

## Transportation Library Connectivity Pooled Fund Study TPF-5(105)

Bimonthly Teleconference  
Date: Monday, 12/15/08  
Time: 10:30 AM-12:30 PM CT

URL: <https://www2.gotomeeting.com/join/852726011>  
Meeting Number: 852-726-011  
Call-in number: 1-877-336-1286  
Access Code: 3600843

### Technical Advisory Committee:

Arizona, **Dale Steele**  
California DOT, **Janet Coles**,  
**Shubhangi Kelekar**  
Connecticut, **Betty Ambler**  
Idaho DOT, **Inez Hopkins**  
Iowa DOT, **Hank Zaletel**  
Kansas DOT, **Marie Manthe**  
LA County MTA, Matt Barrett  
Louisiana DOT/LTRC, Glynn  
Cavin, **Sandy Brady**

Michigan DOT, **Alexandra Briseno**  
Minnesota DOT, **Sheila Hatchell**  
Mississippi DOT, **James Watkins**,  
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Missouri DOT, Mara Campbell  
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Greg Waidley  
Washington State DOT, **Kathy**  
**Szolomayer**  
Wisconsin DOT, **Ann Pahnke, John**  
**Cherney**

*Ex Officio:* NTL, **Amanda Wilson**; TRB, Barbara Post  
*Emeritus:* Jerry Baldwin  
*CTC & Associates:* **Pat Casey, Maggie Sacco, Kirsten Seeber**

### Agenda:

The primary purpose of this TAC conference call was to focus on digitization projects via presentations from three TAC members.

1. Marie Manthe, KDOT – Internal digitization process
  - o The KDOT library's document management system is part of a larger records and workflow management system, which was implemented in 1996.
  - o The library can request more space if they need it. They are part of a storage area network.
  - o There are currently more than 2 million files in the document management system, and of that total, more than 50,000 are in the KDOT Electronic Library. Because larger documents are often split into multiple smaller files for easier access, the true number of documents is less, about 26,000 items.
  - o Both K-TRAN and KDOT reports are accessible via the public catalog. There are 512 of these documents in the catalog and they are shared through the library interface.
  - o KDOT and Triple-I authored Records and Workflow Management Study Report in 1996. The report outlines the various options that KDOT could use for digitization. The document can be found in the Members Only section at [www.libraryconnectivity.org](http://www.libraryconnectivity.org).
  - o KDOT uses IS FileNet and their digitization is done internally.
  - o Selection criteria – Born digital documents are put into the KDOT catalog, along with digital documents from other state DOTs.
  - o A long-term temporary employee scans all KDOT reports. Large format and delicate documents may not get scanned. KDOT is scanning as many of their own documents, and the Kansas Highway Commission documents, as possible.
  - o For very old documents, only the cover and table contents of the documents are scanned. Folks can contact the library for further information on the documents.
  - o The document management system allows for the management of all digitized documents. Document properties are entered into the document management system so that documents can be searched.
  - o Marie doesn't receive a lot of feedback on the system, unless someone is having an issue with using it. The feedback she receives most often is that users aren't able to find a report or can't

pull it up. The search engine is not like an Internet search engine and folks need a bit of instruction on how to use it.

2. Hank Zaletel, IA DOT – Photo archives
  - o The Iowa DOT has an historic auto trails archive on their Web site, <http://www.iowadot.gov/autotrails/indexauto.htm>. Information is available on all historic trails in the state. All of this information is collected and cataloged by historical interns.
  - o Iowa also has an historic archives digital collection Web site, [http://historicalphotos.iowadot.gov/ermportal/historicalphotos\\_home.aspx](http://historicalphotos.iowadot.gov/ermportal/historicalphotos_home.aspx). There seven collections containing 8,000 photos in the archives from the 1920s through today. They also have county maps dating back to 1912.
  - o The budget for archiving is \$15,000. No funds are appropriated for archiving. Iowa uses transportation enhancement funds, which are available from FHWA with a 20/80 match.
    - Iowa will continue to get transportation enhancement funds as long as they have a vision and a plan. They are the first DOT in the country to use these types of funds for an archive/digitization project. Transportation enhancement funds aren't usually applied to these types of projects.
      - A selling point for securing the transportation enhancement funds is that the project applies to all citizens of Iowa. Hank suggests getting help from your department's planning folks to step you through the grant process.
  - o Paid interns, who are university students, help with the archiving. These students care about the archiving and get paid well, which contributes to the success of the project. A consultant works with the interns and she trained the interns on how to index the materials. It took the interns four to five months to complete the digitization of the 8,000 photos.
  - o Iowa has many more archiving projects they would like to undertake. Hank recommends that if others want undertake similar projects, they need to have a team of people dedicated to the project, with a vision and a love of history. It takes a lot of time to prepare a strong plan and to secure the funding.
3. Amanda Wilson, NTL – Digital projects
  - o NTL uses a 2003 report, [Western States Digital Imaging Best Practices](#), to guide them in their digitization practices.
  - o NTL is always seeking content for their collection. Soon, anyone who uploads documents to TRIS will have the option of sending them to NTL as well, through the About TRIS page.
  - o NTL asks those who submit documents to ensure that they are 508 compliant. They have some PDF and some HTML versions of documents. PDFs of documents that include graphics or tables sometimes aren't good enough, as they need to be tagged and searchable to be accessible.
  - o Use copies are in an Adobe open format now. That could change if Adobe decides to change the open format status of their products. NTL uses TIF and JPEG for open archiving format, the preservation copy of materials.
  - o Copyrighting – There is an article on page 50 of the November issue of Information Today on the future of copyrighting for libraries. [Harris, Leslie A. Report Proposes Limits and Exceptions to Copyright. Information Outlook, 2008, v.12, no.11](#)[Harris, Leslie A.](#)
  - o How does NTL decide where to start when digitizing material? They base their decision on availability. Many publishers are already digitizing their material. If a document is already available digitally, then NTL begins digitizing items that aren't available.
  - o An organization should determine the purpose of a digitization project before undertaking it.
    - NTL asked itself what its mission is with regards to digitizing. NTL's role is as a trusted repository for digital information, including research, policy information, newsletters, photos, etc.
  - o NTL plans to disperse their information throughout the transportation sector, in addition to keeping information on back up servers, to keep the information safe from several aspects.
  - o NTL vows to ensure data can be migrated to other formats and that the public can find the information.
  - o Is there a process for submitting a digitization project to NTL? Currently NTL has a process set up with VDOT only. There is a Memo of Understanding with VDOT outlining the relationship between

the organizations, which VDOT requested. Amanda will generalize this document so it can be used with any organization.

4. General questions
  - o Dale Steele asked if other states view their publications as public or do they copyright their documents? This plays into others digitizing copyrighted materials. A library would need to get permission to digitize copyrighted material. Maggie will post a question to the listserv asking which organizations copyright their materials.
  - o Digitization resources
    - ALA Office for Information Technology Policy. *Digital Copyright Slider*.  
<http://librarycopyright.net/digitalslider/>
    - Colorado Digitization Project. *Questions to Ask Before Starting a Digitization Project*.  
<http://www.lib.sk.ca/staff/digitization/colorado.pdf>
    - Cornell University Library. *Moving Theory Into Practice: Digital Imaging Tutorial*.  
<http://www.library.cornell.edu/preservation/tutorial/>
    - Harvard University Library. *Digitization Matrix*.  
<http://www.clir.org/pubs/reports/hazen/matrix.html>
    - Western States Digital Imaging Best Practices  
<http://www.bcr.org/cdp/best/digital-imaging-bp.pdf>

The teleconference was adjourned at 12:15 pm.