



# National Transportation Library

## Collection Development and Maintenance Policy

Version, 1.3, January 22, 2018

### Library Background & Legislative Mandate

The National Transportation Library (NTL) 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), NTL's authorized role was expanded in 2012's Moving Ahead for Progress in the 21st Century (MAP-21; P.L. 112-141).

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 and Open Science Access Portal (ROSA P)*; Ask-a-Librarian virtual reference desk and knowledge base; and coordination of the National Transportation Knowledge Network. Since 2016, NTL has led the implementation of the *Official DOT Public Access Plan* (<https://www.transportation.gov/mission/open/official-dot-public-access-plan-v11>) 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*.

Founded as an all-digital library, NTL'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 the National Transportation Library Digital Repository (NTLDR), a secure space controlled and managed by NTL, accessible only to designated DOT staff and contractors. A copy of all items in the NTL collection which can be made freely accessible to the public are uploaded to *ROSA P*, an open access repository designated as the full-text archive for the results of USDOT-funded research under its public access plan. Collections in *ROSA P* are available without restriction to transportation researchers, statistical organizations, the media, and the general public.



## 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 most of these items accessible to the public through *ROSA P*. 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. These resources have value to federal, state, and local transportation decision makers, transportation analysts, and researchers. As of January 2018, *ROSA P* has approximately 32,000 digital objects and serves as the full-text archive for the transportation research ecosystem.

NTL collects materials primarily written in the English language. The NTL does contain some items in foreign languages, for which the NTL also has an English language version.

## Acquisitions Methods

NTL acquires digital items of the following types:

- Digital objects provided by the content creators or owners
- Digital copies of physical objects, digitized at the request of NTL

These digital items encompass the following categories of creative works:

- Textual works
- Still image works, including maps
- Audio works
- Moving image works
- Datasets
- Websites
- Software, non-proprietary

NTL receives these digital items through a variety of methods:

- Emails sent to [NTLDigitalSubmissions@dot.gov](mailto:NTLDigitalSubmissions@dot.gov)
- CD, DVD, or removable media
- FTP, SFTP, or file transfer methods

## Selection Statement

Priority is given to materials that have broad usefulness for planning and research for transportation decision-makers. Materials may be born digital, or be digitized by either the publisher or NTL. NTL is particularly interested in the long-term preservation of born digital content available exclusively through html webpages. Print documents will be accepted for possible digitization based on NTL priorities.

The following will be considered when evaluating materials for acquisition, renewal, donation, and retention.



### 1. Time Coverage

NTL focuses on collecting the most recent published transportation materials and those of historical value, especially those at greatest risk of loss. Older materials at risk or of particular significance are added to the digital repository as time and resources permit. Some of the resources found in *ROSA P* date to the early 1900's.

### 2. Sources of Materials Collected

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

- i. United States Department of Transportation agencies
- ii. State Departments of Transportation, local agencies, metropolitan transportation organizations (MPOs), tribal road agencies, etc.
- iii. Federal agencies
- iv. Universities and university transportation centers (UTCs)
- v. Professional organizations
- vi. Private sector sources

### 3. Formats

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.

The following table includes formats for materials in *ROSA P*. Formats in **bold** are preferred.

text	dataset	still image	multimedia	Audio/ moving image	metadata	collections
<b>PDF</b>	<b>CSV</b>	<b>TIFF</b>	<b>WARC</b>	<b>WAV</b>	<b>XML</b>	<b>ZIP</b>
<b>XML</b>	XLS	<b>PNG</b>	PPT, PPTX	<b>MP3</b>	<b>JSON</b>	
<b>WARC</b>	XLSX	Shapefiles	SWF	<b>MPEG</b>		
TXT		SVG		WMA		
RTF		PDF		WMV		

Executable files (i.e., .exe) submitted will not be archived in *ROSA P*. NTL may choose to use an external repository (such as GITHUB) to archive applications, code, and other executable files, and link to those resources from a record in the repository.

### 4. Core Subject Areas

Materials in transportation and related fields are within scope. All items of relevance to the transportation field and received by the library are to be added to NTL's digital repository.

### 5. Staff Selection Responsibilities

The NTL Digital Librarian(s), Metadata Librarian(s), and Data Curator(s) are responsible for selecting, reviewing and cataloging new materials for the collection. The NTL Director will



provide final approval.

## 6. 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;
- Contributor misrepresented authorship of, or rights over, an item; or
- Item is subject to the Public Access temporary embargo.

In the case of new or updated versions of items archived in *ROSA P*, the new document will be added and a link created from the superseded version's record. Requests to update content are to be sent to [NTLDigitalSubmissions@dot.gov](mailto:NTLDigitalSubmissions@dot.gov).

All items in NTL's catalog are stored in *ROSA P*, with one notable exception. *ROSA P* will maintain records of certain datasets for which: the links alone have been submitted in compliance with its Public Access plan; or, the large file size of the dataset prohibits its ingestion into *ROSA P*. Instead, these records will provide a link to the dataset files which are hosted in other trusted repositories.

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://ntl.bts.gov/policies/digital-curation>).

## 7. Duplication and Multiple Copies

Duplicate electronic versions of a document can be linked from a single record in NTL's digital repository. In the case of similar electronic versions, if there is any change in a resource (e.g., pagination, listing of institutional authors/sponsors, version, other additional content, etc.), a new and separate record will be created for each file.

## 8. Access and Rights

*ROSA P* is indexed by popular internet search services, including Google, Bing, Science.gov, and Google Scholar. Selected items are indexed and linked from the TRID bibliographic database of transportation research. When found, items in the repository which NTL judges to be decrepit will be repaired or replaced with an acceptable copy.

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*.

## **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. 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 finalized and published May 04, 2017
- Version 1.1 updated October, 2017
- Version 1.2, updated December 5, 2017
- Version 1.3, updated January 22, 2018

## **Definitions**

Definitions for certain terms used in this document are available in the Glossary for Policy Documents (<https://ntl.bts.gov/policies/glossary>).