



# Collections Processing & Content Writing:

## Summer Projects at the NTL Archives

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Madeleine Poché

8 August 2024





**Archives**

National Transportation Library

- Established recently
- Collects from all DOT modes
- Variety of material types
- Acquired NTL's physical materials
- Acquired FAA Archives

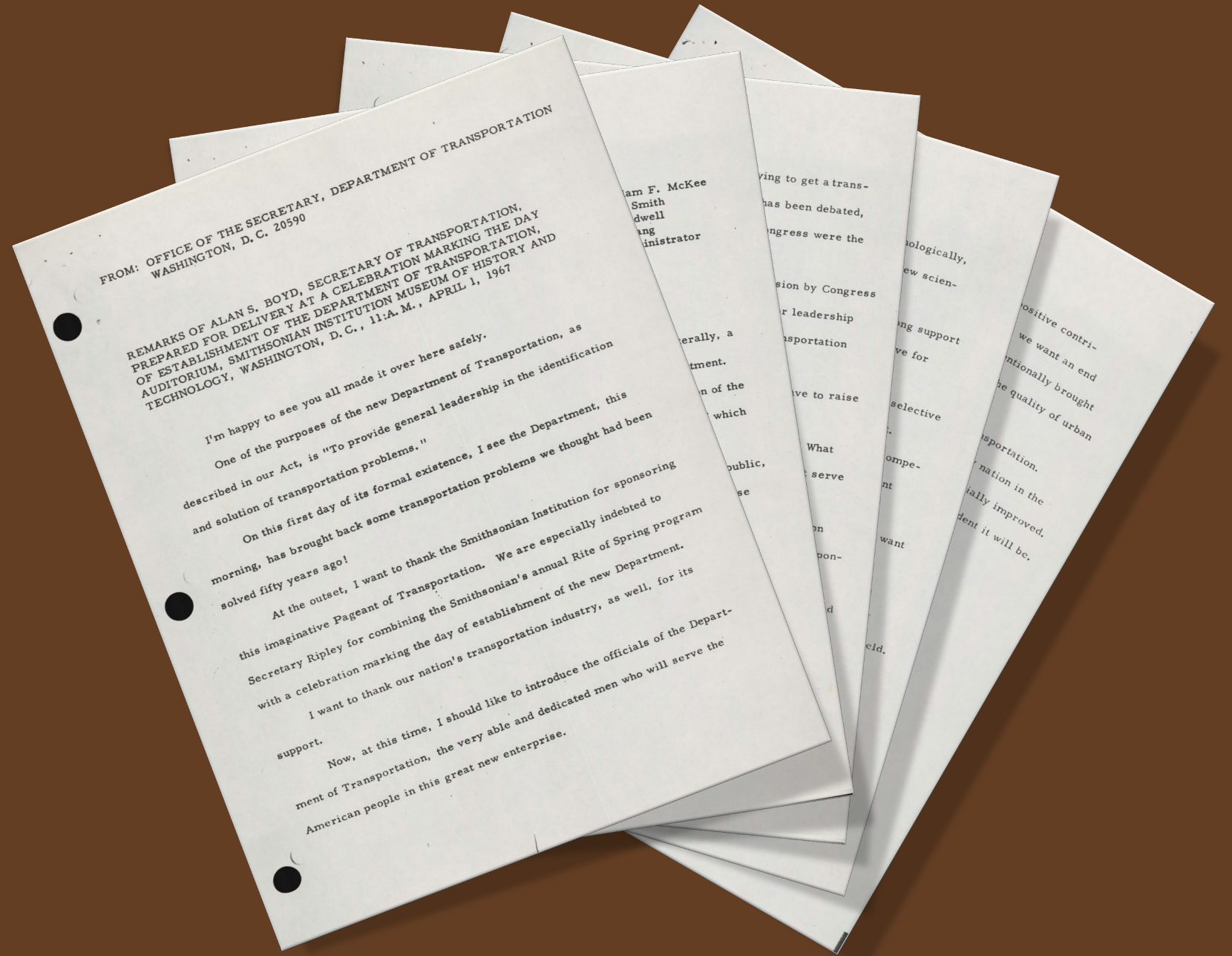
# Background







# Project #1 Processing Secretary Speeches Collection

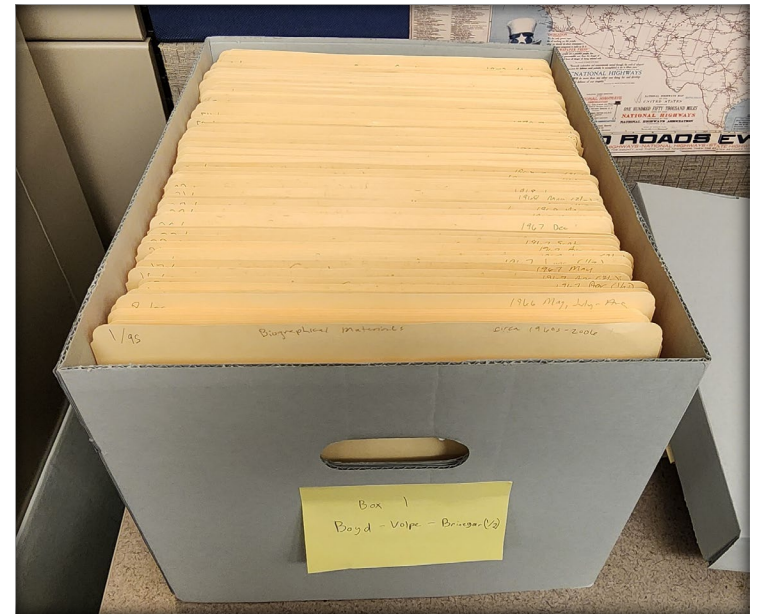




# Tasks



## Rehousing





File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat SecureZIP

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Adobe Acrobat Add-Ins

Comments Share

	E	F	G	H	I	J	K	L	N
	Collection(s): Secretary of Transportation	Digital Object Identifier (DOI): Requ	Title: Transcribe from the speech using title-case format	Alternate Title (uncommon for this collection)	Publication Date	Format	Resource Type	Primary URL: Enter the file name	Personal C
1	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531577">https://doi.org/10.21949/1531577</a>	Excerpts of Remarks by Secretary of Transportation John A. Volpe before the Canton Traffic Club		1969-12-02	PDF	Speeches	Volpe_1969_Dec_02.pdf	Volpe, John
2	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531578">https://doi.org/10.21949/1531578</a>	Excerpts of Remarks by Secretary of Transportation John A. Volpe at the Annual Luncheon of the Montgomery-Greene County Transportation		1969-12-03	PDF	Speeches	Volpe_1969_Dec_03.pdf	Volpe, John
3	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531579">https://doi.org/10.21949/1531579</a>	Excerpts of Remarks by Secretary of Transportation John A. Volpe at the Annual Dinner of the St. Louis Chamber of Commerce		1969-12-03	PDF	Speeches	Volpe_1969_Dec_03_no2.pdf	Volpe, John
4	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531580">https://doi.org/10.21949/1531580</a>	Statement by Secretary John A. Volpe at Press Conference with Douglas Toms		1969-12-05	PDF	Speeches	Volpe_1969_Dec_05.pdf	Volpe, John
5	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531581">https://doi.org/10.21949/1531581</a>	Excerpts of Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at the Oblate College Dinner		1969-12-08	PDF	Speeches	Volpe_1969_Dec_08.pdf	Volpe, John
6	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531582">https://doi.org/10.21949/1531582</a>	Remarks by Secretary of Transportation John A. Volpe at the Ground Breaking of the Metro System		1969-12-09	PDF	Speeches	Volpe_1969_Dec_09.pdf	Volpe, John
7	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531583">https://doi.org/10.21949/1531583</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at Environmental Improvement Program (EIP) Bus Demonstration		1969-12-16	PDF	Speeches	Volpe_1969_Dec_16.pdf	Volpe, John
8	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531584">https://doi.org/10.21949/1531584</a>	Opening Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe , at the National Transportation Safety Board Hearing		1969-11-04	PDF	Speeches	Volpe_1969_Nov_04.pdf	Volpe, John
9	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531585">https://doi.org/10.21949/1531585</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, at the Dedication of the Dwight D. Eisenhower Memorial Brid		1969-11-08	PDF	Speeches	Volpe_1969_Nov_08.pdf	Volpe, John
10	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531586">https://doi.org/10.21949/1531586</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, at the Architecture and Planning Conference		1969-11-08	PDF	Speeches	Volpe_1969_Nov_08_no2.pdf	Volpe, John
11	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531587">https://doi.org/10.21949/1531587</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, before the National Association of Women Highway Safety Le		1969-11-09	PDF	Speeches	Volpe_1969_Nov_09.pdf	Volpe, John
12	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531588">https://doi.org/10.21949/1531588</a>	Excerpts of Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, at the 54th Annual American Hotel and Motor Exhi		1969-11-10	PDF	Speeches	Volpe_1969_Nov_10.pdf	Volpe, John
13	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531589">https://doi.org/10.21949/1531589</a>	Overview Remarks and Introduction of Speakers by Secretary of Transportation John A. Volpe, at the Department of Transportation Equal E		1969-11-13	PDF	Speeches	Volpe_1969_Nov_13.pdf	Volpe, John
14	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531590">https://doi.org/10.21949/1531590</a>	Remarks Prepared for Delivery by Secretary of Transportation, John A. Volpe, at the Annual Meeting of the American Society of Mechanical		1969-11-19	PDF	Speeches	Volpe_1969_Nov_19.pdf	Volpe, John
15	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531591">https://doi.org/10.21949/1531591</a>	Excerpts of Remarks by Secretary of Transportation John A. Volpe at the Golden Anniversary Convention of the National Easter Seal Societ		1969-11-20	PDF	Speeches	Volpe_1969_Nov_20.pdf	Volpe, John
16	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531592">https://doi.org/10.21949/1531592</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe before the Railway Progress Institute		1969-11-20	PDF	Speeches	Volpe_1969_Nov_20_no2.pdf	Volpe, John
17	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531593">https://doi.org/10.21949/1531593</a>	Excerpts of Remarks by Secretary of Transportation John A. Volpe at the Council of State Legislative Leaders		1969-11-22	PDF	Speeches	Volpe_1969_Nov_22.pdf	Volpe, John
18	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531594">https://doi.org/10.21949/1531594</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe in Response to Toast by Foreign Minister Moro		1969-10-01	PDF	Speeches	Volpe_1969_Oct_01.pdf	Volpe, John
19	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531595">https://doi.org/10.21949/1531595</a>	Statement by Secretary of Transportation John A. Volpe upon Arrival in Rome		1969-10-01	PDF	Speeches	Volpe_1969_Oct_01_no2.pdf	Volpe, John
20	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531596">https://doi.org/10.21949/1531596</a>	Statement by Secretary of Transportation John A. Volpe upon Arrival in Rome		1969-10-01	PDF	Speeches	Volpe_1969_Oct_01_no3.pdf	Volpe, John
21	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531597">https://doi.org/10.21949/1531597</a>	Statement of Secretary of Transportation John A. Volpe upon his Arrival in Rome		1969-10-01	PDF	Speeches	Volpe_1969_Oct_01_no4.pdf	Volpe, John
22	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531598">https://doi.org/10.21949/1531598</a>	Statement of Secretary of Transportation John A. Volpe, in Response to Presidential Decoration		1969-10-01	PDF	Speeches	Volpe_1969_Oct_01_or_02.pdf	Volpe, John
23	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531599">https://doi.org/10.21949/1531599</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe in Response to Alitalia Toast		1969-10-02	PDF	Speeches	Volpe_1969_Oct_02.pdf	Volpe, John
24	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531600">https://doi.org/10.21949/1531600</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe in Response to Toast by Prime Minister Rumor		1969-10-03	PDF	Speeches	Volpe_1969_Oct_03.pdf	Volpe, John
25	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531601">https://doi.org/10.21949/1531601</a>	Statement Prepared for Secretary of Transportation John A. Volpe at Homecoming in Abruzzi		1969-10-05	PDF	Speeches	Volpe_1969_Oct_05.pdf	Volpe, John
26	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531602">https://doi.org/10.21949/1531602</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, before the American Chamber of Commerce		1969-10-06	PDF	Speeches	Volpe_1969_Oct_06.pdf	Volpe, John
27	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531603">https://doi.org/10.21949/1531603</a>	Statement Prepared for Delivery by Secretary of Transportation John A. Volpe upon Arrival in Genoa		1969-10-07	PDF	Speeches	Volpe_1969_Oct_07.pdf	Volpe, John
28	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531604">https://doi.org/10.21949/1531604</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at Luncheon Hosted by Mayor of Genoa		1969-10-08	PDF	Speeches	Volpe_1969_Oct_08.pdf	Volpe, John
29	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531605">https://doi.org/10.21949/1531605</a>	Address by U.S. Transportation Secretary John A. Volpe at the 17th International Conference on Communications		1969-10-08	PDF	Speeches	Volpe_1969_Oct_08_no2.pdf	Volpe, John
30	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531606">https://doi.org/10.21949/1531606</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, on Knights Day		1969-10-12	PDF	Speeches	Volpe_1969_Oct_12.pdf	Volpe, John
31	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531607">https://doi.org/10.21949/1531607</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at the 25th Annual Columbus Day Banquet and Dance		1969-10-12	PDF	Speeches	Volpe_1969_Oct_12_no2.pdf	Volpe, John
32	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531608">https://doi.org/10.21949/1531608</a>	Statement of John A. Volpe, Secretary, Department of Transportation, before the Senate Committee on Banking and Currency		1969-10-14	PDF	Speeches	Volpe_1969_Oct_14.pdf	Volpe, John
33	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531609">https://doi.org/10.21949/1531609</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at the Annual Luncheon Meeting of the Central City Associati		1969-10-16	PDF	Speeches	Volpe_1969_Oct_16.pdf	Volpe, John
34	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531610">https://doi.org/10.21949/1531610</a>	Excerpts Prepared for Delivery by Secretary of Transportation John A. Volpe at the Transportation Day Luncheon		1969-10-17	PDF	Speeches	Volpe_1969_Oct_17.pdf	Volpe, John
35	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531611">https://doi.org/10.21949/1531611</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, before the National Association of Mutual Insurance Agents		1969-10-21	PDF	Speeches	Volpe_1969_Oct_21.pdf	Volpe, John
36	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531612">https://doi.org/10.21949/1531612</a>	Statement of John A. Volpe, Secretary, Department of Transportation, before the Subcommittee on Surface Transportation		1969-10-28	PDF	Speeches	Volpe_1969_Oct_28.pdf	Volpe, John
37	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531613">https://doi.org/10.21949/1531613</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe, before the National Safety Council		1969-10-29	PDF	Speeches	Volpe_1969_Oct_29.pdf	Volpe, John
38	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531614">https://doi.org/10.21949/1531614</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe before the Oklahoma City Chamber of Commerce		1969-10-30	PDF	Speeches	Volpe_1969_Oct_30.pdf	Volpe, John
39	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531615">https://doi.org/10.21949/1531615</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at the Annual Meeting fo the Oklahoma Good Roads Associati		1969-10-30	PDF	Speeches	Volpe_1969_Oct_30_no2.pdf	Volpe, John
40	Secretary of Transportation Speeches	<a href="https://doi.org/10.21949/1531616">https://doi.org/10.21949/1531616</a>	Remarks Prepared for Delivery by Secretary of Transportation John A. Volpe at a Meeting with Employee Organizations		1970-04-01	PDF	Speeches	Volpe_1970_Apr_01.pdf	Volpe, John



Filter by text

## Agent Type

- Corporate Entity **142**
- Person **33**
- Software **1**

## Source

- NACO Authority File **166**
- Local sources **8**
- Unspecified ingested source **2**

## Rules

- Resource Description and Access **108**
- Local rules **7**

▾

## Agents

Showing 1 - 25 of 176 Results, Sort by:  ▾ and:  ▾

<input type="checkbox"/>	Agent Type	Name	Authority ID	Source	Rules	
<input type="checkbox"/>	Person	Adams, Brock, 1927-2004	n 82110270	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Person	Administrator		Local sources	Local rules	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	AFL-CIO	n 79086831	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	Air Line Pilots Association	n 83056359	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	Air Transport Association of America	n 50061275	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	Airport Cooperative Research Program	no2007008375	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	Alfred P. Sloan Foundation	n 80043417	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	Alitalia (Airline)	n 50071181	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Association of Motor Vehicle Administrators	n 50060942	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Chamber of Commerce in Italy	n 84089023	NACO Authority File		<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Institute of Planners	n 79032854	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Legion. Department of Washington	n 87891408	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Municipal Association	n 82096356	NACO Authority File		<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Petroleum Institute	n 79049601	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	Corporate Entity	American Road Builders Association	n 79049999	NACO Authority File	Resource Description and Access	<input type="button" value="View"/> <input type="button" value="Edit"/>



## Historical Collections

### Civil Aeronautics Regulations



US Civil Aeronautics Regulations reports, searchable by part number and publication date

### Civil Aeronautics Manuals



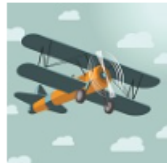
Civil Aeronautics Manuals published from 1938 through 1962

### FAA Advisory Circulars



FAA Advisories on compliance with airworthiness regulations

### Investigations of Aircraft Accidents 1934-1965



US Civil Aeronautics Board Aircraft Accident Reports, searchable by airline name, site, and date of incident

### Investigations of Railroad Accidents 1911-1993



US Interstate Commerce Commission Railroad Accident reports, searchable by site and incident date

### FTA 50th Anniversary Collection



Federal Transit Administration collection for the 50th anniversary of the Urban Mass Transportation Act

### Papers by Fairbank, Turner and MacDonald



Digitized copies of papers, manuscripts and articles by H.S. Fairbank, Frank Turner, and T.H. MacDonald

### Public Roads Magazine



Digitized collection of print volumes of Public Roads Magazine published from 1918-1994

### National Conferences on Street and Highway Safety



Proceedings of meetings from 1926 to 1938



searchable by airline name, site, and date of incident



reports, searchable by site and incident date



Transportation Act

## Papers by Fairbank, Turner and MacDonald



Digitized copies of papers, manuscripts and articles by H.S. Fairbank, Frank Turner, and T.H. MacDonald

## Public Roads Magazine



Digitized collection of print volumes of Public Roads Magazine published from 1918-1994

## National Conferences on Street and Highway Safety



Proceedings of meetings from 1926 to 1938

## US Coast Guard Circulars



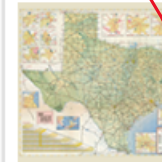
Coast Guard Circulars published from 1960 through 2000

## Secretary of Transportation Speeches



Digitized copies of speeches by Secretaries of Transportation, dating from 1965 to 2011.

## State Road Maps



Historical U.S. state road system and travel maps.

## Federal Aviation Regulations



Federal Aviation Regulations published between 1960-2003.



# Project #2

# Social Media

A screenshot of a Twitter profile for NTL (@USDOTNTL). The profile header includes the ROSAP logo (Repository & Open Science Access Portal, COME SEE rosap), a three-dot menu, a download icon, and a Message button. The bio states: "The National Transportation Library is a digital repository of the US Dept of Transportation, providing public access to research reports and data." Location is "Washington, DC" and joined date is "June 2009". It shows "219 Following" and "2.7K Followers". A tweet from NTL @USDOTNTL, posted "about 5 hours ago", contains the text: "#OTD in #transportation #history: Undersecretary James M. Beggs represented @USDOT in Tokyo, at the seventh meeting of the Joint United".

Repository & Open Science Access Portal  
COME SEE  
rosap

NTL @USDOTNTL  
@USDOTNTL

The National Transportation Library is a digital repository of the US Dept of Transportation, providing public access to research reports and data.

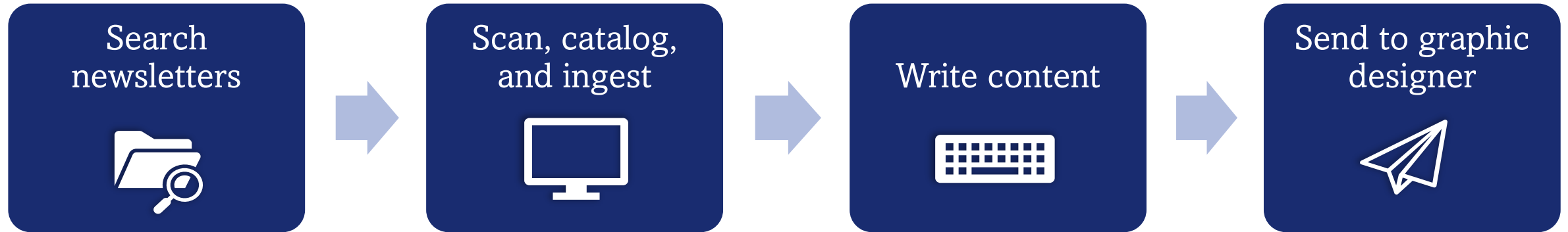
Washington, DC Joined June 2009

219 Following 2.7K Followers

NTL @USDOTNTL  
about 5 hours ago

#OTD in #transportation #history:  
Undersecretary James M. Beggs represented @USDOT in Tokyo, at the seventh meeting of the Joint United

# Social Media Workflow





# Result

## U. S. Department of Transportation news:

Office of Public Affairs  
Washington, D.C. 20590



FOR RELEASE FRIDAY  
July 28, 1978

DOT-10578  
Contact: Robert Beasley  
Phone: (202) 426-4321

### 33 TRUCKERS WILL COMPETE IN DOUBLE NICKEL CHALLENGE

Thirty-three big-rig truck operators from 20 states will challenge the U.S. Department of Transportation in a fuel economy competition at the Transportation Research Center, East Liberty, Ohio, on August 1, 2 and 3.

The competition, billed as the "Double Nickel Challenge", is being conducted jointly by the Department's National Highway Traffic Safety Administration and the 200-member Voluntary Truck and Bus Fuel Economy Improvement Program as a demonstration of comparative fuel efficiencies.

DOT hopes to prove the validity of its claim that 18-wheelers operate far more efficiently at 55 mph, the national maximum speed limit, than at higher speeds. Challenging that claim is the owner-operator segment of the trucking industry which has contested the national 55 mph speed limit's fuel-saving value.

Eleven trucks representing various makes, models, engines and transmissions, will run each of the three days beginning on August 1 at 7:00 a.m. Starting times will be staggered and the last truck should complete its run at 4:00 p.m. daily.



NTL @USDOTNTL

4 days ago

#OTD in #transportation #history:

@USDOT announced the 33 truck drivers participating in the "Double Nickel Challenge," an experiment to test the fuel efficiency of the 55-mph speed limit.

<https://t.co/n1SSoyca86>



## ON THIS DAY...

### July 28, 1978

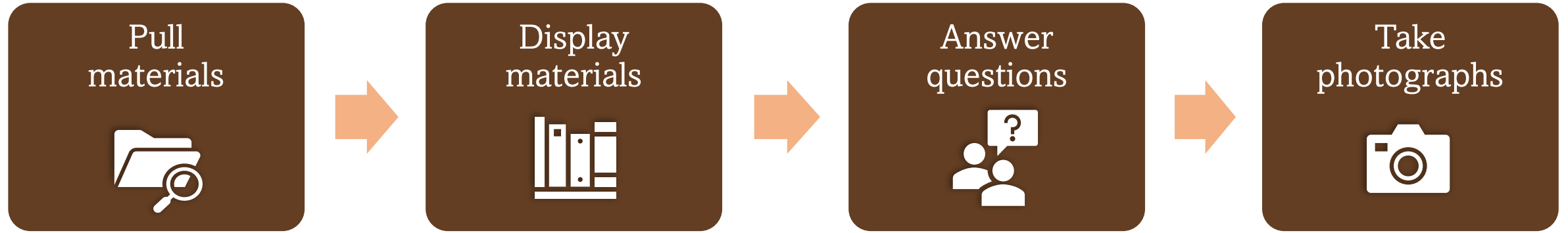
DOT announced the 33 truck drivers participating in the "Double Nickel Challenge," an experiment to test the fuel efficiency of the 55-mph speed limit.

Project #3  
**Orientation  
Programming**



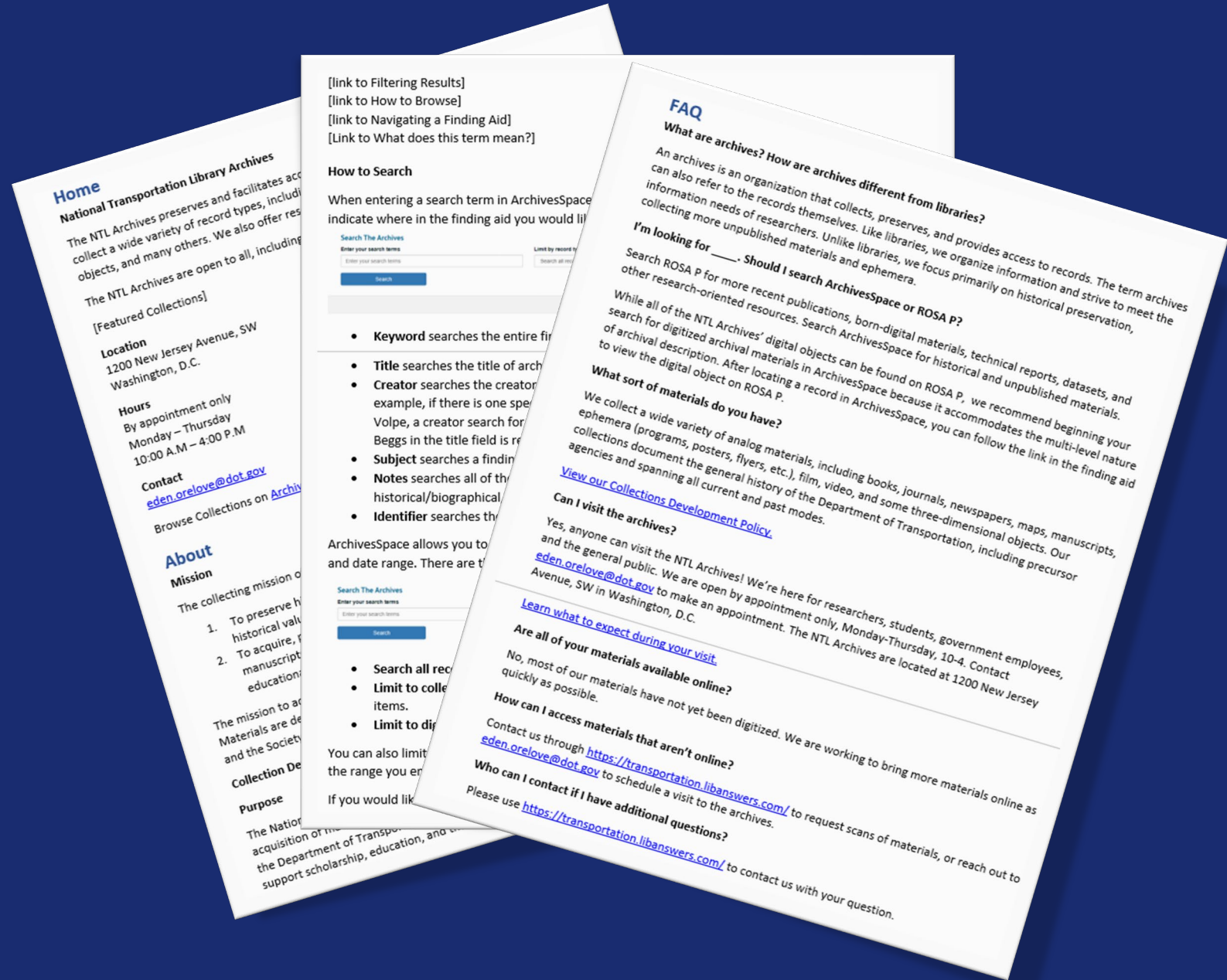


# Orientation Programming



# Project #4

# Writing Web Content



## Home

**National Transportation Library Archives**  
The NTL Archives preserves and facilitates access to a wide variety of record types, including objects, and many others. We also offer research assistance. The NTL Archives are open to all, including researchers, students, and the general public.

### Location

1200 New Jersey Avenue, SW  
Washington, D.C.

### Hours

By appointment only  
Monday – Thursday  
10:00 A.M. – 4:00 P.M.

### Contact

[eden.orelove@dot.gov](mailto:eden.orelove@dot.gov)

Browse Collections on [ArchivesSpace](#)

## About

### Mission

The collecting mission of the National Transportation Library Archives is to:

1. To preserve historical value
2. To acquire, for research and education

The mission to acquire materials are determined by the Society of American Archivists and the Society of American Archivists.

### Purpose

The National Transportation Library Archives is a part of the Department of Transportation, and we support scholarship, education, and research.

- [\[link to Filtering Results\]](#)
- [\[link to How to Browse\]](#)
- [\[link to Navigating a Finding Aid\]](#)
- [\[Link to What does this term mean?\]](#)

## How to Search

When entering a search term in ArchivesSpace, you can indicate where in the finding aid you would like to search.

### Search The Archives

Enter your search terms  Link by record type  
 Search all records

- **Keyword** searches the entire finding aid
- **Title** searches the title of archival materials
- **Creator** searches the creator of archival materials. For example, if there is one special collection, a creator search for Volpe, a creator search for Beggs in the title field is relevant.
- **Subject** searches a finding aid for a specific subject.
- **Notes** searches all of the notes in a finding aid, including historical/biographical notes.
- **Identifier** searches the identifier of archival materials.

ArchivesSpace allows you to search by date range. There are two ways to search by date range:

### Search The Archives

Enter your search terms  Link by record type  
 Search all records

- **Search all records** searches the entire finding aid
- **Limit to collection** searches for items in a specific collection.
- **Limit to digital** searches for digital items.

You can also limit your search to a specific range you enter in the search box.

If you would like to search for a specific item, please contact us.

## FAQ

**What are archives? How are archives different from libraries?**  
An archives is an organization that collects, preserves, and provides access to records. The term archives can also refer to the records themselves. Unlike libraries, we organize information and strive to meet the information needs of researchers. Unlike libraries, we focus primarily on historical preservation, collecting more unpublished materials and ephemera.

**I'm looking for \_\_\_\_\_. Should I search ArchivesSpace or ROSA P?**  
Search ROSA P for more recent publications, born-digital materials, technical reports, datasets, and other research-oriented resources. Search ArchivesSpace for historical and unpublished materials.

**While all of the NTL Archives' digital objects can be found on ROSA P, we recommend beginning your search for digitized archival materials in ArchivesSpace because it accommodates the multi-level nature of archival description. After locating a record in ArchivesSpace, you can follow the link in the finding aid to view the digital object on ROSA P.**

**What sort of materials do you have?**  
We collect a wide variety of analog materials, including books, journals, newspapers, maps, manuscripts, ephemera (programs, posters, flyers, etc.), film, video, and some three-dimensional objects. Our collections document the general history of the Department of Transportation, including precursor agencies and spanning all current and past modes.

[View our Collections Development Policy.](#)

**Can I visit the archives?**

Yes, anyone can visit the NTL Archives! We're here for researchers, students, government employees, and the general public. We are open by appointment only, Monday-Thursday, 10-4. Contact [eden.orelove@dot.gov](mailto:eden.orelove@dot.gov) to make an appointment. The NTL Archives are located at 1200 New Jersey Avenue, SW in Washington, D.C.

[Learn what to expect during your visit.](#)

**Are all of your materials available online?**  
No, most of our materials have not yet been digitized. We are working to bring more materials online as quickly as possible.

**How can I access materials that aren't online?**  
Contact us through <https://transportation.libanswers.com/> to request scans of materials, or reach out to [eden.orelove@dot.gov](mailto:eden.orelove@dot.gov) to schedule a visit to the archives.

**Who can I contact if I have additional questions?**  
Please use <https://transportation.libanswers.com/> to contact us with your question.

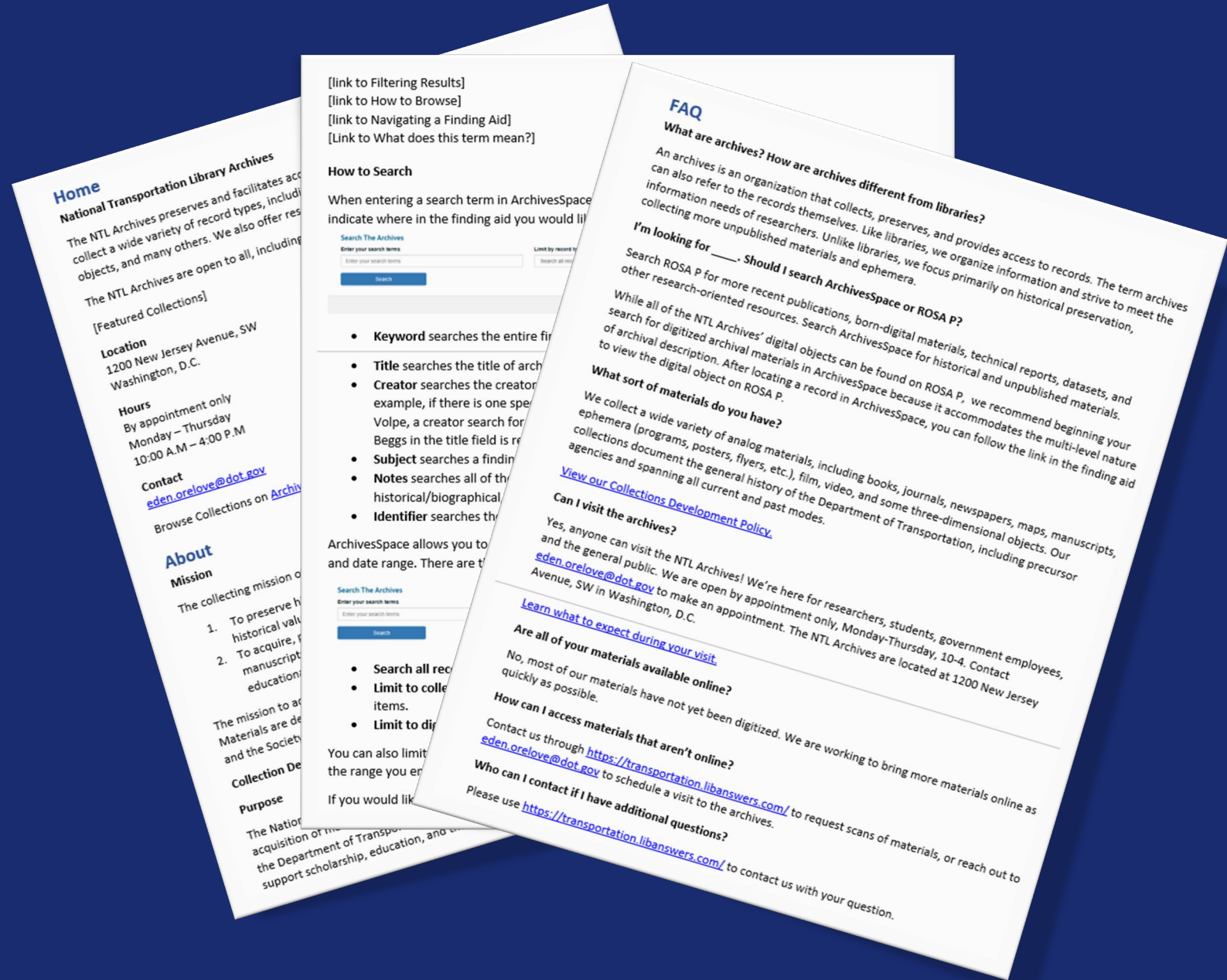


# Goals:

- Well-organized
- Informative
- Accessible

# Scope:

- NTL site
  - Archives home
  - 6 subpages
- ArchivesSpace
  - Landing page
  - Help page



# Brainstorm

- Most important information?
- What do other archives' sites include?
- Make a list



## Website Info

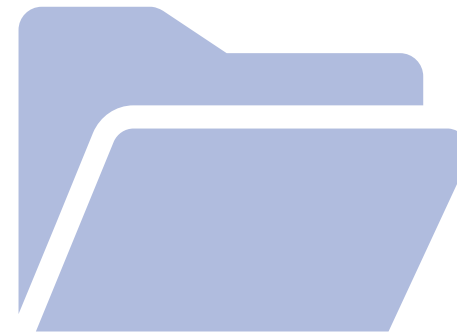
- who we are and what we do
- location
- hours
- contact
- policies
- services
- how to browse our collections
- how to access materials
- visiting
- what to expect
- additional resources and history
- searching AS
- AS vs. ROSA P
- featured collections



- NTL Site
  - Archives and History landing page (Home)
    - Summarize "About"
    - Featured collections
    - Quick info (appears on all internal pages)
  - About
    - Mission Statement
    - Collections Policy
  - Explore Collections
    - Explain that finding aids are on ArchivesSpace and Digital Objects are on ROSA P
    - Explain that some materials are digitized and some are not
    - Explain that instructions on how to use ArchivesSpace can be found on the ArchivesSpace landing...
    - Link to ArchivesSpace
  - Visiting the Archives
    - Please check to see if materials are available online first before planning visit
    - How make appointment
    - How to get here
    - What to expect
  - Services
    - Research support
    - Educational programming and outreach
  - DOT History
    - Content relocated from <https://ntl.bts.gov/ntl/dot-history>
    - Our "DOT History" LibGuide
  - FAQ
    - What's the difference between the NTL and the NTL Archives? How are archives different from libra...
    - I'm looking for \_\_\_\_. Should I search ArchivesSpace or ROSA P?
    - What sort of materials do you have?
    - Can I visit the archives?
    - Are all of your materials available online?
    - How can I access materials that aren't online?
    - Who can I contact if I have additional questions?

# Organizing Information

- Group into pages by topic
- Main site vs. ArchivesSpace
- Determine logical order




# Connecting Information

government employees, and the general public. We are open by appointment only, Monday-Thursday, 10-4. Contact [eden.orelove@dot.gov](mailto:eden.orelove@dot.gov) to make an appointment. The NTL Archives are located at 1200 New Jersey Avenue, SW in Washington, D.C.

- Learn what to expect during your visit →

## ArchivesSpace

ArchivesSpace landing page 

- Quick Links
  - How to use ArchivesSpace 
  - Copyright and Terms of Use 
  - What does this term mean? 
  - Link to return to NTL Archives/History site, where you can find:
    - Collections Policy → 
    - FAQ → 
  - For help, contact us through <https://transportation.libanswers.com/>
- How to use ArchivesSpace 
  - Browsing

*How are these ideas related?  
Is the navigation intuitive?  
Where might questions arise?*



# Writing content that's...

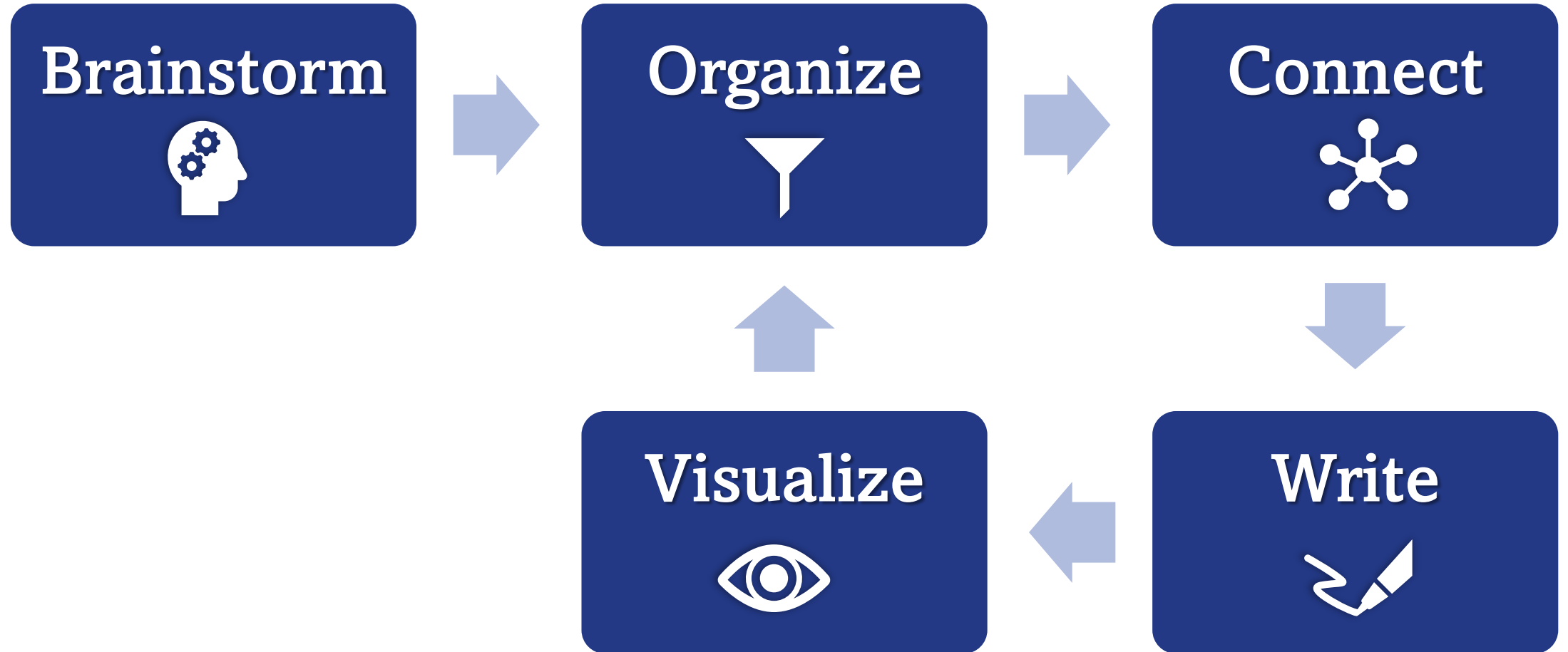
- Informative
- Concise
- Professional
- Accessible



# Visualizing Draft



# Revising as Necessary





# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository (ROSA P)

BTS Products in the NTL

History and Archives

Submitting Content to the NTL

Research Tools

National Transportation Knowledge Network

Public Access

Freight Data Dictionary

NTL Policies

About the NTL

## Home

[About NTL Archives](#)

[Explore Collections](#)

[Visiting the Archives](#)

[Services Offered](#)

[DOT History](#)

[FAQ](#)

## National Transportation Library Archives

The NTL Archives preserves and facilitates access to historical records of DOT offices and employees. We collect a wide variety of record types, including publications, manuscripts, audio-visual materials, objects, and many others. We also offer research support and educational programming services.

The NTL Archives are open to all, including the public, DOT employees, students, and other researchers.

### Featured Collections



**Archives**  
National Transportation Library

#### Location

1200 New Jersey Avenue, SW  
Washington, D.C.

#### Hours

*By appointment only*  
Monday – Thursday  
10:00 A.M – 4:00 P.M

#### Contact

[eden.orelove@dot.gov](mailto:eden.orelove@dot.gov)

Browse Collections on [ArchivesSpace](#)

# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Search

[Topics and Geography](#)

[Statistical Products and Data](#)

[National Transportation Library](#)

[Newsroom](#)

[About BTS](#)

[Digital Repository \(ROSA P\)](#)

[BTS Products in the NTL](#)

[History and Archives](#)

[Submitting Content to the NTL](#)

[Research Tools](#)

[National Transportation Knowledge Network](#)

[Public Access](#)

[Freight Data Dictionary](#)

[NTL Policies](#)

[About the NTL](#)

[Home](#)

[About NTL Archives](#)

[Explore Collections](#)

[Visiting the Archives](#)

[Services Offered](#)

[DOT History](#)

[FAQ](#)

## About the NTL Archives

### Our Mission

The collecting mission of the NTL Archives is twofold:

1. To preserve historical records of DOT offices and employees, insofar as they have permanent historical value.
2. To acquire, preserve, and provide access to a wide range of research materials including books, manuscripts, archives, audio-visual materials, objects, realia, and other items in support of the educational and research activities of its various constituencies.

The mission to acquire and preserve materials is coupled with a commitment to outreach and access. Materials are described according to national standards established by the American Library Association and the Society of American Archivists.

### Collection Development Policy

#### Purpose

The National Transportation Library Archives Development Policy provides a framework for the acquisition of materials to support the NTL's mission to support and promote research of the history of the Department of Transportation (DOT). The National



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**Browse Collections on**

[ArchivesSpace](#)

# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository (ROSA P)

BTS Products in the NTL

History and Archives

Submitting Content to the NTL

Research Tools

National Transportation Knowledge Network

Public Access

Freight Data Dictionary

NTL Policies

About the NTL

[Home](#)

[About NTL Archives](#)

**[Explore Collections](#)**

[Visiting the Archives](#)

[Services Offered](#)

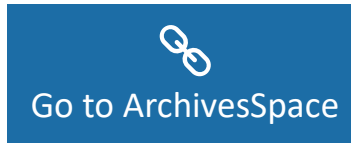
[DOT History](#)

[FAQ](#)

## Explore Archival Collections

You can discover archival materials by searching finding aids in ArchivesSpace. Finding aids provide information about a collection's title, creator, date, subject, scope and contents, and historical context. They also include a container inventory listing the materials in the collection and where they can be found. If an item has been digitized, you will see a link to view the digital object in Rosa P.

For detailed instructions on searching in ArchivesSpace, select the "Help" button in the top navigation bar on the ArchivesSpace homepage.



While we are working to bring our materials online as quickly as possible, most of our collections can only be accessed physically. For access to physical materials, please contact us through [LibAnswers](#) to request a digital copy or to schedule a visit to the archives.



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**Browse Collections on**  
[ArchivesSpace](#)



# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository (ROSA P)

BTS Products in the NTL

History and Archives

Submitting Content to the NTL

Research Tools

National Transportation Knowledge Network

Public Access

Freight Data Dictionary

NTL Policies

About the NTL

[Home](#)

[About NTL Archives](#)

[Explore Collections](#)

**Visiting the Archives**

[Services Offered](#)

[DOT History](#)

[FAQ](#)

## Visiting the Archives

The archives are open to visitors Monday through Thursday from 10:00 A.M. to 4:00 P.M., by appointment only. Contact us through our [LibAnswers](#) platform to schedule an appointment. Please let us know which materials you would like to examine so we can be prepared for your visit.

## What to Expect when you Arrive

The NTL Archives is located in the DOT Headquarters building at 1200 New Jersey Avenue SW, Washington, D.C. Use main visitor's entrance, which faces New Jersey Avenue SE and has a rounded awning. You will have to check in at the front desk, present a government-issued picture ID, and go through security before entering the building further. The archivist will meet you at the visitor's entrance and walk you to the Archives. More detailed instructions will be provided when you schedule your appointment.

## Preparing for your Visit

You are welcome to bring laptops, tablets, other small devices, and their chargers. Notebooks and pencils are welcome as well. Water bottles are permitted as long as they have a cap that seals completely.

**Bring:**



**Don't Bring:**





**Archives**  
National  
Transportation  
Library

**Location**  
1200 New Jersey Avenue, SW  
Washington, D.C.

**Hours**  
*By appointment only*  
Monday – Thursday  
10:00 A.M – 4:00 P.M

**Contact**  
eden.orelove@dot.gov

**Browse Collections on**  
[ArchivesSpace](#)

# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Search

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository  
(ROSA P)

BTS Products in  
the NTL

History and  
Archives

Submitting Content  
to the NTL

Research  
Tools

National Transportation  
Knowledge Network

Public  
Access

Freight Data  
Dictionary

NTL  
Policies

About the  
NTL

[Home](#)

[About NTL Archives](#)

[Explore Collections](#)

[Visiting the Archives](#)

**Services Offered**

[DOT History](#)

[FAQ](#)

## Services

### Research Support

The NTL Archives offers a variety of services to support your research needs, including:

- Reference services through the NTL's [LibAnswers](#) platform
- On-site assistance during research visits
- Scans of materials that are not yet digitized (if available)

### Educational Programming

We host outreach events for DOT employees, researchers, students, and the public, including:

- Orientation programming for new DOT employees to...
  - Learn about the history of their agency
  - Familiarize themselves with the NTL Archives' resources
- Field trips for students (you can read about one [here](#))



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**Browse Collections on**

[ArchivesSpace](#)

# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Search

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository  
(ROSA P)

BTS Products in  
the NTL

History and  
Archives

Submitting Content  
to the NTL

Research  
Tools

National Transportation  
Knowledge Network

Public  
Access

Freight Data  
Dictionary

NTL  
Policies

About the  
NTL

[Home](#)

[About NTL Archives](#)

[Explore Collections](#)

[Visiting the Archives](#)

[Services Offered](#)

[DOT History](#)

[FAQ](#)

## DOT History

The history of the U.S. Department of Transportation and the general history of transportation in the United States are documented in several locations. We've compiled this list of digital resources to help you get started.

### General DOT History

[Our DOT History LibGuide](#)

This research guide includes biographical sketches of the Secretaries of Transportation, the names and dates of service of administrative leaders of the various modes (agencies), a chronology of dates significant to the history of the DOT, and more.

[From Then to Now: A Journey of 50 Years](#)

Fifty years ago, in April 1967, the United States Department of Transportation had just opened its doors...

### Federal Aviation Administration

The continuing mission of the Federal Aviation Administration (FAA) is to provide the safest, most efficient aerospace system in the world.

FAA's History website traces the history of the administration. In addition to [A Brief History of the Federal Aviation Administration and its Predecessor Agencies](#), the site provides [FAA Administrator Biographies](#), descriptions of [Aerospace Pioneers](#) and chronologies of [FAA Milestones and Events](#) and several collections of photographs



**Archives**

National  
Transportation  
Library

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**Browse Collections on**

[ArchivesSpace](#)



# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Search

Topics and Geography

Statistical Products and Data

National Transportation Library

Newsroom

About BTS

Digital Repository  
(ROSA P)

BTS Products in  
the NTL

History and  
Archives

Submitting Content  
to the NTL

Research  
Tools

National Transportation  
Knowledge Network

Public  
Access

Freight Data  
Dictionary

NTL  
Policies

About the  
NTL

[Home](#)

[About NTL Archives](#)

[Explore Collections](#)

[Visiting the Archives](#)

[Services Offered](#)

[DOT History](#)

[FAQ](#)

## Frequently Asked Questions

What are archives? How are archives different from libraries?

An archives is an organization that collects, preserves, and provides access to records. The term archives can also refer to the records themselves. Like libraries, we organize information and strive to meet the information needs of researchers. Unlike libraries, we focus primarily on historical preservation, collecting more unpublished materials and ephemera.

I'm looking for \_\_\_\_\_. Should I search ArchivesSpace or ROSA P?

Search ROSA P for more recent publications, born-digital materials, technical reports, datasets, and other research-oriented resources. Search ArchivesSpace for historical and unpublished materials.

While all the NTL Archives' digital objects can be found on ROSA P, we recommend beginning your search for digitized archival materials in ArchivesSpace because it accommodates the multi-level nature of archival description. After locating a record in ArchivesSpace, you can follow the link in the finding aid to view the digital object on ROSA P.

What types of materials do you have?



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10:00 A.M – 4:00 P.M

### Contact

eden.orelove@dot.gov

**Browse Collections on**

[ArchivesSpace](#)

Select Language: English 


## Welcome to ArchivesSpace

Search across our collections, digital materials, and more.

### Search The Archives

Enter your search terms

Limit by record type

Search field

From year

To year

Add row

## Copyright and Terms of Use

The National Transportation Library makes this set of bibliographic records and the metadata contained therein available for public use under the CC0 1.0 Public Domain Designation (<https://creativecommons.org/publicdomain/zero/1.0/>). This applies to the archivists' description of a collection (the text of the finding aid), not the collection itself.

For the collections themselves, copyright and terms of use varies. Refer the "Conditions Governing Access" and "Conditions Governing Use" notes in a collection's finding aid for more information.

## About NTL Archives Records

While we are working to digitize our collections, most of our materials cannot be viewed online. To access these materials, request scans or schedule a visit to the Archives by contacting us through [LibAnswers](#).

Be aware that historical materials may contain outdated, offensive, or otherwise harmful language. The content of archival materials reflect the cultural context of the period in which they were created. Because it is important to study and learn from this historical context, the NTL Archives does not edit or redact this content. The views expressed in these materials are that of their creators and do not necessarily reflect the views of the Department of Transportation today.

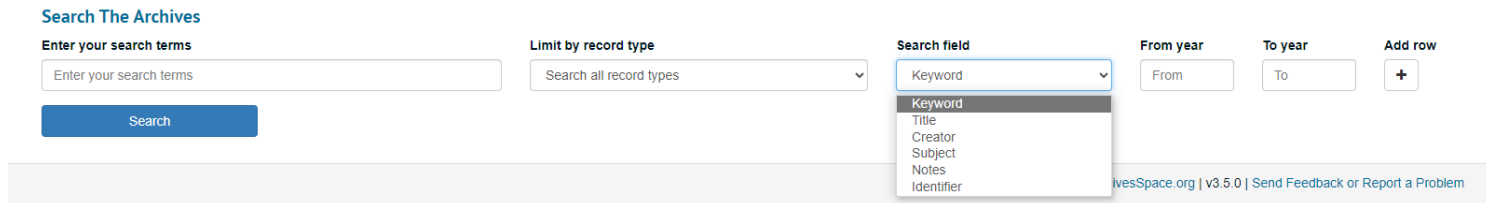
### Quick Links

- [NTL Archives Homepage](#)
- [ArchivesSpace Searching Tutorial](#)
- [What does this term mean?](#)

## Help

### How to Search

When entering a search term in ArchivesSpace, you can use the “Search field” dropdown menu to indicate where in the finding aid you would like that term to appear. There are six options:



The screenshot shows the search interface with the following elements:

- Search The Archives** header
- Enter your search terms**: A text input field with the placeholder "Enter your search terms" and a blue "Search" button below it.
- Limit by record type**: A dropdown menu with "Search all record types" selected.
- Search field**: A dropdown menu with "Keyword" selected, and a list of options: Keyword, Title, Creator, Subject, Notes, and Identifier.
- From year**: A text input field with "From" as a placeholder.
- To year**: A text input field with "To" as a placeholder.
- Add row**: A button with a "+" sign.

At the bottom right of the interface, there is a footer: "ArchivesSpace.org | v3.5.0 | Send Feedback or Report a Problem".

- **Keyword** searches the entire finding aid.
- **Title** searches the title of archival units at all levels: collections, series, folders, and items.
- **Creator** searches the creator field at the collection level only, not at the file or item level. For example, if there is one speech by Undersecretary Beggs in a collection of speeches by Secretary Volpe, a creator search for Beggs would not return that speech. In this situation, searching for Beggs in the title field is recommended.
- **Subject** searches a finding aid’s assigned topic, location, and genre/form tags.
- **Notes** searches all of the notes in a finding aid, which typically include scope and contents, historical/biographical, access and use, and language, among others.
- **Identifier** searches the unique string of characters assigned to each collection.

ArchivesSpace allows you to further refine your search by limiting the results to a certain record type and date range. There are three record type options:

### Jump to:

[How to Search](#)

[Search Tips and Tricks](#)

[Filtering Results](#)

[How to Browse](#)

[Navigating a Finding Aid](#)

[What does this term mean?](#)



# Results & Reflections



# Bureau of Transportation Statistics

[Ask-A-Librarian](#) [A-Z Index](#)

Search

[Topics and Geography](#)

[Statistical Products and Data](#)

[National Transportation Library](#)

[Newsroom](#)

[About BTS](#)

[Home](#) / [National Transportation Library \(NTL\)](#)

[National Transportation Library](#)

[Search ROSA P, NTL's Digital Repository](#)

[Freight Data Dictionary](#)

[Submit Content](#)

[Ask-A-Librarian](#) 

## National Transportation Library (NTL) Archives

Thursday, July 18, 2024



The National Transportation Library Archives is a research and reference center devoted to the collection, preservation, and dissemination of materials that document the rich [history of the U.S. Department of Transportation](#).

Our services include:

- Research support (on-site and off)
- Educational outreach
- Processing and preservation of archival materials
- Digitization and requests for images

The Archives is open by appointment only, Monday-Thursday, 10-4.

To make a research appointment or learn more about our services, contact Eden Orelove, Archivist/Historian, at [eden.orelove@dot.gov](mailto:eden.orelove@dot.gov).

National Transportation Library Archives  
Department of Transportation  
1200 New Jersey Avenue, SE  
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Thank you  
for listening.

