.aspx>

Bicycling and Walking in the United States: 2016 Benchmarking Report /Alliance for Biking & Walking -- [Washington, DC] : The Alliance, 2016, 198 pp.
<http://www.bikewalkalliance.org/download-the-2016-benchmarking-report>

Buffalo Bicycle Master Plan Update - Final Report /

Jeff Olson et al. -- Buffalo, NY : GObike Buffalo ; Albany, NY : New York State Energy Research and Development Authority (NYSERDA) ; New York State Dept. of Transportation (NYSDOT), 2016-01 (15-34 ; C-13-51), 168 pp.

Incorporating On-Road Bicycle Networks into Resurfacing Projects /

Toole Design Group and Cambridge Systematics -- [Washington, DC] : U.S. Dept. of Transportation, Federal Highway Administration, 2016-03 (FHWA-HEP-16-025), 66 pp.
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/resurfacing/

Pedestrians /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2519), 188 pp. <http://www.trb.org/Publications/Blurbs/174037.aspx>

Bridges and Structures

2016 Interim Revisions to the AASHTO LRFD Bridge Design Specifications - Seventh Edition 2014 - U.S. Customary Units [Looseleaf] /

American Association of State Highway and Transportation Officials -- Washington, DC : AASHTO, 2015, 195 pp.

Covered Bridges and the Birth of American Engineering /

Justine Christianson and Christopher H. Marston, executive editors ; James Barker et al. -- Washington, DC: National Park Service, Historic American Engineering Record, 2015, 246 pp. <http://permanent.access.gpo.gov/gpo64533/CoveredBridges2015.pdf>

Develop Epoxy Grout Pourback Guidance and Test Methods to Eliminate Thermal/Shrinkage Cracking at Post-Tensioning Anchorages - Phase II /

Irtishad Ahmad et al. -- Miami, FL : Florida International University, Dept. of Civil and Environmental Engineering and OHL School of Construction ; Tallahassee, FL : Florida Dept. of Transportation, Research Center, 2016-01 (FDOT BDV29-977-13), 113 pp. http://www.dot.state.fl.us/research-center/Completed_Proj/Summary_STR/FDOT-BDV29-977-13-rpt.pdf

Extending Bridge Service Life Through Field Welded Repair and Retrofits /

Philip E. Fish, Curtis J. Schroeder, and Robert J. Connor -- Washington, DC : Transportation Research Board, 2016 (NCHRP Synthesis 489), 65 pp. <http://www.trb.org/Publications/Blurbs/174111.aspx>

Hurricane Hazard Mitigation in Traffic Light Support Structures /

Aly Mousaad Aly, Hamzeh Gol Zaroudl, and Milad Rezaee -- Baton Rouge, LA : Louisiana State University, Dept. of Civil and Environmental Engineering ; Louisiana Dept. of Transportation and Development, 2016-01 (FHWA/LA.15/14-2TIRE), 108 pp. <http://www.ltrc.lsu.edu/pdf/2016/14-2TIRE.pdf>

Innovative Inspection Devices Help Extend Timber Bridge Life Spans: How Local Engineers Can Use State-of-the-Art Technology to Address Deterioration and Save Money /

Eruca Larsen and Renae Kuehl -- [St. Paul], MN : Minnesota Dept. of Transportation, 2015-11 (Research Pays Off), 3 pp. <http://onlinepubs.trb.org/onlinepubs/trnews/trnews300rpo.pdf>

Long-Term Bridge Performance (LTBP) Program Publications [CD-ROM] /

Turner-Fairbank Highway Research Center -- McLean, VA : Federal Highway Administration, 2015 (FHWA-HRT-10-058, HRT-11-037, HRT-13-033, HRT-13-035, HRT-13-049, HRT-13-051, HRT-14-019, HRT-14-031, HRT-14-032, HRT-14-043, HRT-14-052, HRT-14-053, HRT-15-050, HRT-15-073), Untitled disc contains brochure and multiple LTBP newsletters, reports, and TechBriefs

NDE Web Manual: An Interactive Resource on Nondestructive Evaluation (NDE) Technologies and Assessment Tools [Brochure] /

FHWA Advanced Sensing Technology (FAST) NDE Laboratory -- McLean, VA : Federal Highway Administration, Turner-Fairbank Highway Research Center, 2016 (FHWA-HRT-16-026), 4 pp. <https://fhwaapps.fhwa.dot.gov/ndep/>

Survey of Micropile Use in Neighboring Western States /

Steve Perkins -- Bozeman, MT : Montana State University, Dept. of Civil Engineering ; Helena, MT : Montana Dept. of Transportation, Research Programs, 2015-10 (FHWA/MT-15-004/8117-049), 43 pp.

http://www.mdt.mt.gov/other/webdata/external/research/docs/research_proj/micropile/FINAL_REPORT.pdf

Communications

Fast Facts 2016 [Fact Sheet] /

Michigan Department of Transportation, Intermodal Policy Section -- Lansing, MI : MDOT, 2016, 4 pp. [https://www.michigan.gov/documents/mdot/MDOT_fastfacts02-](https://www.michigan.gov/documents/mdot/MDOT_fastfacts02-2011_345554_7.pdf)

[2011_345554_7.pdf](https://www.michigan.gov/documents/mdot/MDOT_fastfacts02-2011_345554_7.pdf)

Construction

Formwork for Concrete - 8th Edition /

David W. Johnston -- 8th edition -- Farmington Hills, MI : American Concrete Institute, 2014, various pagings

Energy and Environment

Assessment of Approaches to Updating the Social Cost of Carbon: Phase 1 Report on a Near-Term Update /

Committee on Assessing Approaches to Updating the Social Cost of Carbon; Board on Environmental Change and Society; Division of Behavioral and Social Sciences and Education; National Academies of Sciences, Engineering, and Medicine -- Washington, DC : National Academies Press, 2016, 73 pp. <http://www.nap.edu/21898>

Evaluation of Curb and Gutter Inlet Protection Products for Sediment Retention /

Rabin Bhattarai et al. -- Urbana, IL : University of Illinois at Urbana-Champaign, Dept. of Agricultural and Biological Engineering ; Springfield, IL : Illinois Dept. of Transportation (SPR), Bureau of Material and Physical Research, 2016-01 (FHWA-ICT-16-001), 45 pp. <https://apps.ict.illinois.edu/projects/getfile.asp?id=4726>

Wildlife Crossing: Web-Connected Cameras Offer Improved Monitoring for Highways [Fact Sheet] /

Exploratory Advanced Research Program -- Washington, DC: U.S. Dept. of Transportation, Federal Highway Administration, 2016 (FHWA-HRT-16-033), 2 pp.

<http://www.fhwa.dot.gov/advancedresearch/pubs/16033/16033.pdf>

Freight/Goods Movement

Commodity Flow Survey Workshop /

Kathleen Hancock, editor -- Washington, DC : Transportation Research Board, 2016-02 (Transportation Research Circular No. E-C205), 56 pp.

<http://onlinepubs.trb.org/onlinepubs/circulars/ec205.pdf>

Food Distribution Supply Chain Data Collection: Supply Chain Firm Interviews and Truck Counts /

Anne V. Goodchild and Luka Ukrainczyk -- Seattle, WA : University of Washington, Washington State Transportation Center (TRAC) ; Olympia, WA : Washington State Dept. of Transportation, Research Office, 2016-02 (WA-RD 850.1), 57 pp.
<http://www.wsdot.wa.gov/research/reports/fullreports/850.1.pdf>

Freight Facts and Figures 2015 /

William H. Moore, editor -- 11th edition -- Washington, DC : U.S. Dept. of Transportation, Bureau of Transportation Statistics, 2016, 99 pp.
http://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/data_and_statistics/by_subject/freight/freight_facts_2015

GPS Data for Truck-Route Choice Analysis of Port Everglades Petroleum Commodity Flow /

Abdul R. Pinjari et al. -- Tampa, FL : University of South Florida, Dept. of Civil and Environmental Engineering ; Tallahassee, FL : Florida Dept. of Transportation, Research Center, 2016-01 (FDOT BDV25-977-17), 66 pp.
http://www.dot.state.fl.us/research-center/Completed_Proj/Summary_PL/FDOT-BDV25-977-17-rpt.pdf

Implementation and Evaluation of a Low-Cost Weigh-In-Motion System /

Taek M. Kwon -- Duluth, MN : University of Minnesota Duluth, Dept. of Electrical Engineering ; St. Paul, MN : Minnesota Dept. of Transportation, Research Services & Library, 2016-03 (MN/RC 2016-10), 47 pp. <http://www.dot.state.mn.us/research/TS/2016/201610.pdf>

Geotechnical

Influence of Geotechnical Investigation and Subsurface Conditions on Claims, Change Orders, and Overruns /

Andrew Z. Boeckmann and J. Erik Loehr -- Washington, DC : Transportation Research Board, 2016 (NCHRP Synthesis 484), 38 pp., Appendix A and Appendix B are web-only
<http://www.trb.org/Publications/Blurbs/173907.aspx>

Testing Protocol for Predicting Driven Pile Behavior within Pre-bored Soil /

Malay Ghose-Hajra and Eduardo A. Tavera -- New Orleans, LA : University of New Orleans, Dept. of Civil and Environmental Engineering ; Baton Rouge, LA : Louisiana Dept. of Transportation and Development, 2016-02 (FHWA/LA.15/546), 179 pp.
http://www.ltrc.lsu.edu/pdf/2016/FR_546.pdf

Highway Design

Development of the ConnDOT Horizontal Curve Classification Software - Phase II /

Abigail Osei-Asamoah and Eric Jackson -- Storrs, CT : University of Connecticut, Connecticut Transportation Institute, Connecticut Transportation Safety Research Center ; Newington, CT : Connecticut Dept. of Transportation, Bureau of Engineering and Highway Operations, Research and Materials, 2015-02 (CT-2291-F-15-3), 49 pp.

Highway Design /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2521), 194 pp. <http://www.trb.org/Publications/Blurbs/174007.aspx>

Roadway Design Manual - 2015 [Looseleaf] /

New Jersey Department of Transportation -- Trenton, NJ : NJDOT, 2015, 468 pp. <http://www.state.nj.us/transportation/eng/documents/RDM/>

Information Management

Digitizing and Formatting of Connecticut Department of Transportation Archived Technical Reports /

James Mahoney -- Storrs, CT : University of Connecticut, Connecticut Transportation Institute ; Newington, CT : Connecticut Dept. of Transportation, Bureau of Engineering and Construction, Research Unit, 2015-04 (CT-2275-F-15-5), 18 pp.

Uses of Mobile Information Technology Devices in the Field for Design, Construction and Asset Management /

Gabriel B. Dadi, Roy E. Sturgill, Jr., and Xi Wang -- Washington, DC : Transportation Research Board, 2016 (NCHRP Synthesis 491), 101 pp.

Intelligent Transportation Systems (ITS)

Intelligent Transportation Systems and Connected and Automated Vehicles /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2489), 152 pp. <http://www.trb.org/Publications/Blurbs/173966.aspx>

ITS America: Intelligent Transportation Systems 25 Years Anniversary [Brochure] /

Intelligent Transportation Society of America -- Washington, DC : ITS America, 2015, trifold

Landscape and Urban Design

Shrub Willows Make for Effective, Inexpensive Snow Fences in Minnesota [Tech Summary] /

CTC & Associates -- St. Paul, MN : Minnesota Dept. of Transportation, Research Services & Library, 2016-01 (2015-46TS), 2 pp. <http://www.dot.state.mn.us/research/TS/2015/201546TS.pdf>

Legal Issues

Commercial Driver License Manual: Requirements for Licensing in New Jersey /New Jersey Motor Vehicle Commission -- [Trenton, NJ] : NJ MVC, 2015-08, 156 pp.

http://www.nj.gov/mvc/pdf/Commercial/CDL_Manual.pdf

Liability of Design-Builders for Design, Construction, and Acquisition Claims /

Michael C. Loulakis et al. -- Washington, DC : Transportation Research Board, 2015-12 (Legal Research Digest 68), 124 pp. <http://www.trb.org/Publications/Blurbs/173607.aspx>

A Look at the Legal Environment for Driverless Vehicles /

Dorothy J. Glancy, Robert W. Peterson, and Kyle F. Graham ; James B. McDaniel, editor -- Washington, DC : Transportation Research Board, 2016-02 (Legal Research Digest 69), 81 pp. <http://www.trb.org/Publications/Blurbs/173557.aspx>

Marine /Waterways

Enhancing Sleep Efficiency on Vessels in the Tug/Towboat Barge Industry /

Kathryn J. Reid, Fred W. Turek, and Phyllis C. Zee -- Washington, DC : Transportation Research Board, 2016 (NCFRP Report 36), 179 pp.
<http://www.trb.org/Publications/Blurbs/173857.aspx>

Materials

Concrete Materials /

Transportation Research Board -- Washington, DC : TRB, 2015 (Transportation Research Record No. 2508), 110 pp. <http://www.trb.org/Publications/Blurbs/173678.aspx>

Performance Studies and Future Directions for Mixes Containing RAP and RAS: Technical Report /

Soohyok Im, Sheng Hu, and Fujie Zhou -- College Station, TX : Texas A&M Transportation Institute ; Austin, TX : Texas Dept. of Transportation, Research and Technology Implementation Office, 2016-02 (FHWA/TX-15/0-6738-2), 124 pp.
<http://tti.tamu.edu/documents/0-6738-2.pdf>

Supplementary Cementitious Materials: Best Practices for Concrete Pavements [Tech Brief] /

Federal Highway Administration -- Washington, DC : U.S. Dept. of Transportation, FHWA, 2016-02 (FHWA-HIF-16-001), 7 pp.
<https://www.fhwa.dot.gov/pavement/concrete/pubs/hif16001.pdf>

Validation of Guidelines for Evaluating the Moisture Susceptibility of WMA Technologies /
Amy Epps Martin et al. -- Washington, DC : Transportation Research Board, 2016 (NCHRP Report 817), 33 pp. <http://www.trb.org/Publications/Blurbs/173821.aspx>

Operations and Maintenance

Bridge Trough Maintenance Evaluation on Finger Joint Bridges /

Eric Steinberg, Kenneth Walsh, and Nik Sparks -- Athens, OH : Ohio University, Dept. of Civil Engineering ; Columbus, OH : Ohio Dept, of Transportation, 2016-02 (FHWA/OH-2015/35), 45 pp.
<http://cdm16007.contentdm.oclc.org/cdm/ref/collection/p267401ccp2/id/13361>

Climate Change Adaptation Guide for Transportation Systems Management, Operations, and Maintenance /

Susan Asam et al. -- Reston, VA : Leidos ; Washington, DC : ICF International, Inc. ; U.S. Dept. of Transportation, Federal Highway Administration, 2015-11 (FHWA-HOP-15-026), 88 pp. <http://www.ops.fhwa.dot.gov/publications/fhwahop15026/index.htm>

Training and Certification of Highway Maintenance Workers /

Nancy Laffey and Kathryn A. Zimmerman -- Washington, DC : Transportation Research

Board, 2015 (NCHRP Synthesis 483), 124 pp.
<http://www.trb.org/Publications/Blurbs/173819.aspx>

Transportation System Resilience to Extreme Weather and Climate Change [Fact Sheet]/

Federal Highway Administration -- Washington, DC : U.S. Dept. of Transportation, Federal Highway Administration, 2015-11 (FHWA-HOP-15-025), 4 pp.

<http://www.ops.fhwa.dot.gov/publications/fhwahop15025/fhwahop15025.pdf>

Winter Highway Maintenance Operations: Connecticut /

James Mahoney et al. -- Rocky Hill, CT : Connecticut Academy of Science & Engineering ; Newington, CT : Connecticut Dept. of Transportation, 2015-07 (CT-2289-F-15-1), 220 pp.

Pavements

Alternatives to Seal Coats /

Braun Intertec Corporation -- St. Paul, MN : Minnesota Dept. of Transportation, Research Services & Library, Local Roads Research Board (LRRB), 2016-02 (TRS 1602), 44 pp.

<http://www.dot.state.mn.us/research/TRS/2016/TRS1602.pdf>

Appropriate Implementation of Pavement Preservation Treatments /

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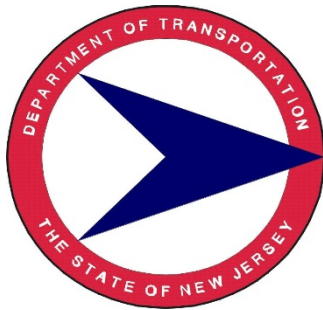
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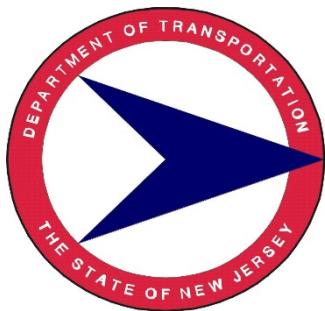
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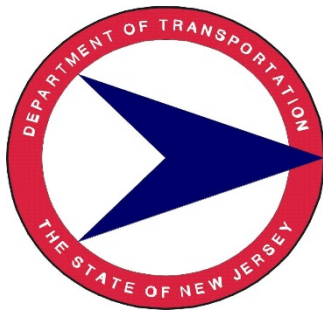
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APPENDIX E
OPEN HOUSE FLYER/POSTER

From Here to the Cloud ... Access via your Library



OPEN HOUSE

THURSDAY, SEPTEMBER 17, 2015
11 AM - 2 PM

 **NJDOT**
Research Library

E&O 1st Floor

Light refreshments

APPENDIX F
TRAINING MATERIALS

PowerPoint Presentation for Legislative Analysis

The NJDOT Research Library



“Your Knowledge Sharing Partner”

NJDOT Bureau of Research
December 14, 2015

Overview

- **Mission:** *To provide knowledge services to NJDOT and beyond . . .*
- **A Short History . . .** 1962 -
- **Staffing** – 2 accredited librarians
- **Location/Hours:**
E&O 1st Floor
Monday - Friday 9 AM - 5 PM

Who We Serve

- NJDOT Staff
- NJ State Government
- Other State DOTs
- Federal and International Agencies
- Non-Profits and Universities
- Businesses in- and out-of-state
- The General Public – private citizens

3

Services to NJDOT

- Reference / Referral
- Document Delivery:
 - Loans - in-house or interlibrary
 - Photocopies
 - Printouts
 - PDFs
- Literature Searches

4

Services *(cont'd)*

- Expedited Research
- Collection Development and Maintenance
- Quarterly List of New Acquisitions
- Coordinated Purchases
- Routing Services
- Department-wide Initiatives / Knowledge Services

5

Resources

- NJDOT collections
- NJ State Library collections and databases
- TRID
- OCLC
- TRB and CRPs
- AASHTO
- US DOT – FHWA, NTL, etc.

6

Resources (*cont'd*)

- The NJDOT Library is “networked”:
 - Eastern Transportation Knowledge Network (ETKN)
 - SLA Tranlib discussion list
 - Transportation Library Connectivity Pooled Fund
 - AASHTO RAC TKN TF
 - OCLC – LVIS, LSTR
- NJDOT Staff and SMEs

7

Projects (*past, present and future . . .*)

- NJDOT Online Directory
- *Many places – One Planet* – 9/11/2009 commemorative event
- Cataloging of the Research Library collection
- Resource Sharing Initiative
- Automated Organization Charts

8

Summary and Contact

When you need to know . . .

Contact:

NJDOT Research Library

Voice: 609-530-5289

**Email: library@dot.nj.gov Laurie Strow
and/or**

Carol.Paszamant@dot.nj.gov

APPENDIX G

***MANY PLACES – ONE PLANET* INTERACTIVE POSTER**

Photo of *MANY PLACES – ONE PLANET* INTERACTIVE POSTER with printed PowerPoint slides presented at 2010 NJ Library Association Conference



From New Jersey Department of Transportation employee newsletter, *Transporter*,
September 2009, page 4

NJDOT takes part in the September Project “Many Places – One Planet”

NJDOT is taking part in the September Project, an international library event in association with September 11th festivities, that partners NJDOT with over 600 libraries in over 30 countries in providing a place for public discussions about issues related to citizenship and democracy.

Titled “Many Places – One Planet”, NJDOT staff has prepared a World Map to celebrate our diversity as people from many places, and our solidarity as people of One Planet. Employees are asked to place a pin in your country, state, and city of origin on the map located in the lobby outside the Multipurpose Room.

Quintin Viernes, Senior Engineer, Construction Services, pushes a pin into Manila Philippines.



APPENDIX H
WOMEN'S HISTORY MONTH MATERIALS

New Jersey Department of Transportation celebrates
Women's History Month



BRIDGE BUILDER IN PETTICOATS:

**Emily Warren Roebling
and the Brooklyn Bridge**

Presentation by
Carol Simon Levin

Somerset County Library System

Built between 1869 and 1883, without modern machines or even electric light, the **Brooklyn Bridge** was the one of the most amazing technological achievements of its time. Yet few people know that a woman helped supervise much of its construction.

**MARCH 14, 2013
12 NOON – 1 PM**

New Jersey Dept of Transportation

1035 Parkway Ave, Trenton
Multipurpose Room

Questions: 609-530-5289
or Carol.Paszamant@dot.state.nj.us



Carol Simon Levin



Sponsored by

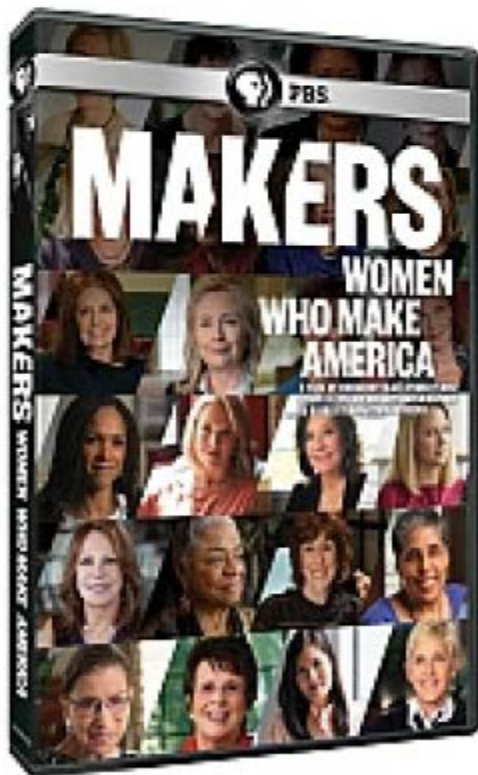
NJDOT Employee Memorial Committee

*Some women bake,
other women make . . .
some do both -*

The NJDOT Office of Civil Rights

presents **PBS's**

MAKERS: Women who make America



Parts 1 and 2

March 27th & 28th

Noon - 1 PM

Training Room A

E&O Building, 2nd Floor

NOT for women only!

“The most sweeping social
revolution in American his-
tory” in the past 50 years . . .

Hear the stories !!

More info: 609-530-3009

APPENDIX I
NEW JERSEY HUMAN TRAFFICKING TASK FORCE PRESENTATION POSTER

Be somebody's hero -



You can help *stop*
Human Trafficking

- Learn how to spot human trafficking incidences.
- Find out what to do if you become aware of such a situation.
... at a brown bag lunch

Wednesday December 8, 2010

1:15 PM - 3 PM

Multipurpose Room

The New Jersey Human Trafficking Task Force presents:

What is Human Trafficking 101

This introductory training will provide a basic understanding of human trafficking, the crime and its victims. We will also discuss why New Jersey is a prime location for human trafficking and what New Jersey is doing to combat this criminal activity.



New Jersey Human Trafficking Task Force

Program coordinated by the NJDOT Research Library

APPENDIX J
ASCE LIBRARY WEBINAR



Webinar



The ASCE Library is a digital library that provides access to a high-quality collection of civil engineering content.

It contains articles from ASCE journals, papers from conference proceedings, and e-books and standards.



Tuesday, May 20th

2 –3 PM

Multipurpose Room

presented by

Bill Nara

**Director, Publications Marketing
American Society of Civil Engineers**



Learn tips to:

- **Browse journals**
- **Find articles or papers**
- **... and more**



NJDOT Research Library - your knowledge-sharing partner

APPENDIX K
EASTERN TRANSPORTATION KNOWLEDGE NETWORK TRIFOLD BROCHURE

25 MEMBERS
ACROSS
23 STATES



KEY

- ★ POOLED FUND MEMBERS
- WTKN
- MTKN
- ETKN
- # AASHTO REGIONS

CONNECT WITH US:
info@etkn.org • www.etkn.org

Brochure produced by the
 Transportation Library Connectivity
 and Development Pooled Fund Study, TPF-5(237)
 © 2014 ETKN, TPF-5(237). All rights reserved.

Improving access to
**TRANSPORTATION
 INFORMATION,
 DATA + RESEARCH**



ETKN

is part of a local, regional and national movement to coordinate, manage and distribute transportation information.

WHO WE ARE

The Eastern Transportation Knowledge Network (ETKN) comprises member transportation organizations from the Eastern U.S.: AASHTO Regions 1 and 2. Members collaborate to manage and coordinate transportation information that is crucial to the industry and our nation's economy. Membership includes libraries representing state Departments of Transportation (DOTs), academic institutions, transit agencies, metropolitan planning organizations (MPOs) and private industry.



WHO WE SERVE

ETKN members work to benefit participating organizations, through collaboration and regular communication. ETKN also partners with other groups sharing an interest in improving access to and use of transportation information, such as AASHTO, TRB, and the Special Libraries Association Transportation Division.



WHAT WE PROVIDE

- Leadership and guidance in implementing knowledge services
- Expert searching and retrieval
- Interlibrary loans and document access
- Identification of and referral to subject matter experts
- Transportation research information management
- Development of and access to a national transportation knowledge network
- Regional forum for sharing transportation information practices and expertise

BENEFITS

- Professional support and advocacy
- Cutting edge transportation information
- Improved access to research
- Collaboration and industry impact
- Delivery of cost savings and efficiencies through shared resources


Join us


Utilize us


Advocate for us


Support us