VDOT RESEARCH LIBRARY: POLICY ON COLLECTION DEVELOPMENT  
(Last updated: 10-20-16)

OVERVIEW: The VDOT Research Library’s collection development policy organizes and directs the library’s process of acquiring materials, integrating materials into collections, managing collection growth, maintaining collections, and removing items based on logical criteria. Such activities are a prerequisite to maintaining a professional library. This policy is designed to serve as a tool:

- For management and strategic planning.
- For use by the library’s content selectors.
- For communications between the library and its user groups at VDOT.
- For ensuring consistent and balanced growth of collections.
- For determining budgetary needs.
- For optimizing use of limited physical space in the library.
- For facilitating interlibrary cooperation and resource sharing.

This is a collection development policy, not a selection policy. A selection policy describes the procedures for adding materials to the library’s collections. Although this policy includes some elements related to selection, it more broadly describes how the library’s collection serves users, the strengths and limitations of the collection, and goals for the development of the collection. The three general purposes of this document are to:

1. Describe the general emphasis on collecting activity.
2. Identify user needs and programs supported by the library’s collections.
3. Provide short- and long-range plans for the future of the library’s collections.

This collection development policy should be reviewed and updated (with the library director/library staff's and the immediate supervisor to the library’s input) approximately every three years.

Institution and Clientele: The Virginia Transportation Research Council (VTRC) is one of the nation’s oldest state-sponsored centers for the study and development of transportation-related engineering technology and improved management and operational practices. It is the primary research arm of the Virginia Department of Transportation (VDOT). VTRC accomplishes its mission by conducting basic and applied research, providing technical consulting to VDOT work units, supporting technology transfer, and seeking innovative ways to implement research findings. Since its inception in 1948, VTRC has operated under the terms of a joint agreement with the University of Virginia. This arrangement has facilitated collaboration between VDOT and UVA in ways that are mutually beneficial to VDOT and the University of Virginia.

The library at VTRC was created in 1954 and has been recognized as an operating unit of VTRC since 1967. In FY17 VTRC had an operating budget of $25.1 million and was organized into four research teams, with one administrative support unit. These teams group research in the following areas:

1. System Operations and Traffic Engineering
2. Structures, Pavement and Geotechnical Engineering
3. Materials
4. Planning, Environment and Economics (The Library itself is considered a member of this team)

VTRC RESEARCHERS: In 2016 the on-site library clientele at VTRC consisted of 47 classified employees (research scientists), 27 hourly employees (administrative, laboratory and other support personnel), 18 students, and 17 other personnel (visiting VDOT employees, UVA faculty, or “other” types of employees). Total VTRC personnel included 109 full- and part-time staff, not counting university student assistants. VTRC staff members have high levels of access (both walk-in and online) to library resources as well as strong relationships with library staff. Aside from student researchers at VTRC and some technicians and administrative support personnel, VTRC generally has a low staff turnover rate. Many research scientists have spent most or all of their adult careers (and in some cases much of their undergraduate/graduate careers) at the library.
VTRC. They are more likely than the average VDOT employee to use multiple library collections and services and to use them with greater frequency.

A March 2016 analysis of library usage data from FY 2011-2016 indicates that 84% of VTRC employees had used one or more library collections or services during that 5-year period. This is not surprising, since the library is physically located in a highly accessible position in the Shelburne building (where VTRC is housed), and since good libraries are perceived as essential to good research. VTRC researchers are prolific library users, however, compared to the entire agency, they accounted for a smaller portion of overall library use (statistically) each year from 2011-2016 as library collections and services have become more visible.

VTRC maintains nine Research Advisory Committees as professional forums for new research ideas, to help set research priorities and, because of the transportation experts and officials who serve on them, offer a direct line to those who can best implement the research. The library strives to support those committees in their work. Current committees include those overseeing research related to: Asphalt, Concrete, Bridges, Environmental, Geotechnical, Pavement, System Operations, Traffic and Safety, and Transportation Planning. Committee membership is normally limited to staff from federal, state and local government agencies and appropriate university faculty from throughout Virginia. The committees advise VTRC on the content and direction of its research program in the specific technical discipline within each panel's scope. This includes providing technical advice and guidance during the course of VTRC research projects as well as assistance and support with implementing that research.

VTRC researchers work closely with University of Virginia faculty and students, including initiatives such as the Smart Travel Lab, at UVA's Center for Transportation Studies. VTRC also has a strong relationship with Virginia Tech, primarily through its oversight of the Virginia Smart Road in Blacksburg, Virginia. The Virginia Tech Transportation Institute uses the Virginia Smart Road for research to make tomorrow’s drivers, vehicles and highways safer. Through a Graduate Research Assistant (GRA) program, the Virginia Transportation Research Council provides financial support to as many as a dozen graduate students each year in transportation engineering and related subjects at the University of Virginia. Students participating in the GRA program pursue course work leading to a master’s or doctorate degree at UVA and conduct their thesis or dissertation research on a topic of interest to VDOT under the supervision of a faculty adviser and/or VTRC staff.

VDOT PERSONNEL: VTRC's parent agency, the Virginia Department of Transportation (VDOT) can employ a maximum of 7,500 full-time staff per state code. Actual staffing is closer to 4,700 and fluctuates, with an annual churn rate estimated at 5-10%. VDOT’s mission is to plan, deliver, operate and maintain a transportation system that is safe, enables easy movement of people and goods, enhances the economy and improves our quality of life. The VDOT Budget for FY 2016 totaled $5.28 billion, a 21.4% increase from the Revised FY 2015 Budget. VDOT has 9 geographic districts with a maximum of 7,500 full-time employees (actual staffing at any given time is probably closer to 7,400). Data collected from VDOT’s Human Resources department in March of 2016 showed 5,293 VDOT employees had a VDOT e-mail address, which is probably the broadest way to define a VDOT knowledge worker. An analysis of library usage data from FY 2011-2016 shows 1,453 VDOT personnel employed by the agency in March 2016 had used one or more library collections or services during that period, a market penetration of 27%.

Patrons: The library's clients are varied, but the core or target population for library users is VDOT employees who are knowledge workers. There is no precise definition of the term “knowledge worker” but the concept at VDOT includes employees involved in: engineering, planning, business, administration, administrative support, management, research, employees who utilize information to comply with standards, or any personnel whose job can be differentiated from other forms of work by an emphasis on “non-routine problem solving which requires multiple intellectual styles, creative thinking, problem solving and judgement.” In addition to work requirements based on knowledge many employees strive to earn licensing or professional designations relevant to their work, so the library supports employees pursuing credentials like the Professional Engineering (PE) designation, and individuals engaged in VDOT-sponsored programs such as the VDOT Engineer Development Program, the VDOT Engineer Scholarship Program, and the VDOT Scholar-Intern Program.

Patron Access: While the library was established in 1954 to serve the research arm (located at VTRC in Charlottesville), modern libraries can serve patrons anywhere. In 2004 the library implemented its first online
Items Gifted to the Library:

1. Unsolicited gifts or donations presented to the library by VTRC staff, VDOT staff and UVA researchers and faculty (often acquired at conferences), gifted on an ad hoc basis. Total: 35% of print collection.

2. Free Agency Membership Publications: A type of “standing order” for government-sponsored reports and publications (such as TRB, or FHWA publications) and some complimentary publications for institutional membership (such as AASHTO publications program), free of charge. Total: 40% of collection.

3. Publications “exchange lists” with other state DOTs (for research reports), federal and international research agencies. Total: 10% of collection.

Items Purchased:

4. Requests from VTRC researchers placed with library staff on an ad hoc basis. Total: 10% of print collection.

5. Free or paid serials subscriptions, which the library has often purchased in “untraditional” ways, such as by paying for VTRC staff association memberships (which come with a “free” subscription) or by personal subscriptions in the librarian’s name, instead of institutional subscriptions. Total: 5% of print collection.

6. Subscription databases: In 2007 the library subscribed to its first full-text online database, accessible to all employees. As core transportation publishers (AASHTO, ASCE, TRB, ITE, etc.) make more content available
via online subscriptions, the library expands its subscriptions. To date the library has made 12 full-text online database subscriptions accessible to all employees.

**Subject/Content Boundaries:** The library seeks to develop its collections to provide VTRC and VDOT employees with convenient and efficient access to information. Resources should be collected to support current activities in all subject areas researched by VTRC on behalf of VDOT. Primary consideration for additions to the collection will be given to resources in the following areas:

- Transportation engineering
- Transportation planning
- Transportation management
- Transportation research
- Transportation construction
- Transportation safety
- Transportation and socioeconomics
- Transportation and business/finance
- Transportation and land-use planning
- Transportation and environmental issues
- History of Transportation in Virginia (specifically roads and bridges)
- Intelligent transportation systems
- VDOT publications
- TRB publications
- ITE publications
- ASCE publications
- AASHTO publications
- Civil engineering
- Materials engineering
- Bridges and structural engineering
- Human factors
- Surveying and mapping
- Regional, city and land use planning
- Public administration

Secondary areas for consideration include resources in the following areas, along with others of interest to VTRC and VDOT, which will also be considered for addition to the collection in support of department activities:

- Business and finance
- Management
- Human resources
- Computers and data processing
- Office Administration
- Communications
- Laws and regulations
- Safety and Wellness

The library has built and will also maintain and expand a collection of materials for the *Principles and Practice of Engineering (PE) exam*. Such collections have become so popular that the library has begun to expand exam study collections to other popular professional designations, including:

- FE Exam study materials
- PE Exam study materials
- PMP Exam study materials
- PTOE Exam study materials

**Formats and Languages Collected:** The Library collects materials in many formats, including: books and monographs, periodicals, newspapers, textbooks, reprints, dissertations and theses, maps, CD-ROM, DVD-ROM, E-
books, and a variety of electronic file formats. The terms “collect” and “collection” as applied here refers to sources in print, electronic, audio/visual, or any other format that is fixed in a tangible medium of expression. The library collects and catalog resources that do not have a physical manifestation. In some cases, the library will collect and catalog multiple copies of items in different formats to deliver information to patrons in the medium and format needed. The Library collects a variety of monographs (including general and specialized reference materials, technical publications, handbooks, manuals, etc.), technical research reports (typically issued by other DOT research divisions and transportation research centers), VTRC and VDOT publications, and reprints. Due to copyright restrictions, the library will only retain authorized reprints and will not collect, preserve or provide access to reproductions made for the personal use of researchers. Hardcopy or electronic copies of publications made for “individual use” for content that is not in the public domain will not be included in the library’s collections. The library will not collect microfilm/microfiche (or any micro format)—preferring either print or electronic formats. The library will shy away from antiquated formats such as videocassettes and will not collect computer software or data sets. The library will not acquire textbooks, but may accept them as gifts. The library focuses collections on English-language materials, with the exception of some items published in multiple languages, one of which is English. Language is of greater importance than country of origin, and the library will collect materials from a variety of foreign publishers of transportation-related research institutions.

Special Collections, Archives, Manuscripts and Ephemera: The Library is primarily a technical research library, providing support for research, planning and management activities in VTRC and VDOT. It does not have many “special collections” though it does hold historical resources documenting the establishment and the development of Virginia’s transportation systems—especially roads, bridges and other infrastructure built and maintained by VDOT. The library currently maintains three special collections: PE Exam study collection, VDOT historical publications, VTRC research and technical assistance reports.

VDOT does not have a comprehensive archival program, and the library was not envisioned as an archive. The library strives to collect, organize, catalog, and preserve “archival” or historical documents that are of ongoing research value, but eschews items that have an unusually high market value, or which need special preservation. The library does not have the resources, facilities or mandate to act as an archives or manuscript collections library, or to collect ephemera. The library does not collect ephemera related to VDOT’s research program (like Research Advisory Council minutes, memoranda, correspondence, researcher’s “papers,” work plans or other unpublished documents that were used in the creation of reports that were ultimately published) but instead, the collects VTRC reports and other published documents. Occasionally the library receives gifts that include archival, historical or ephemeral items. When that happens, the library attempts to find suitable homes in archives and special collections like the Lee Mertz special collection library at George Mason University or the Special Collections Library at the University of Virginia and the Library of Virginia.

State Publications Depository Program: The Library of Virginia established (and codified) the State Publications Depository Program in 1981 to guarantee public access to information published by Virginia agencies. The program requires VDOT to submit all publications, except those used only for the daily operation of business to the Library of Virginia for archiving. In particular, VDOT is required to submit annual reports, studies, brochures and any other publications produced for the public and paid for in whole or in part at government expense. Prior to 1981, it is unclear what collections of VDOT or VTRC material the Library of Virginia held. The VDOT Research Library may have the single most comprehensive collection of VDOT and VTRC documents known to exist (outside of the holdings of the Library of Virginia) despite the fact that it is not a special collections library.

Bibliographic Records and Records Management: In the past there has been confusion between the library’s collections (including the “bibliographic records” in its library catalog) and other types of “records,” specifically what are considered to be “public records.” Bibliographic records are computer records that act as surrogates in searchable library databases. They represent holdings (historically printed resources like books, but today can be electronic documents as well) available in the library’s collections. Bibliographic records are added to searchable databases (most notably the Library’s online catalog) to help library patrons locate and identify relevant research, and ultimately locate and use copies as needed from the library’s shelves and subscription databases. Under the authority of the Virginia Public Records Act, the Records Management section at the Library of Virginia assists state and local government in ensuring that public records are maintained and available throughout their life cycle. Bibliographic records are not considered “public records” in this regard.
Public Records: Public records are records documenting a transaction or activity by or with an officer of a state agency like VDOT. The library’s bibliographic records, and the original documents which those records represent, are not subject to VDOT or Library of Virginia records management policies. Instead, they are subject to documents like this collection development policy, and other "local" policies such as content selection policies. However, there are activities and transactions (such as patron lending records) that might be covered by the Virginia Public Records Act and thus subject to VDOT records retention policies.

The library complies with the Virginia Public Records Act (§ 42.1-76) by complying with General Schedule 109 (GS 109) titled “Records Retention and Disposition Schedule General Schedule No. 109: Library and Museum Records All State Agencies.” It is important to note that the VDOT Research Library complies to GS 109 as opposed to GS 22, which is designed specifically for Virginia’s public libraries. While the VDOT Research Library is accessible to the public by appointment, it is not a “public library” as defined by GS 22. Finally, while the library maintains its own public records according to the Code of Virginia and VDOT policy, the library is not responsible for any records management activities for VTRC public records that are not library related (such as those of other parts of VTRC), or for any public records in any other divisions in VDOT.

Security and Critical Infrastructure Information: A small number (seven, at the time of writing) of items in the library’s collection have been deemed Critical Infrastructure Information/ Sensitive Security Information (CII/SSI). According to a document titled “CII/SSI Policy Guide For Employees, Vendors, Contractors or other Persons Accessing VDOT’s CII/SSI,” Critical infrastructure is defined as “a system or asset so vital that its incapacity or destruction would have a debilitating impact on security, economic security, public health or safety. Critical infrastructure information (CII) is the designation used by VDOT to identify information that is not appropriate for public release without a need-to-know.” Sensitive security information (SSI) is defined as “the designation used to identify information related to maritime critical infrastructure that is not appropriate for public release without a need-to-know.”

CII/SSI documents held by the library are not made accessible to the public and are exempted from the Freedom of Information Act (FOIA). These items are held by the library in a secure location and are not shelved in accessible areas for “walk-in” access. They do not have Web links making their content accessible to the general public on the greater VDOT community via Intranet. These items are, however, available for use by VDOT employees and selected others, provided VDOT security coordinators or other authorized CII/SII personnel approve of the user and the use. Authorization for access to a CII/SSI document held by the library can only be granted a VDOT security coordinator or other authorized CII/SII personnel from VDOT’s office of Safety, Security and Emergency Management.

Gifts Policy: The Library is grateful for offers of gifts of materials for its collections. The Library welcomes donated materials that enhance its collections in support of the research needs as articulated in this Collection Development Policy. For more details see the library’s Gifts Policy.

For questions relating to collection development, contact:

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