

A black and white historical photograph serves as the background for the title. It depicts a group of men on top of a vintage car, which is parked on a sandy beach or coastal area. The men are dressed in early 20th-century clothing. The car is an open-top model with a large front grille and a prominent headlight on the side. The ocean and a distant shoreline are visible in the background.

How a Solo Librarian Plans on Transporting the Oregon DOT History Center into the 21st Century

Expanding access to the largely physical Oregon Department of Transportation archival collections



Background

Oregon DOT Library established November 15, 1937

First librarian started in 1951

Accredited librarian position established in 2005

History Center merged into Library by 2015

Me: 6th librarian, 2nd accredited librarian, presumed first with archivist background

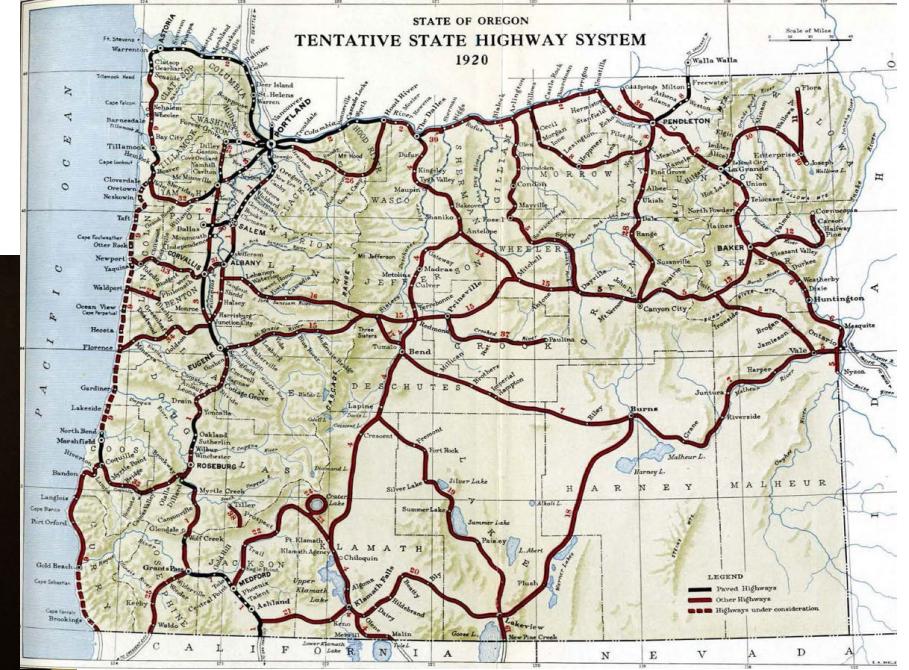
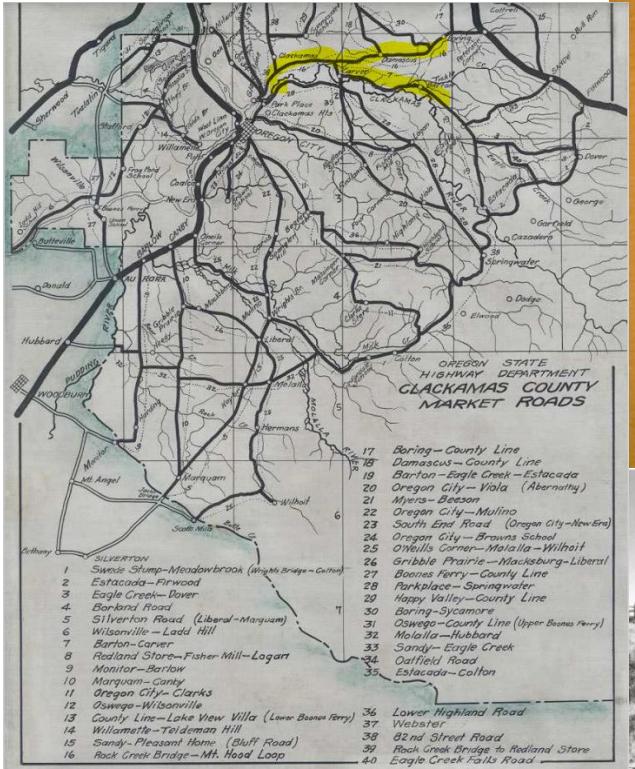


Oregon DOT History Center

- Murky background, but here's what I know
 - 1980s legislative mandate for state agencies to maintain a history
 - Potentially: ORS 358.635 to 358.653
 - Historian hired
 - History Committee created
 - Collection created
- When History Center collection moved over, it came with “General Files”
 - Digital collection of various and sundry documents like railroad agreements, right-of-way (ROW) files, correspondence
- Physical indexes abound, all with slightly different bits of information

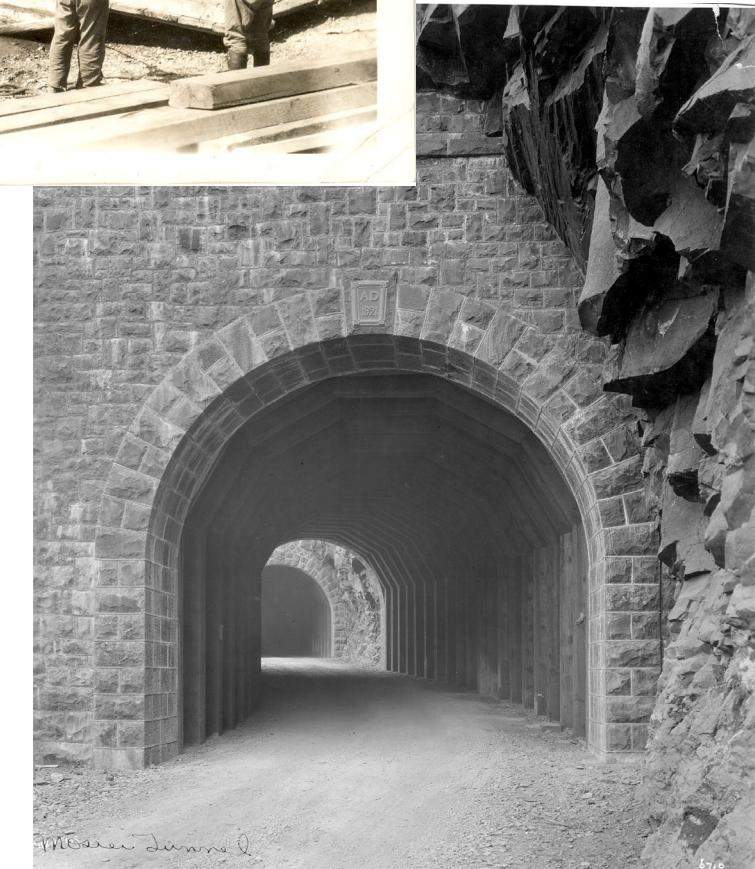
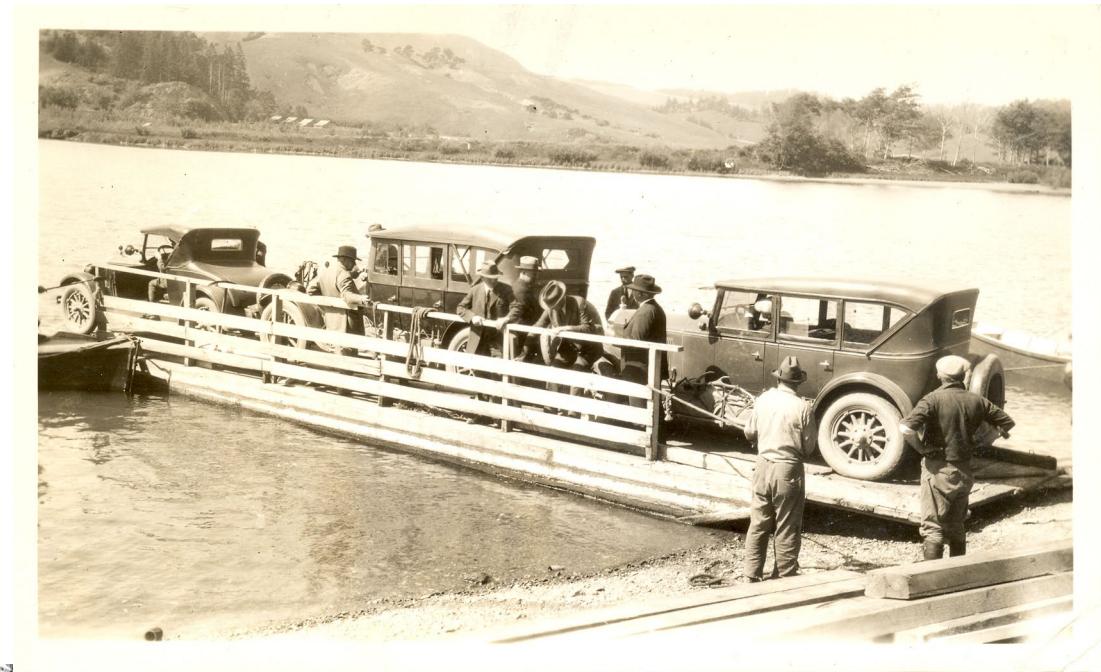
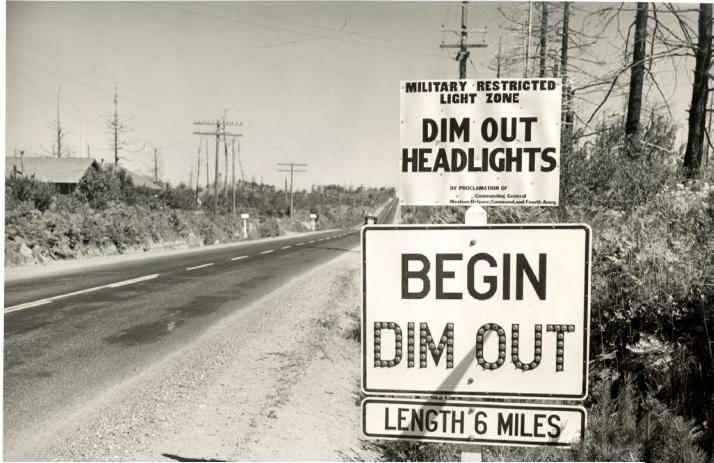


Cool Tidbits





Cool Tidbits



Yaquina Head Lighthouse

6262

Marine Tunnel

676



Oregon DOT Historic Resources & Formats

Agency Biennial Reports

Agency Newsletters

Highway Commission Meeting Minutes

Historic photos & files

R/W Maps and Files, Contracts & Plans

Agreements, Resolutions, Designations

Forest Highway Files

Oregon Laws & Blue Books

Microfilm

Film reels

Tapes

CDs

DVDs

Floppy disks

Maps

Photographs

Slides

Negatives



Upon Arrival: Priorities

Personal move from Tennessee to Oregon

Library and History Center moved buildings

Back cataloging, publication requests

Literature searches and reviews

Influx of donation requests after move



Upon Arrival: Initial Challenges

Popularity rose after moving to the T-Building

Everything arranged broadly by location or subject

Shelf list indexes which no longer apply after the move

Physical files full of newspapers, staples, etc.

Online access limited and dispersed



Current Status: Construction Contract Indexes

10	Jacques River John River	131
14	Putton Hill Hood River	132
14	Cascade Lake Hood River	133
27	Burton Co Line - West	134
30	Cancelled	135
36	Newberg West Dayton	136
36	Maplewood - McMinnville	137
25	Across Morrow Co Line Act	138
5	Side Creek Bridge	139
5	6 River Cone	140
21	Wadell I.	141
21	River Cone	142
26	Bethel Wash	143
1	Sag Section	144
2	Monroe - Ne	145
3	Carby - Au	146
6	Marshfield	147
8	Sukhurd Cr	148
6	Cedar Point	149
10	Luna - S	150
10	Rosburg - N	151
15	Gr. Lp. Mt. Hood	152
15	" "	153
30	Carriage Hill	154
36	Cancelled	155
36	Grand Land - Br	156

106-1035	16th St - Louis St	G-P	5982
520-1076	Mercola - Drury Co.	G-Bas	5983
7966-561	Mohawk Rock Prod for BLM		5984
523-1001	N. Unit, Westfall - Harow	G	5985
3-1011	Williams Ave Bldg. at Drayton	G	5986
32-3711	Wallowa Lake Park West Bldg	G	5987
6-1094	Powers St - Sugarloaf Mtns	G-P-S	5988
8-1044	Hyers Co. - Burnt Hill G-O-H	G	5989
614-1046	Hood River N.R. Oregon, F. Board	G	5990
615-1090	N. Ashland - S. Ashland G-Str	G	5991
15-3421	Radio Office Bldg. at Medford	G	5992
16-1035	U.P. O.R.R. Madras G-P-S	G	5993
18-1073	U.S.R.R. Canal Br. (M.P. 15.7)	G	5994
622-1010	Oak Grove Rest Area	G	5995
23-3421	Ontario Office Bldg.	G	5996
529-1076	Jackson Cr. S.	G	5997
501-1051	Powder River (Foothills)	G	5998
4-1091	Westport - Clatskanie G-P	G	5999
106-1096	Commerce - Woodridge GP	G	6000

October 18, 1961	16th St - Louis St	G-P	5982
520-1076	Mercola - Drury Co.	G-Bas	5983
7966-561	Mohawk Rock Prod for BLM		5984
523-1001	N. Unit, Westfall - Harow	G	5985
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501-1051	Powder River (Foothills)	G	5998
4-1091	Westport - Clatskanie G-P	G	5999
106-1096	Commerce - Woodridge GP	G	6000

see May 23 Letting	6001		
26-3413	Baldock Freeway Mult Bldg	G	6002
19-8316	Silver Lake - Hunter Hill Rock	G	6003
15-3319	Rogue River Br. Area Park	G	6004
615-1091	12th St - N. Ashland G-S	G	6005
17-1052	Grants Pass - E. Grants Pass G-P	G	6006
18-1094	N.K. Falls Interchange G-P-S	G	6007
626-1069	Margeson Br. Pier (S)	G	6008
30-1086	Athens - Blue Mt. Sta.	G-P	6009
33-1073	Tug Valley Section G-P-S	G	6010
518-1095	Little Deschutes R. Br.	G	6011
522-1012	Butte Creek Bridge	G	6012
502-1056	Long Tom River (Bundy) Bridge	G	6013
611-1050	John Day River Bridge	G	6014

December 6, 1961	16th St - Louis St	G-P	5982
520-1076	Mercola - Drury Co.	G-Bas	5983
7966-561	Mohawk Rock Prod for BLM		5984
523-1001	N. Unit, Westfall - Harow	G	5985
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January 17, 1962	16th St - Louis St	G-P	5982
520-1076	Mercola - Drury Co.	G-Bas	5983
7966-561	Mohawk Rock Prod for BLM		5984
523-1001	N. Unit, Westfall - Harow	G	5985
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4-1091	Westport - Clatskanie G-P	G	5999
106-1096	Commerce - Woodridge GP	G	6000

January 28, 1962	16th St - Louis St	G-P	5982
520-1076	Mercola - Drury Co.	G-Bas	5983
7966-561	Mohawk Rock Prod for BLM		5984
523-1001	N. Unit, Westfall - Harow	G	5985
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106-1096	Commerce - Woodridge GP	G	6000

Contract Number	Prefix	Description	Contractor
8597	134-1139	Progress-Raleigh Hills Section of the Scholls Highway near Beaverton. (Grading & paving)	Baker Rock Crushing Co., Inc. & Tualatin Valley Paving, Inc.
8598	TQF-9-2(1)	Pacific Highway West at McDonald Lane in McMinnville. (Traffic signal installation)	Tice Electric Co.
September, 1977			PROJECT WITHDRAWN
8599	906-2704	Sunset Bay State Park approx. 7 miles south of Coos Bay (Sewage facilities)	Dahl Contractors
8600	PMS-000S(53)	Portland Pavement Marking Project No. 2 on various highways in Portland (Pavement marking)	L. W. Vail Co., Inc.
8601	1QF-19(3) F-19(2) RS-193(1)	Athena-Little Dry Creek and Ward Street-S.W. 19th Ave. (Milton-Freewater) Sections of Freewater and Oregon-Washington Highways. Athena-Little Dry Creek Section being approx. 5 miles south of Milton-Freewater. (Grading & paving)	
8602	HHS-9565(3)	Portland Ave. at McKilligan St./Hood St. (West Limn) Section on Oswego Highway (Traffic)	Clarke Electric Co.

Prefix	Int.	F.A.	Section	Contractor	Contract Date	
9 PL	1407	14780	Horse Ridge - Milligan Surf	Griffith & Hollenbeck	Sept. 6, 1932	
9 PM	1434	E1238	Unit 2, Redmond - Bend Grav	Hauser Const. Co.	Nov. 10, 1932	
9 DP	1457		Redmond - Chemult, North Unit S. Pk	Griffiths & Hollenbeck	Jan. 25, 1933	
9 PN	1500	NRM123-C	Unit 3, Redmond - Bend Grav.	Wm Endicott, F.C.	Sept. 16, 1933	
9 PO	1597	NRM123-D	Bend	Asph Pav	Northwest Roads Co	Feb. 15, 1934
9 PP	1668	NH123-D	Unit 4, Redmond - Bend Gr.	Berke Bros.	Nov. 1, 1934	
9 PR	1727	M123-F	Redmond Section	Kern & Kibbe	Mar 28, 1935	
9-1105	1757	FA123-BG	Bridges on Redmond Bend & Ochoco Cr.	Tom Littlebo	Oct. 8, 1935	
9-1106	1758	FA123-GA	Units 1 & 5 Redmond - Bend	DEFAULATED	Johnston, Hansen & Johnston	Oct 8, 1935
9-1106	1783	FA123-GH	7 gr.	Parker Schram	11-7-35	
209-1002	1805	WPSD-281	Upper Tumalo Section	M. L. O'Neil & Son	1-10-36	
9-1003	1857	WPSM123	Franklin Ave U'Xing at Bend	P. L. Crooks & Co.	Apr. 17, 1936	
9-1107	1884		McKenzie Pass - Little Butte	J. W. & J. R. Hillsfrom	June 26, 1936	
9-2004	1885		Bend office Building	Henry C. Nelson	June 26, 1936	
9-1108	1908	FA123-BEAD	Redmond - Bend S. & B.M.	Bablor Bros	Aug 27, 1936	
9-1201	1967	FA123-B	Bend - Crescent Cr. Rock	E. C. Hall	4-10-37	
9-1004	1987	GDFE4	Horse Ridge - Brothers Reg. S. P.	McNutt Bros.	6-3-37	



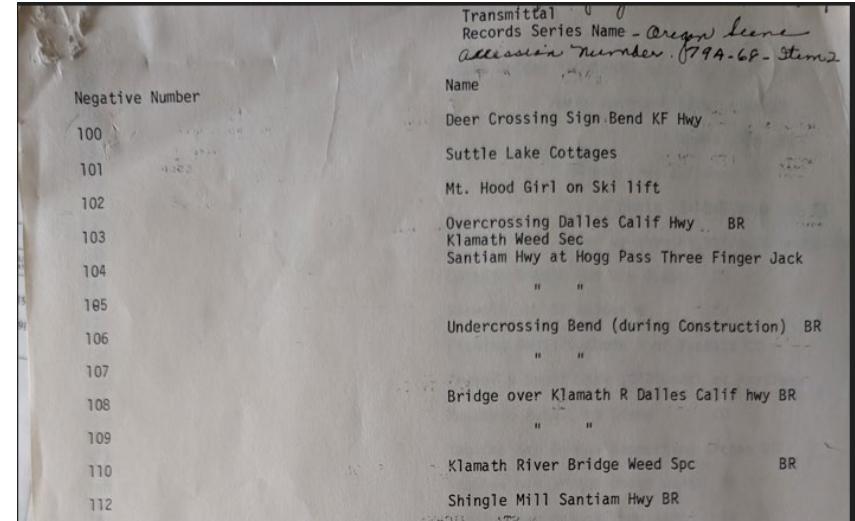
Current Status: Physical File and General File Indexes

	A	B	C	D	E	F	G
1	Filing Subject (Topic) (ORG7)	Title (Level 1)	Title (Level 2)	Title (Level 3)	Publication Name	Reference	Other Location
28	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)			Yaquina River Bridge	
29	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)			Rogue River (Isaac Lee Patterson Memorial Bridge, Gold Beach) (
30	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)	Alsea Bay Bridge Clippings & Letters		Alsea Bay Bridge Clippings & Letters	
31	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)	Alsea Bay Bridge (Waldport, Oregon Coast Highway (2 folders)		Mitigation - Alsea Bay Bridge (new bridge)	Also: Bridges-Coastal-Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna (4 folders)
32	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)	Alsea Bay Bridge Fill Permit		Alsea Bay Bridge Fill Permit (new bridge)	
33	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)	Alsea Bay Bridge Foundation		Alsea Bay Bridge Foundation	
34	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)	Alsea Bay Bridge Interpretive Center		Alsea Bay Bridge Interpretive Center - info. From exhibits (new bridge) 1988	
35	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, McCullough		Alsea Bay Bridge Waldport, OR - Condition and Rating Report, 1984		
36	Bridges	Coastal	Coos Bay, Siuslaw, Umpqua DEDICATION, 1936 (2)			Dedication of Coastal Bridges (Coos Bay, Siuslaw, Umpqua)	
37	Bridges	Coastal	Rogue River Bridge - US 101			Isaac Lee Patterson Memorial Bridge, Gold Beach	
	Bridges	Coastal	Alsea, Coos Bay, Siuslaw, Umpqua, Yaquna, (4 folders)			Alsea Bay Bridge	

1918 Index

- 1 1918 Index
- 3 Copies of meetings of Highway Commission
- 4 Correspondence with State Highway Commission
- 5 Benson, S., Chairman
- 6 Thompson, W. L.
- 7 Adams, E. J.
- 7A Booth, R. A.
- 8 Attorney General

FILE CODE	FILE CODE NAME	FILE NAME	distance
ACC 7-1	BOND ISSUES - HIGHWAY	OTIA. I, OTIA II, OTIA III	
ADM 8-1-1	TRAVEL SERVICES - EMPLOYEE TRAVEL	PER DIEM POLICIES	
AGR 1	AGREEMENTS - POLICIES & PROCEDURES	PERSONAL SERVICES CONTRACTS	
COM 1	TRANSPORTATION COMMISSION - POLICIES & PROCEDURES	GENERAL (YEARLY FILES)	
COM 1	TRANSPORTATION COMMISSION - POLICIES & PROCEDURES	INTERIM TASK FORCE	
CON 8	BICYCLE TRAILS - CONSTRUCTION	GENERAL (YEARLY FILES)	
CON 8-1	BICYCLE TRAILS - RULES		
CON 8-2	BICYCLE TRAILS - LOCATION	PACIFIC COAST BICYCLE/HOSTEL ROUTE	
CON 8-2-1	BICYCLE TRAILS - COUNTY ROADS	GENERAL (YEARLY FILES)	
CON 8-2-2	BICYCLE TRAILS - HIGHWAYS	A-Z	
CON 8-2-2	BICYCLE TRAILS - HIGHWAYS	BEAVERTON-TIGARD SECONDARY - HALL I WASHINGTON SQUARE	



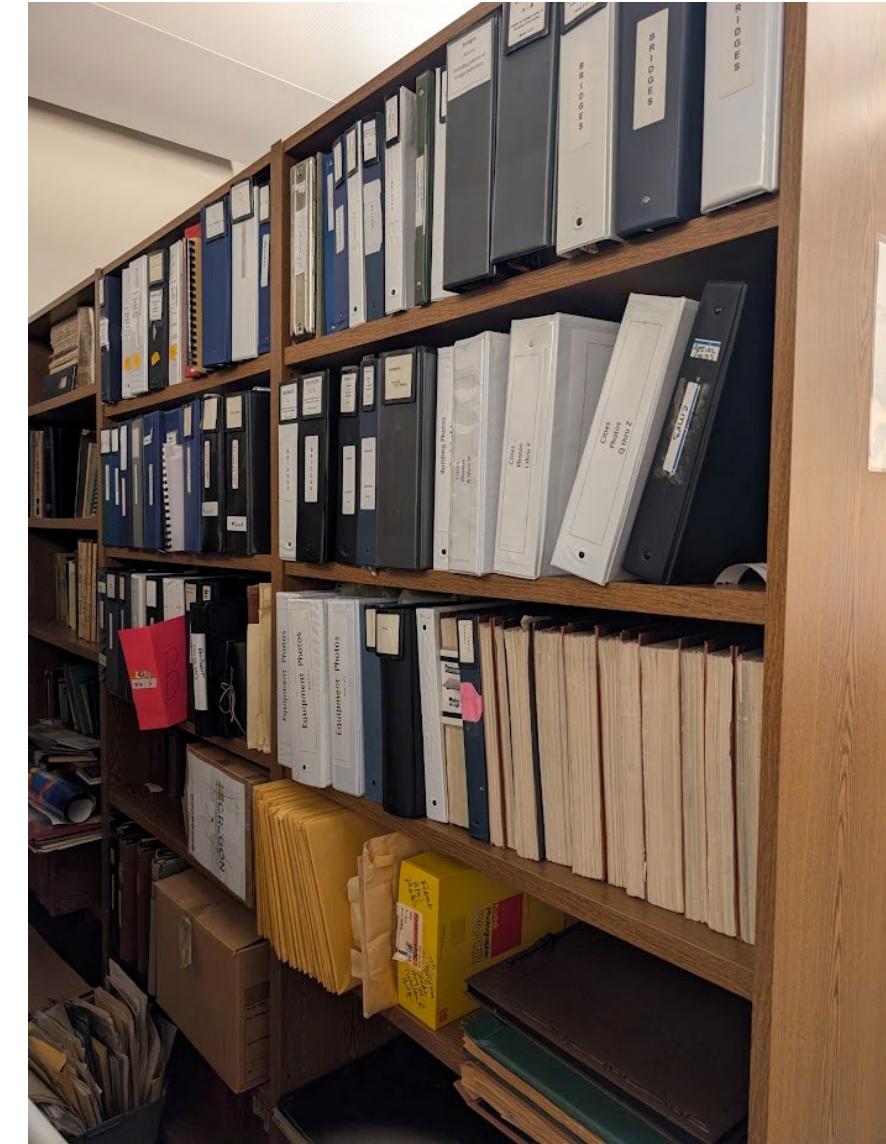


Current Status: Physical Files



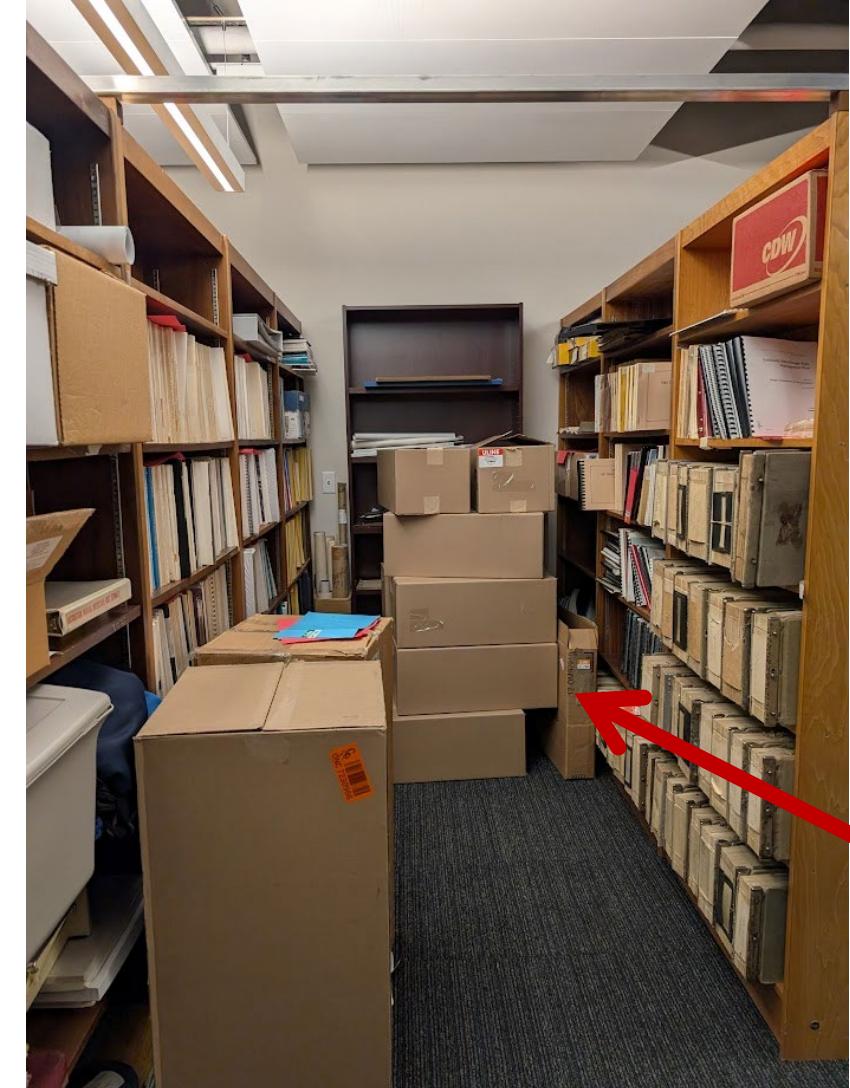


Current Status: Binders Galore





Current Status: Miscellaneous Materials





Result



Required lengthy, in-person-only research appointments



Applicable information not always found



Time constraints



Ongoing Challenges



Time consuming!



Constant balancing with library duties



Difficult to locate applicable resources



People get handsy with the materials



Massive amount to process



Workforce limited (solo librarian)



Planning



TAKE TIME TO UNDERSTAND THE
COLLECTION



DEVELOP PRACTICAL SHORT- AND
LONG-TERM GOALS TO MAKE
ACCESS TO RESEARCH EASIER



AGILE MINDSET, SMALL WINS,
STEADY PROGRESS



Reasonable & Attainable Goals



Update website

- Ongoing
- Research request form

Digital access

- Finding aids/research guides
- Repository (LONG term goal)

Collections arranged and described

- Processed to remove problematic materials (acidic documents, metal clips and staples, etc.)
- Boxed and labelled



Making it happen: Easy Wins

- Visual barriers & signage to reduce unrestricted access
- Online research guides for most frequent research requests
- Processing while researching
- Research request form





Improvement Status

Research guide for highway research

Help for dispersed records



Oregon Coast Highway is boxed

Still needs a finding aid



Folder processed as they get pulled
for preliminary research

ODOT History

HUMAN RESOURCES

Career Opportunities
Explore Employee Benefits
Job Application Guide
Glenn Jackson Scholarship Program

EQUAL ACCESS

Accessibility at ODOT
Diversity and Inclusion
Title VI: Non-Discrimination

CONTACTS

Ask ODOT
Agency D
Executive

ODOT History

Centennial Celebrations

In 2013, the Oregon Department of Transportation celebrated its 100th anniversary. During that "century of service," the department has seen dramatic changes in the way we travel and the routes we travel on. From horse-drawn road scrapers to today's computer-operated machinery and solar highways, the people, events and technology that have molded the paths we've taken each have a unique story to tell.

Join us to explore some glimpses into our Oregon transportation history collection!

Oregon Transportation History Research

While most of our history collection is not digitized but is accessible in-person by appointment, there are some digital options that may aid you in your online research.

For history of our state highways, start with this handy highway research guide: [Researching State Highways with ODOT](#).

Please review this document prior to requesting an appointment for research: [Requesting a Research Appointment with ODOT Library and History Center](#).

For location and hours, please see the [ODOT Library home page](#).

Contact

Amanda J. Carter, MSIS
ODOT Librarian
971-701-0709 (Cell)
[ODOT Library](#)



Horse teams, Toothrock Viaduct
Columbia River Highway, 1915



Researching Oregon State Highways

Are you interested in the history of state roads in Oregon? Good news! We have digital access available for many of the records. Follow the steps below to start your research and find digitally available documents. Also included are instructions for records that may not be digitally accessible.

Step 1: Read through our History of State Highways in Oregon publication

Start here: [History of State Highways in Oregon](#)

This document provides a timeline of state highways in Oregon. It includes references to documents that record and further expand on the history of each highway.

Please note that this guide is specific to state highways so it will not have a history of local or county roads. You will need to contact your county records office for that information.

Making it happen: Leverage Available Help



- Digitizing items with limited physical accessibility



United States Department of Transportation

Bureau of Transportation Statistics

National Transportation Library

National Transportation Library / LibGuides / NTKN / TPF-5(442) Transportation Research and Connectivity Pooled Fund Study / Home

TPF-5(442) Transportation Research and Connectivity Pooled Fund Study: Home

Search this Guide

Home Toolkit Resource Guides White Paper **Digitization** Section 508/Accessibility

About the Pooled Fund Study

This LibGuide serves as the repository for information and deliverables produced by TPF-5(442) Transportation Research and Connectivity Pooled Fund Study. You can find information on the pooled fund, its history, and objectives on the [About](#) page. Additional links above provide information on objectives and pooled fund products that are currently completed or in the process of being completed. Sections are broken down in the following way:

Toolkit: This section contains information about an updated Transportation Library Toolkit created by CTC & Associates. This toolkit provides guidance on a number of topics on library best practices, including collection development, copyright information, Section 508, Digitization, Outreach, and more.

Resource Guides: This section contains resource guides on topics identified by the pooled fund resource guide committee. New guides are created periodically, as selected by the committee.

White Paper: This section contains documents related to a synthesis of practice on transportation libraries, including a review of current practices and suggestions for future directions. Topics covered by the synthesis include providing library services without a library, agency leadership and partners, and preparing for the future.

508/Accessibility: This section contains documents related to Section 508/Accessibility standards to assist in remediation efforts of documents for Section 508 compliance. Documents include a 508-Compliant Research Report Template in MS Word, Guidelines for Preparing 508-Compliant Research Reports, Section 508 Sample Contract Language, and further Section 508 Accessibility Guidance.



TRANSPORTATION
research and connectivity



Improvement Status

TEXTS VIDEO AUDIO SOFTWARE IMAGES

ABOUT BLOG EVENTS PROJECTS HELP DONATE CONTACT JOBS VOLUNTEER

OREGON DEPARTMENT OF
Library Services
TRANSPORTATION

Oregon Department of Transportation Library

Materials provided by the Oregon Department of Transportation Library.

Collection About

641 Results

Year Published

1915 - 2004

Part Of

TPF-5(442) Transportation Research and Connectivity Pooled Fund Study Digitization Project
americana
eBooks and Texts

Media Type

texts 636
 collection 5

Year

Search

Search metadata
 Search text contents

Sort by: Weekly views Title Date published Creator

Collection	Count	Size
OREGON DEPARTMENT OF Library Services TRANSPORTATION	307 items	12.6 gigabytes
OREGON DEPARTMENT OF Library Services TRANSPORTATION	30 items	16.8 gigabytes
INTERNET ARCHIVE	267 items	327.9 gigabytes
Sixth Biennial Report of the Oregon State Highway Commission... by Oregon Department of Transportation	43	0
INTERNET ARCHIVE	12 items	2.7 gigabytes

Commission Meeting Minutes

Record copies of the public meetings of the Oregon State Highway Commission can be found at the Oregon State Archives, although ODOT maintained an office copy of the minutes on microfilm. The minutes from the years 1913-1937, 1962-1974 and 1981-1982 were digitized as part of an earlier project and are listed below. The remaining minutes - through 1994 - were digitized by the Internet Archive through a pooled fund study, and are linked at the bottom of this section. The text of the minutes is searchable, but the older typewritten pages, combined with the microfilming process, creates some problems with text recognition.

For a chronological list of links to these minutes, check out the new research guide: [Oregon State Highway Commission Meeting Minutes](#).

1913

1926

1962



Historic Oregon State Highway Commission Meeting Minutes, 1913 – 1994

Overview

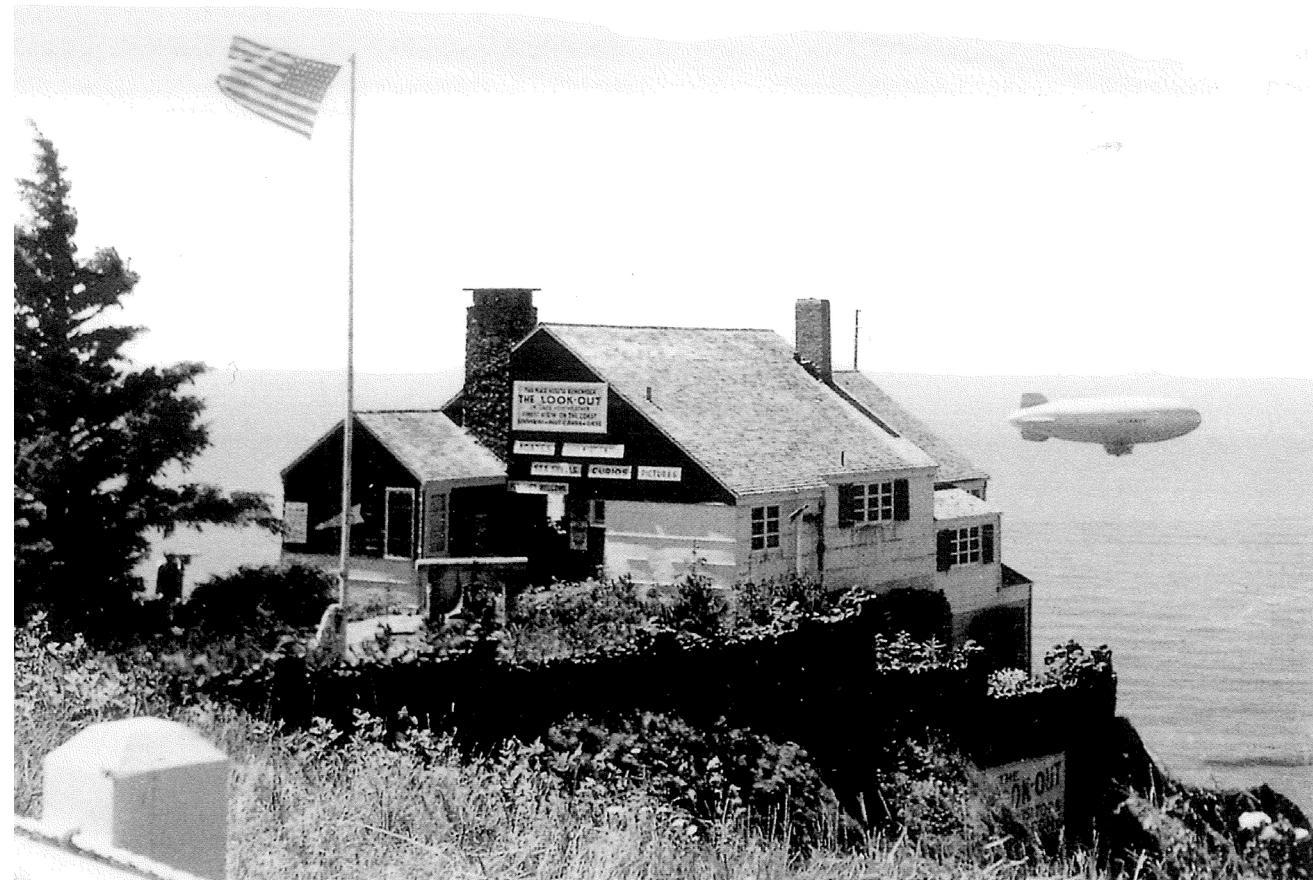
History of Collection

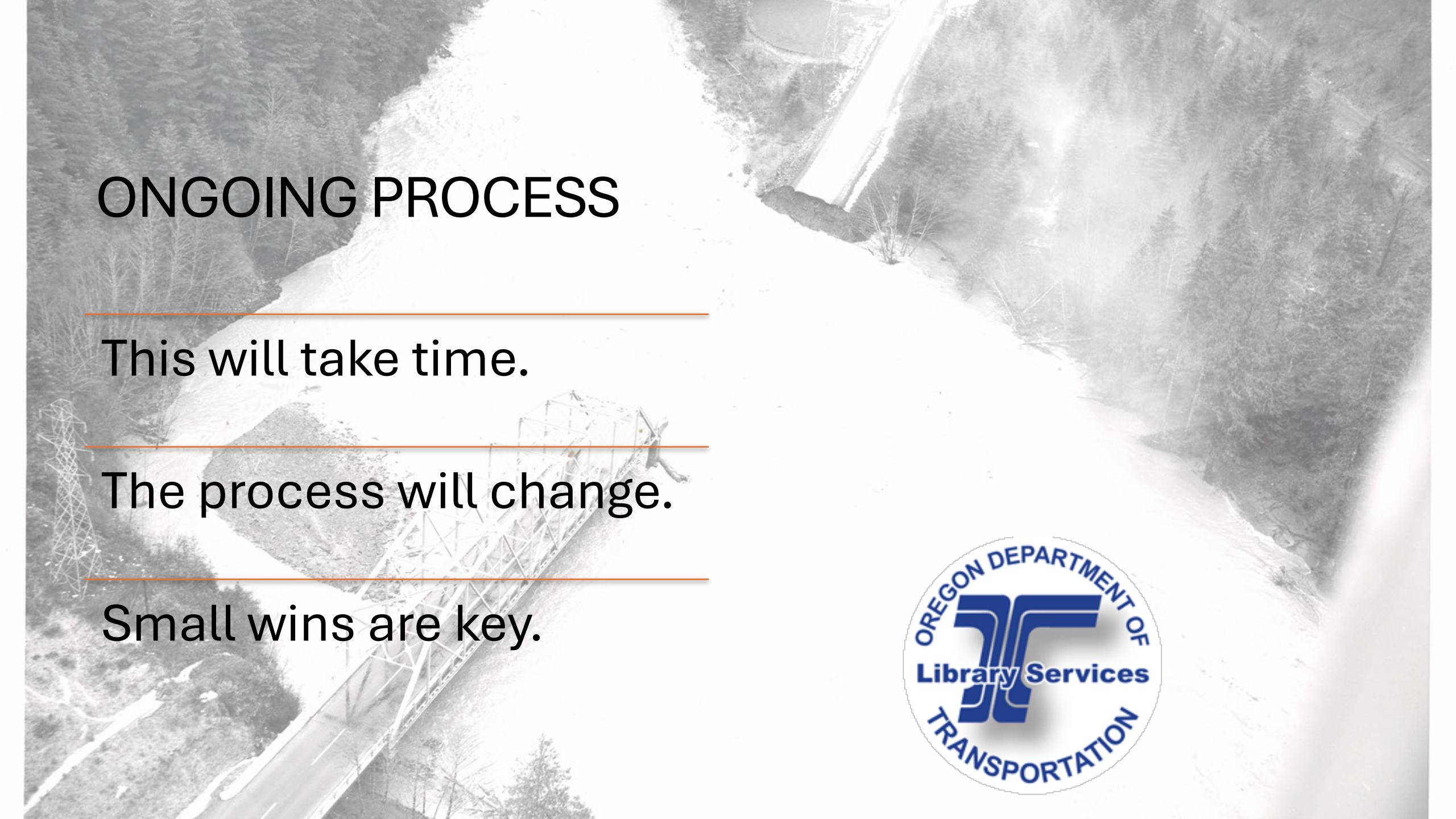
The Oregon State Highway Commission was established by Oregon Law on February 28, 1913 (OR 1913 c. 339). The purpose of the commission was to oversee the construction of state roads. Within the same new law, the commission was required to appoint a State Highway Engineer who would be required to make regular reports to the commission. By June of 1913, the state engineer began meeting with and reporting to the commission. The minutes of those commission meetings have now been digitized.

Making it happen: Take the time to do it right

Mid-term goal: Inventory entire collection

Ultimate goal: Digital access to an overview finding aid for entire collection so researchers can specify their access needs.





ONGOING PROCESS

This will take time.

The process will change.

Small wins are key.



Longterm Process Requires



Vision



Patience



Diligence



Adaptability



Questions?

Amanda J. Carter, MSIS

Oregon Department of Transportation Library

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ODOTLibrary@ODOT.Oregon.gov



Alsea Highway, Lincoln Co. 1929-32 HP-194 #410