TxDOT Research Library Services
IAC 2023 - 2025
Project Kick-Off Meeting

Hybrid Meeting via Teams

Overview

- Project Team and Study Team Members

- Objectives

- Description of Tasks

- Questions and Comments

- Contact Information

Project Team

- TxDOT
  - **Tom Schwerdt**, RTI Project Manager

- CTR
  - **Mike Murphy**, Contract Manager
  - **Michael Nugent**, Acting Library Manager
  - **Geoffrey Potter**, Library Webmaster
  - **Sarah McGavick**, Technical Editor
  - **Ashley Williams**, CTR Contract Liaison

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Study Objectives

- Provide services and collection management
  - The Performing Agency shall provide publishing services, library information services and collection management to support the federally-funded State Planning and Research Part II (SPR II) Work Program managed by RTI.
  - Provide facilities, technical oversight and trained professional, technical, and clerical staff to update, preserve and facilitate public access to the collection in the TxDOT Research Library.
- Support transparency and long-term stewardship of Research Program Results
  - Provide online public access to Research Program information.
  - Perform services to ensure the Receiving Agency follows USDOT Public Access Plan guidelines.
  - Serve as the Receiving Agency's official repository for all Research Program deliverables.

Description of Tasks

Task 1: Project Management

1. Kick-off meeting

2. Progress meetings, as needed
   - Update the status of the library and ongoing contract tasks.
   - Discuss and resolve issues that might have emerged since the previous progress meeting.

3. Close-out meeting by request
   - Approximately one month before the end of the contract to discuss the final deliverables with RTI Project Manager
   - Discuss the results of all tasks in the contract.

Task 1: Project Management and Reporting

1. Monthly progress reports (MPRs)
   – Summarize activities completed during the previous month and
   – Highlight issues that might have emerged.

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Task 2: Transportation Research Board Databases

The Performing Agency shall serve as the Receiving Agency's proxy for entering and updating the Research Program metadata in TRB's Research in Progress (RIP) database.

Subtask 2.1 Create and Maintain Records for Active Research Program Projects

Subtask 2.2 Update & Remove Records for Completed Research Program Projects

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Task 2: Transportation Research Board Databases

Deliverables:

- Submit Monthly Progress Reports identifying work completed. MPR to be submitted by 3rd business day of each month.

- Submit an Annual up-to-date list (TM1) of all Receiving Agency research projects listed as 'active' in TRB's Research in Progress database. Before 12/15 each year.

- Submit an Annual up-to-date list (TM2) of all Receiving Agency research projects listed as 'completed' in TRB's RIP database. Before 12/15 each year.

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Task 3: Library Website and Online Databases

The Performing Agency shall maintain and develop, design, implement, and update as required and upon request of the Receiving Agency, the TxDOT Research Library Website, online public-access catalog (OPAC) and online TxDOT Research Projects Database.

Subtask 3.1 Manage Needed Information Technology Infrastructure

Subtask 3.2 Design and Update User Interfaces

Subtask 3.3 Manage TxDOT Research Projects Database Metadata

Subtask 3.4 Track and Compile Website Use Data

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Task 3: Library Website and Online Databases

Deliverable:

- Submit Monthly Progress Reports identifying work completed. MPR to be submitted by 3rd business day of each month.

- Submit data visualizations (P1) showing annual and monthly website use trends and popular digital assets stored on the library's web servers, submitted by 2/28 each year.

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Task 4: Publishing and Distribution Services

The Performing Agency shall provide editing, production, publishing, and dissemination for approved publications from the Receiving Agency's SPR Part II Work Program.

Subtask 4.1 Facilitate Publication Efforts

Subtask 4.2 Prepare Documents for Publication

Subtask 4.3 Publish Research Program Deliverables

Subtask 4.4 Disseminate Research Program Deliverables

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Task 4: Publishing and Distribution Services

Deliverables:

- Submit Monthly Progress Reports identifying work completed by the 3rd business day of each month

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Task 5: Library Special Collections

The Performing Agency shall curate, index, and provide and maintain access to state-of-the-practice surveys and peer policy reviews, published Interagency and Federal Pooled Fund research, and seminal works cited in the Research Program reports.

Subtask 5.1 Review and Update Collection Development Policy

Subtask 5.2 Increase Digital Access to Print Collections

Subtask 5.3 Preserve Access to Legacy Research Program Deliverables

Subtask 5.4 Maintain and Update Library Collections

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Task 5: Library Special Collections

Deliverables:

- Submit Monthly Progress Reports identifying work completed by the 3rd business day each month

- Submit an updated CDP (P2) before 10/31/2022.

- Submit data visualizations (P3) that both provide an end of year snap shot of the library collections by corpus and communicate collection updates made under Task 5 before 10/31

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Task 6: Library Information Services

The Performing Agency shall provide library information services for the Receiving Agency and the public within the scope of transportation research. Respond to requests from Receiving Agency employees and affiliated researchers within two business days. Commit to compliance with intellectual property laws and upholding copyrights of owners.

Subtask 6.1 Perform Literature Search and Public Reference Services

Subtask 6.2 Administer Document Delivery and Lending

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Task 6: Library Information Services

Deliverables:

- Submit Monthly Progress Reports identifying work completed by the 3rd business day

- Submit data visualizations for information requests performed under Task 6, summarizing by request type and by customer affiliation (P4), on or before 10/31 of each year.

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Task 7: Research Program Outreach and Knowledge-Networks

The Performing Agency shall conduct and participate in outreach opportunities within the Receiving Agency and assist the Receiving Agency by participating in transportation research information and knowledge networks.

Subtask 7.1 Continue Library Information Committee and Knowledge Network Participation

Subtask 7.2 Develop Library Promotional Materials

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Task 7: Research Program Outreach and Knowledge-Networks

Deliverables:

- Submit Monthly Progress Reports identifying the work completed under Task 7 by the 3rd business day each month

- Submit all outreach materials, presentations, conference reports and any additional deliverables produced by request of the Receiving Agency for review and approval on or before 7/31/2025.

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Questions and Comments?

Contact Information

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