

Notes from the Second Annual Meeting of the Midwestern Transportation Library Consortium

Holiday Inn Metrodome
Minneapolis, MN

December 4-5, 2002

Facilitator: Roberto A. Sarmiento, NUL and BTS
Recorder: Arlene Mathison, University of Minnesota

These notes should be read in conjunction with the handouts and presentation materials from the meeting, as I am generally not repeating materials that are already in written form.

Wednesday, Dec. 4th

Welcome (Nelda Bravo and Jerry Baldwin)

Nelda mentioned that the attendees at an AASHTO presentation were impressed that every state DOT in AASHTO Region 3 is participating in this consortium.

Brief introduction of members and guests

Attendees

Patricia Aper, Michigan DOT
Janet Bix, Ohio DOT
Jerry Baldwin, Mn/DOT
Julie Bolding, SD DOT
Deborah Bendig, OCLC
Nelda Bravo, National
Transportation Library (NTL)
John Cherney, Wisconsin DOT
Charlotte Erdmann, Purdue Univ.
Dave Johnson, Mn/DOT
Carissa Hutson, Missouri DOT
Becky Klenk-Welsh, KS DOT
Arlene Mathison, CTS, Univ. of MN
Tim Hagan, Northwestern Univ.
Transp. Lib.

Gisela Motzkus, IL DOT
Virginia Ripley, SD DOT
Roberto Sarmiento, Northwestern
Univ. Transp. Lib.
Bob Sweet, Univ. of MI, Transp.
Research Inst. (UMTRI)
Qin Tang, Mn/DOT
Hank Zalatel, Iowa DOT

Invited, but unable to attend

Bob Benke, Strauss Management
Bob Johns, CTS, Univ. of MN
Tommy Nantung, IN DOT
Don Robertson, NE DOR

Review of the 2001 Consortium meeting (Roberto A. Sarmiento)

Roberto reviewed the goals from the 2001 meeting of this group, and summarized what has been achieved to this point.

GLOBAL

- Create a Union Catalog – ***delayed by OCLC till June 2003***
- Place Consortium www link on every Midwestern DOT staff desktop – ***delayed until after June 2003, due to OCLC's delay in launching Group Services product***
- Develop guidelines for efficient and cost-effective ILL/DD – ***developed by Jerry Baldwin and Gisela Motzkus***
- Draft working principles for Consortium – ***done***
- Improve access to transportation information for every professional in the Midwest – ***there has already been improvement: more collections available on OCLC, digitization project at KS DOT, and a new librarian/collection manager at Missouri DOT***
- Identify best practices for the development of a National Transportation Library Consortium

MANAGEMENT

- Show regional success – ***in beginning stages***
- Help educate transportation leaders on importance of libraries to their missions – ***library visits were helpful***
- Integrate the Consortium into local/national/international decision making and information-seeking behavior – ***won't happen until we have a product (i.e., union catalog)***
- Improve transportation systems nation-wide by integrating libraries into the research process – ***long term goal***
- Help preserve research funding

PR

- Communicate success stories to (federal) leadership – ***not systematic***
- Measure how the Consortium performs and disseminates how its work affects DOTs' missions – ***need to do***

MEMBERS

- Get all member libraries into a level playing field - ***OCLC funding will include access to OCLC database for those who don't have it already***
- Established members to help new/developing libraries
- Pool resources to provide services in cooperation with each other - ***opportunity for sharing training resources; cooperative buying/subscriptions not possible at this time***

OPERATIONAL

- Identify DOT libraries with special interests or collections and make them available – ***In progress***
- Develop strategies to support all member libraries - ***OCLC, ILL agreement***
- Provide access to unique materials
- Coordinate collection development for members – ***need ideas/model for specialized areas***

- Coordinate Consortium acquisition of electronic or bibliographic tools
- Create “How to...” sources for general use
- Provide virtual reference tools

LEADERSHIP

- Provide leadership at Consortium and national level
- Develop information leaders, who will:
 - Develop strategies
 - Understand goals and accomplish them
 - Be efficient

TO DO LIST (for 2002, created in Dec 2001)

- By February 15, the OCLC links should have happened between libraries - ***was not possible due to OCLC delays***
- A draft of the ILL statement will be done - ***done***
- A proposal will be in place with OCLC - ***done***
- A draft of membership criteria - ***done***
- A listserv will be set up through the FHWA Community of Practice, or Yahoo! Group (***Too cumbersome to use, we will set up another listserv***)
- The NTL will be responsible for finding a day-to-day manager – ***Roberto Sarmiento, for one year***
- Some sort of Consortium group meeting with members attending SLA - ***done***
- The consortium can give a GRTIC presentation at SLA as well (a panel discussion) - ***done***
- One major goal will be to get invited to the National RAC meeting in June – ***need product first. If we're going to do in 2003, there will be 4 regional meetings. In 2002 we didn't get on the agenda to talk about the consortium at the National RAC mtg***
- The consortium can also do a presentation at John Cherney's (Wisconsin DOT) meeting in June – ***done***
- Also, will be presenting at TRB Annual Meeting in January 2003

Library visits – Report (RAS)

See Roberto's report on Preliminary Library Findings

Discussion Points:

- While describing the collection sizes, Jerry Baldwin made two points:
 - Collection size is not a good measure of a library's effectiveness. We should emphasize **services** instead of collection size.
 - Every transportation library will and should have a core collection of materials that other libraries will have. These are **necessary core collections, not duplications**.
- **Libraries that charge for ILL or Document Delivery** use the revenues for **partial cost recovery**, not actual profits.
- In the description of services that managers want from their libraries, reference services were not listed. Dave Johnson, Director of Research at Mn/DOT, asked why they were not listed. Roberto said that **reference services were never brought up by the managers he visited**. We had a discussion on management's perceptions of libraries.

The services managers desired were:

- availability of research tools on their desktops
 - fast dissemination of information
 - information access provided to remote locations
 - libraries to develop/maintain strong relationships with local universities and/or state libraries
 - access to full-text databases
 - electronic delivery of interlibrary loaned documents
 - abstracts in catalog records
 - libraries to go full electronic and virtual
 - synthesis of information
- Here are some comments on some of the services that libraries would like to see from the Consortium.
 - Access to TRB pre-prints in Consortium intranet – **Nelda said that Barbara Post is open to this idea**
 - Indexing of additional trade journals into TRIS – **TRB is trying to do this**
 - Help in cataloging backlogs – **available for this year**
 - If Consortium were to develop a **reference network**, most librarians are hesitant to participate if it will impact on their time. RAS would like to have Consortium be part of the online reference service of the NTL, would provide stronger service. We discussed various ways to configure a reference network.
- Regarding what we have achieved as a consortium already:
 - Some libraries are starting to **include URLs in catalog records**. Some mentioned the problem with original links changing or disappearing. Two technical tools, permanent URL's (purls) or open URL's (developed at Cornell Univ.), may be potential solutions in the future.

- One of the goals of this consortium is to **grow beyond the Midwest**, perhaps by getting federal funding for adding new members into the OCLC network.

Consortium Guiding Principles – Discussion (RAS, All)

- Major discussion points were about criteria for membership in the consortium:
 - Participating libraries with **large wide-ranging collections must be able to identify their transportation materials for extraction by OCLC** for the Consortium's Union Catalog. We discussed Purdue's collection, which might not be able to meet this criteria.
 - Each member **must not rely on borrowing materials** to meet the majority of its information needs. We discussed whether to include the percentage of no more than 5% of materials borrowed, and decided to leave it out.
 - We discussed the possibility of including criteria for participation of transportation organizations without libraries, and decided to strike that section. The **consortium members must be libraries** (and the Consortium will determine what constitutes a library).
- Wordsmithing:
 - Libraries whose bibliographic records are not currently in OCLC must agree **to contribute their catalog records to OCLC** (from "start cataloging their collections in OCLC.")
 - All members, to the best of their abilities, **are "strongly encouraged"** to (from "must be willing") to **lend to Consortium members through ILL** their collections and abide by the Consortium ILL guidelines.
 - Consortium members are **strongly encouraged to be trained in the use of OCLC interlibrary loan subsystem**. Changed from "must be."
- Other discussions:
 - Roberto felt we need to have a separate **discussion list** from SLA's Tranlib. We discussed listserv possibilities, and Arlene volunteered to investigate setting up a listserv hosted by the University of MN.
 - We discussed the future process and criteria for **expanding the membership**. For example, West Virginia DOT is interested in participating. We discussed but did not decide on any expansion plans. Expansion of the Midwest consortium beyond the AASHTO RAC III plus South Dakota was discussed as one possible future. An alternative future was to encourage the development of other regional consortia with West Virginia being encouraged to join with Virginia, Pennsylvania and others in their region. One point made was that we should grow by adding DOT members that currently have libraries with collections in OCLC.
 - Each member library will still provide services as usual; the **consortium agreements do not override normal operational procedures**.
 - We agreed that the consortium will need to **develop by-laws** to guide decision-making and operations in the future.

Interlibrary loan overview and recommended guidelines – Discussion (RAS, All)

- Discussion about fees:
 - **Point G.1.** (entering Maximum Cost and NAD fields) will be held until we have more information from OCLC
 - **Point G.2.** Amended the photocopying page limit language to “a reasonable number of pages per request,” rather than setting a defined page limit.
 - **Point G.3.** Amended to “Signers of the ILL Guidelines should respond “Conditional” and explain the necessary charges when these apply.
- **Point I.** Withdrawal from the Guidelines
 - Amended to reflect *permanent* withdrawal from the guidelines, and that withdrawing libraries will be responsible for any charges associated with the withdrawal.
- **UMTRI** doesn't currently lend to everyone; **will lend to other consortium members.**
- Q & A:
 - Q: Will **users have access to union catalog and ILL on their desktops?**
 - A: Three responses:
 - We don't know yet; depends on contract with OCLC.
 - Libraries will probably have icon on their web sites to search union catalog
 - ILL's will go through library, though they may be filled out by end-users themselves.

Thursday, Dec. 5th

Cataloguing project budget and recommended guidelines - Presentation (NB, RAS)

Discussion regarding cataloging process:

- Recommended that each library work with state OCLC rep.
- Suzanne Butte is the Consortium's OCLC contact
- Discussion regarding cataloging/adding to the union catalog, title-level vs. full serials holdings; determination that full serials holdings do not need to be added unless the library wishes to do so
- KS will go through their state library; Ohio may use their state library as well.
- Funds available starting Sept 2002; will be available for two years, but we should try to use all of it in the first year, to be safe.
- Each library needs to keep records of how many items are cataloged through this project.
- Deb Bendig suggested that the Consortium or the NTL offer cataloging services to the member libraries. Nelda said it might be possible, depending on the success of the consortium pilot project.
- We went over the list of recommended & not recommended materials to be cataloged using the designated funds. Changes to the NOT recommended list:
 - Added privileged documents, such as draft NCHRP projects which may not ever be published. It's OK to catalog such items, but not with these funds.

- A library should not use funds to catalog its state DOT archival or primary source material, unless all new materials have already been cataloged.
- LTAP collection materials will move to the recommended for cataloging list. Jerry and others agreed that they are in-demand, and often very hard to find.
- The executive committee will be the decision-making body for questions about items not covered in these lists.

OCLC (Deb Bendig)

Deb Bendig said she was surprised and impressed on how much progress our group has made in the year since our first meeting.

Deb provided a demonstration of the new OCLC Group Services product currently being developed which will provide nearly all the elements we had envisioned for a union catalog for the group and some additional features as well. The product is currently being tested by three groups of libraries consisting of a 20-library cooperative in Illinois, a 50-library group in Florida, and a group of military libraries. Availability of the product for general use is expected to come in July, 2003.

Union Catalog – Update

- Group Services product to be introduced July 2003, including pricing and packages
- There will be a Z39.50 gateway to FirstSearch added in April-June 2003. Will mean that the consortium will be able to add non-OCLC catalogs, and non-Consortium library catalogs to our union catalog, as long as their catalogs are Z39.50 compliant.
- The Group Services product will most likely be an annual subscription service, rather than a pay-per-use service.
- We will be able to brand the union catalog with our Consortium logo
- OCLC may be able to provide the consortium with a collection analysis service, to evaluate where the strengths and gaps are.
- The service will also provide a mechanism for billing for ILL's without needing to use checks or other direct payment options (called IFM, Internal Loan Fund management).
- Ohio will be able to get own symbol (separate from State Library)
- We will be able to define subgroups within the Consortium (for example, DOT libraries, University libraries, or libraries with a specific state or geographical region.)
- A single library can participate in multiple groups.
- Deb analyzed the holdings of all the member libraries who are already in OCLC. There are about 120,612 holdings, with 87,568 records, for about 1.3 holdings per record. More than 82% of the records are since 1970. The majority (56%) of the holdings are held by 9 or fewer libraries 13% are held by only one library, which indicates that there is not enough redundancy in collections.
- OCLC offers flexible fulfillment options from FirstSearch. The user initiates the request, and then the library determines how to handle.
- Pricing is not yet known.
- FirstSearch group functionality – current and planned
 - Can have Group color scheme
 - Local call numbers not viewable in Group
 - Planning to add the capability to place holds
 - Can sort by most-held items
 - “Hot” class numbers

- Will be adding union list holdings in January 2003
- The Consortium doesn't yet have its own OCLC symbol, but it will soon
- It isn't known whether one will be able to see the Consortium's union catalog icon from the main FirstSearch screen.
- We can specify whether the ILL option will be visible for certain types of materials (for example, it will not show up archives and Internet resources if you set it up that way.)
- The NAD (Name & Address Book) will be replaced with a Policies Directory.

Committee recommendations – Discussion (All)

Roberto laid out his recommendations for four Consortium committees to continue on the work of the group: Executive, Communications, OCLC Liaison, and Bibliographic Instruction.

The **Executive Committee** will be the primary liaison with outside groups, and the main decision-making body. Nelda Bravo suggested, and the group decided to have the Executive Committee consist of the Consortium Chair, Incoming Chair, the Head of the NTL, a representative of DOT libraries, and a representative of an academic library. Consortium Chair and Incoming Chair will serve a two-year term. The group elected:

- Jerry Baldwin as Chair,
- Roberto Sarmiento as incoming chair,
- Becky Klenklen-Welsh as the DOT representative,
- Bob Sweet as the University representative and
- Nelda Bravo as the NTL Head.

The **Bibliographic Instruction** committee will gather and develop training and presentations that can be used by members, and help to "train the trainers." We discussed the role of the committee at some length. Nelda suggested partnering with NHI (Nat'l Highway Inst.) to offer a course on how to search the Web. Jerry emphasized that a single approach to BI is not sufficient; we need multiple approaches. To start, the committee will consist of:

- Janet Bix
- Hank Zalatel
- Charlotte Erdmann.

The **OCLC Liaison Committee** will work with OCLC and the NTL.

- Julie Bolding volunteered to be on the committee.

The **Communications Committee** will work on public relations, a website, a logo, and an electronic discussion list. Volunteers for this committee are:

- John Cherney
- Pat Casey (who wasn't in attendance, but wants to help write promotional materials)
- Arlene Mathison
- Bob Sweet volunteered to help with an electronic discussion list if needed.

Recap and prioritizing of goals (NB, RAS)

Next steps:

- Each committee will meet and work on their assigned tasks
- The OCLC Union Catalog will provide great opportunities for PR and funding solicitations.
- Presentation at TRB in January
- We will agree on a name and logo
- The Executive Committee will work on developing by-laws
- The NCHRP Scoping Study on transportation libraries needs a vision, which we think we can inform (basically, that transportation libraries share and maximize the use of expensive resources)
- Growth of the consortium: several people are ready to add new members outside of the region already. It will probably not be a Midwestern network for long.
- Explore other funding avenues (partnership/sponsorship by AASHTO, FHWA, LTAP, TRB, other ???)

Comments:

General

Roberto said that even if the Consortium ends up failing, this project has still improved access to transportation materials

John Cherney stated that participation in this consortium has caused him to start formalizing more of his processes, such as circulating his usage statistics to key people in his agency.

Nelda stressed that we need to keep our champions in each agency in the loop, informed about our activities and efforts

Jerry mentioned that the NCHRP Scoping Study on transportation libraries needs a vision, which we think we can inform (basically, we need to see the fact that transportation libraries share and maximize the use of expensive resources)

Jerry also stated that the ultimate goal of the consortium is to get recognition from national transportation organizations, and we need to have good communication strategies.

We can distribute discarded materials through SLA's Tranlib listserv, our own listserv, the LTAP in the Caribbean, and FHWA's International programs.

Name

Jerry suggested that we use the name suggested in Madison in August, the Midwest Transportation Knowledge Network. He likes the idea of librarians creating the MTKN, which implies a new way of doing business.

Bob Sweet preferred the name Midwest Transportation Knowledge Consortium, vs. network, which has too much of an association with computers.

Roberto preferred Network.

Nelda mentioned that the name of the programs and the product should be linked (for example, the LTAP program lost funding because many of the LTAP Centers did not have LTAP in their names.) Our funded program is the NTL, National Transportation Library.

Becky suggested that we might want to consider creating a name whose acronym is easy to pronounce, such as MTIN for the Midwest Transportation Information Network.

Future Growth

Bob Sweet asked if there will be other regional consortia. Roberto and Nelda said that there is no federal funding to develop other consortia. We will probably try to add to the Midwest group. NTL may not be reauthorized in the next Congressional bill. This effort is part of an attempt to gain re-authorization.

Future growth will be decided by the Consortium.

Becky suggested that we get sponsorship from AASHTO or another organization.

Roberto doesn't want to wait to add more libraries to group.

Bob Sweet thought it would be a good idea to get things rolling, and then expand the group.

Nelda and Roberto suggested that we approach certain libraries to join the consortium. For example, PennDOT, UC Berkeley, and Volpe.