



National Transportation Library's Collection Development and Maintenance Policy for the Repository and Open Science Access Portal (ROSA P)

Version 2.0 - October 2024

Library Background & Legislative Mandate

The National Transportation Library (NTL) is a digital library that provides national and international access to transportation information, coordinates information creation and dissemination, and provides reference services for DOT employees and public stakeholders. Established in 1998 by the Transportation Equity Act for the 21st Century (TEA-21; P.L. 105-178) (<https://doi.org/10.21949/1522467>), NTL's authorized role was expanded in 2012's Moving Ahead for Progress in the 21st Century (MAP-21; P.L. 112- 141) (<https://doi.org/10.21949/1522466>). In these legislative documents one key role for NTL is the creation of a repository to provide open access to federally funded transportation research, which has resulted in the creation of the Repository & Open Science Access Portal (ROSA P). As a result, the staff of NTL and ROSA P are synonymous and are designed to support the continued development of ROSA P. NTL has no other library collection apart from the digital items located in ROSA P.

Specifically, MAP-21 mandates that NTL:

- acquire, preserve, and manage transportation information and information products and services for use by DOT, other Federal agencies, and the public;
- provide reference and research services;
- serve as a central digital repository for DOT research results and technical publications
- become a central clearinghouse for transportation data and information of the Federal Government;
- serve as coordinator and policy lead for transportation information access;
- coordinate among and cooperate with multiple external parties to develop the comprehensive set of transportation statistics on the performance and impacts of the national transportation system, including statistics on the eleven topics required in 49 U.S.C. § 6302(b)(3)(B)(vi); and,
- publicize, facilitate and promote access to information products and services.

NTL's primary products and services are the Repository & Open Science Access Portal (ROSA P; <https://rosap.ntl.bts.gov/>); Ask-a-Librarian virtual reference desk and knowledge base (<https://transportation.libanswers.com/>); and coordination of the National Transportation Knowledge Network (NTKN) (<https://transportation.libguides.com/ntkn>).

Since 2016, NTL has led the implementation of the Official DOT Public Access Plan (<https://doi.org/10.21949/1503647>) issued in response to the February 22, 2013, Office of Science and Technology Policy (OSTP) Memorandum for the Heads of Executive Departments and Agencies entitled "Increasing Access to the Results of Federally Funded Scientific Research" (<https://doi.org/10.21949/1528360>). NTL will be updating its practices and workflows to reflect the August 25, 2022, OSTP memo "Ensuring Free, Immediate, and Equitable Access to Federally



Funded Research” (<https://doi.org/10.21949/1528361>) as soon as the new version of the USDOT’s Public Access Plan is published.

Founded as an all-digital library, ROSA P’s collections include full-text digital publications, datasets, and other resources. Legacy print materials that have been digitized are collected if they have historic, technical, or national significance. All items acquired by NTL are ingested and preserved in ROSA P. Collections in ROSA P are available without restriction to transportation researchers, statistical organizations, the media, and the general public. All research funded by the Department of Transportation is required to be submitted to NTL for long-term preservation

Collection Overview

To meet the requirements outlined in its legislative mandate, NTL collects resources across all modes of transportation and related disciplines, with specific focus on information produced by USDOT, state DOTs, and other transportation organizations, and makes these items accessible to the public through *ROSA P*. These disciplines cover a wide range, such as aeronautics, aerospace, shipping and freight, pavement and construction, transportation networks (i.e. airports, ports, rail, etc.), drones, public transport vehicles, private transport vehicles, driver behavior, autonomous vehicles, etc. These resources have value to federal, state, and local transportation decision makers, transportation analysts, and researchers.

Types of Depositors

Emphasis is placed on collecting documents, datasets, and related information products, funded and/or produced by:

- United States Department of Transportation Modes
- State Departments of Transportation
 - Local Agencies
 - Metropolitan Transportation Organizations (MPOs)
 - Tribal Road Agencies
 - etc.
- Other Federal Agencies
- Intermural Research
- Universities and University Transportation Centers (UTCs)
- SMART Grants
- Professional Organizations
- Private Sector

These resources include some items with specific policy recommendations; as is the case with all libraries, inclusion of these items in the collection by NTL does not constitute endorsement of their recommendations.

Selection Statement

Highest priority is given to materials that have broad usefulness for planning and research for transportation decision-makers and are recent published transportation materials. Additionally, documents with historical value, especially those at greatest risk of loss, are given priority as well. Materials are primarily born digital, but they may be digitized by either the publisher or NTL. Older material and print documents are accepted for possible digitization based on NTL capabilities.



ROSA P is the central clearinghouse for all transportation research data this is funded by the Department of Transportation.

Accepted Materials Formats

NTL collects various materials for deposit in ROSA P, such as:

- Textual works
 - Technical Reports
 - Statistical Reports
 - Journal Articles
 - Presentations
 - Briefs
 - Dissertations / Theses
 - Magazines
 - Letters
 - Memorandum
 - Newsletters / Newspapers
 - Policies
 - Press Releases
 - Speeches
- Images
 - Maps
 - Interactive Resources
- Audio works
- Videos
- Datasets
- Websites
- Software
- Simulation
- Code

Typical file formats received by ROSA P include:

- .CSV .XLSX, .SAV;
- .TIFF, .PNG, JPEG, .WAV, .MP3, .MP4, .MPEG;
- .SHP, .DBF, .SHX, .GEOJSON, .GPX, .OSM, .QGZ;
- .JSON, .XML;
- .TXT, .PDF, .DOCX, .PPTX;
- .ZIP



The following table includes open formats for materials in *ROSA P*.

Text	Dataset	Images	Multimedia	Maps	Metadata	Collections
TXT	CSV	TIFF	WARC	TIFF	JSON	ZIP
PDF	TAV	PNG	WMV	PNG	XML	
XML		JPG	SWF	Shapefiles		
WARC			WMA	ArcGIS Project Files		
RTF			MPEG			
MD						

As a public access repository and a long-term archive, as well as to help meet Section 508 accessibility requirements (<http://www.section508.gov/>), NTL strives to ensure its digital collections should be in non-proprietary, open formats, wherever possible.

Staff Selection Responsibilities

The NTL staff from Technical Services and Data Services are responsible for selecting, reviewing, and cataloging new materials for the collection.

Retention and De-selection

All items are held permanently by NTL. As a permanent archive of transportation information, no items are to be removed from the repository. Once deposited with NTL, an item is added to the collection and made publicly available. Public access to an item may be interdicted only if one of the following criteria is met:

- Item is wrong and causing harm;
- Item has been withdrawn from the scientific community due to methodological errors or willful misrepresentation;
- Item contains personally identifiable information, national security concerns, or other sensitive information not previously discovered by NTL staff; or
- Contributor misrepresented authorship of, or rights over, an item;

If an item is removed it will be replaced with a removal notice document to inform the public of the removal.

In the case of new or updated versions of items archived in *ROSA P*, the new document will be linked to the previous version's record.

NTL actively manages the digital objects in its repository. For curating the digital collections in *ROSA P* for long-term preservation and access, NTL follows practices outlined in its *Digital Curation Policy* (<https://doi.org/10.21949/1530599>).



Access and Rights

NTL shares publications across the transportation research community with the TRID bibliographic database when rights allow.

Only those resources that are in the public domain and/or those for which explicit permission has been provided by the rights holder to NTL to make their materials available for free over the web will be added to *ROSA P*. All other resources will be maintained in a restricted archive and access will be provided under the terms agreed between the rights holder and NTL. The US Department of Transportation and NTL are not responsible for the content of documents in *ROSA P*.

Searching and Indexing

ROSA P is indexed by popular internet search services, including Google, Bing, Science.gov, and Google Scholar. NTL DOIs are searchable in the DataCite's DOI Resolver and indexed in DataCite Search.



Review Cycle

This policy is subject to a five-year review cycle. The policy may be reviewed, altered, and reissued as needed to meet changing needs and practices of the community, federal regulations, and global and national standards. Policy changes will be noted in the “Collection Development Policy Update Log” section of this document and will be designated by incrementing the version number and updating the policy date.

Collection Development Policy Update Log

Version 1.0 published May 2017
Version 1.1 updated October 2017
Version 1.2, updated December 2017
Version 1.3, updated January 2018
Version 2.0, updated October 2024