



U.S. Department of Transportation



National Transportation Library Annual Update 2024

Cataloging and Metadata

Beth Burnett
Metadata Librarian
Transportation Librarians Roundtable
December 12, 2024

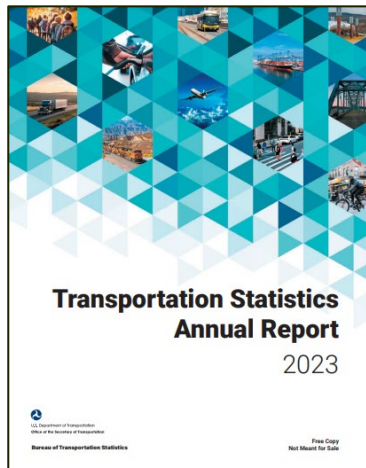


ROSA P Metrics



U.S. Department
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January 1 – December 11, 2024



New records added: **4,419**

Total downloads: **205,713**

Unique visitors: **473,611**

10,302 downloads



New Collections in ROSA P

Federal Aviation Regulations: Collection includes Special Federal Aviation Regulations, Final Rule, and Amendments published by the Federal Aviation Administration between 1960-2003. <https://doi.org/10.21949/1530860>

Federal Committee on Statistical Methodology Working Papers: Collection of statistical policy working papers from agencies across the federal statistical system. <https://doi.org/10.21949/1530832>

Federal Aviation Regulations



Federal Aviation Regulations published between 1960-2003.

FCSM



Federal Committee on Statistical Methodology (FCSM) Statistical Policy Working Papers



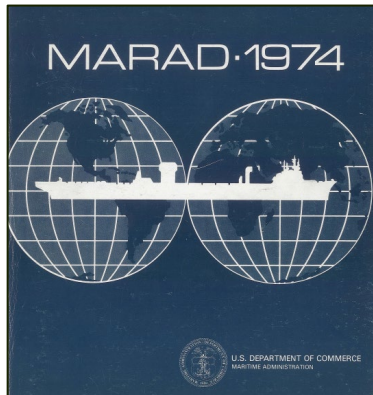
New Series in ROSA P



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Air Travel Consumer Reports: Series of monthly reports and datasets from the U.S. DOT's Office of Aviation Consumer Protection concerning the quality of services provided by airlines.



Annual Reports of the Maritime Administration (MARAD): Series of annual reports from MARAD and its predecessor agencies, dating from 1917 to 2013.



Technical Services Ticketing System

- SpringShare LibAnswers tool
- Dedicated queue for technical services activities
- Used to track cataloging tasks, projects, support requests
- Weekly review of tickets
- Tagged by type:

CDC Ticket

Cataloging

Project

The screenshot shows the SpringShare LibAnswers interface for the Technical Services queue. The top navigation bar includes links to Dashboard, Tickets & FAQs, NPS@ Tool, Social, Stats, Ref. Analytics, LibChat, Status Mgmt, Admin, and a user profile for natalie.burnett@dot.gov. The main content area has a filter bar with options for Queue (Technical Service...), Source (All), Status (Closed), Owned by (All), Name, and Email. Below the filter bar is a table of tickets. The table has columns for Id, Status, Queue, Question, Last Message From, Owner, Asked, and Last Updated. The first three tickets are listed, each with a checkbox, a status of 'Closed', and a queue of 'Technical Services'. The questions are: 'FW: Issue # HD-354271: Metadata not updating - URGENT', 'FW: Issue # HD-354286: SWAT and Staging Unavailable - URGENT', and 'Fix Records with Duplicate Series'. Each ticket also shows the last message from, the owner (Beth Burnett), the date asked, and the date last updated. The interface includes a 'Toggle All on Page' button and a 'Filter' button.

Id	Status	Queue	Question	Last Message From	Owner	Asked	Last Updated
<input type="checkbox"/> 14977842	Closed	Technical Services	FW: Issue # HD-354271: Metadata not updating - URGENT Beth Burnett (natalie.burnett@dot.gov) Asked via Email CDC Ticket	Patron	Burnett, Beth	Nov 25 2024, 02:30PM	Nov 26 2024, 08:40AM
<input type="checkbox"/> 14975411	Closed	Technical Services	FW: Issue # HD-354286: SWAT and Staging Unavailable - URGENT Beth Burnett (natalie.burnett@dot.gov) Asked via Email CDC Ticket	Patron	Burnett, Beth	Nov 25 2024, 10:40AM	Nov 25 2024, 02:04PM
<input type="checkbox"/> 14690266	Closed	Technical Services	Fix Records with Duplicate Series Beth Burnett (natalie.burnett@dot.gov) Asked via Staff Entry (From Patron) Project	Patron	Burnett, Beth	Oct 10 2024, 09:41AM	Nov 22 2024, 11:50AM
<input type="checkbox"/> 14303103	Closed	Technical Services	Secretary's Speeches: Adams Orelove, Eden (OST) (eden.orelove@dot.gov) Asked via Email Cataloging	Patron	Burnett, Beth	Aug 13 2024, 01:57PM	Nov 21 2024, 02:12PM



Technical Services SOPs

New Internal Workflows and Guidelines

Bureau of Transportation Statistics

National Transportation Library

National Transportation Library / LibGuides / NTL Staff / Technical Services SOPs / Removing Items from ROSA P

Technical Services SOPs

SOPs for cataloging, repository management, and other technical services tasks.

Search this Guide Search

Home

Archives Cataloging

Creating & Managing Collections

Removing Items from ROSA P

Reporting Issues

Workroom Accounts

Overview

Although rare, it's sometimes necessary to take works down from ROSA P. This workflow describes the criteria and procedures for removing items. In cases where items (files) are removed, NTL still maintains the metadata record for the item in ROSA P in accordance with the [DOT Public Access Plan](#) and [CoreTrustSeal Trustworthy Repository R09](#) Preservation Plan requirements.

Retention and De-selection Policy Simplified Workflow Detailed Workflow Inquiries About a Removed Item Removal Notice Document

Retention and De-selection Policy

Section 6 of NTL's [Collection Development Policy](#) states that 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;
- Contributor misrepresented authorship of, or rights over, an item.


More information about personally identifiable information (PII) can be found on [NTL's Research Data Management LibGuide](#).

- Creating and managing ROSA P Collections
- Removal requests
- Attribution for Bureau of Transportation Statistics (BTS) Publications
- Reporting issues
- Troubleshooting ingest errors
- Creating banners on records



New Metadata Policy

<https://doi.org/10.21949/1530065>



U.S. Department
of Transportation

Office of the Secretary
of Transportation

The National Transportation Library

1200 New Jersey, S.E.
Washington, D.C. 20590

National Transportation Library Metadata Policy

October 24, 2024
Version 1

Policy Scope

Metadata is the information used to organize, describe, index, locate, distribute, preserve, and use a resource. This policy establishes a framework of principles for creating and managing metadata at the National Transportation Library (NTL). It pertains to all types of metadata applied to digital resources in ROSA P, the designated public repository for U.S. DOT-funded research.

Introduction

The National Transportation Library (NTL) is administered by the Bureau of Transportation Statistics, part of the United States Department of Transportation (U.S. DOT). The Library provides national and international access to transportation information; coordinates information creation and dissemination; and provides reference services for DOT employees and public stakeholders.

Appendix A: Metadata Tables

Required Metadata

Minimum descriptive information required for all metadata records. Datasets have additional requirements (see Required for Datasets table).

Element Name	Definition	NTL Usage
Title	"A name given to the resource." Dublin Core	Titles are transcribed from the resource's Technical Report Documentation Page (TRDP) using Title Case format following the Chicago Manual of Style. When a TRDP is not available, titles are transcribed from the title page, cover, or other documentation on the resource itself.
Creator	"An entity responsible for making the resource." Dublin Core	Creators are individuals (persons) <i>primarily responsible for making the content</i> . Corporate Creators are used for organizations, including: <ul style="list-style-type: none">The institutional affiliation of authors.Institutions responsible for making the content, such as works for hire as defined by the U.S. Copyright Office (Circular 30).Performing organizations listed in Box 9 of the TRDP.



**TLRs from
2007-2024 now
available in
ROSA P!**





Thank You!

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