SERVICES

HIGHLIGHTER

MANAGEMENT OF THE
OKLAHOMA TRANSPORTATION LIBRARY (OTL)

November 2017

The Oklahoma Department of Transportation (ODOT) seeks to maintain and operate a sound, progressive, and flexible transportation library, which is available to users at ODOT as well as users throughout the transportation community. The OTL is located at The University of Oklahoma (OU), Norman Research Campus, at Five Partners Place, Suite 4200.

Figure 1. The Oklahoma Transportation Library

During 2017, OTL staff members followed the tasks in the proposal, ensuring operational status for the library. Overall accomplishments include the following:

- provided traditional library services
- provided pick-up and delivery of library materials
- conducted a resource inventory
- served as a clearinghouse for transportation resources
- coordinated printing, binding and distribution services
- provided electronic access to ODOT State Planning & Research (SP&R) research project final reports
- continued the cataloging process
- developed an online presence
- integrated with the Western Transportation Knowledge Network (WTKN) of Libraries
- produced project progress reports
- prepared and submitted the Federal Fiscal Year (FFY) 2017 Annual Report

The University of Oklahoma has generously provided a platform for the OTL to create a Guide for the library, enabling the library staff to share OTL knowledge. The OTL Guide is available at: http://guides.ou.edu/otl

During the past year, the staff updated 7,211 entries and added 2,153 new entries to the online catalog. The OTL collection holds a total of 11,284 items.

To increase awareness of ODOT research, the OTL team prepares the *ODOT Research Highlighter* a two-page summary for completed research projects which is available at https://www.ok.gov/odot/Programs_and_Projects/Research_and_Implementation/Highlighters.html.

During FFY 2017 the library welcomed new staff to the OTL team:
- Michael Molina, Ph.D. as Librarian
- Paige Harkins, as Student Assistant

In addition to assisting ODOT they are graduate students in the OU School of Library and Information Studies.

PATRON SERVICES
The ODOT maintains the library as an inclusive service and patrons beyond Oklahoma are welcome to share the resources.

The OTL assists patrons with the online catalog and provides research assistance by suggesting other resources such as subject specific electronic databases, bibliographies, and indexes, as well as agency websites and virtual libraries. The OTL online catalog is available at www.ou.edu/oktl

The OTL provides information and answers questions regarding the collection by direct contact, by email, and by phone.

SERVICE FOR ODOT EMPLOYEES
In addition to patron services, the OTL performs literature searches and prepares a summary of search documents for ODOT employees.

Each year, OTL staff members assist with Oklahoma Transportation Research Day (OTRD). The OTRD attracts a large audience, including staff members from ODOT. (See Figure 3)

The OTL also assists ODOT in making the SP&R Final Reports compliant with accessibility standards under the Americans with Disabilities Act.

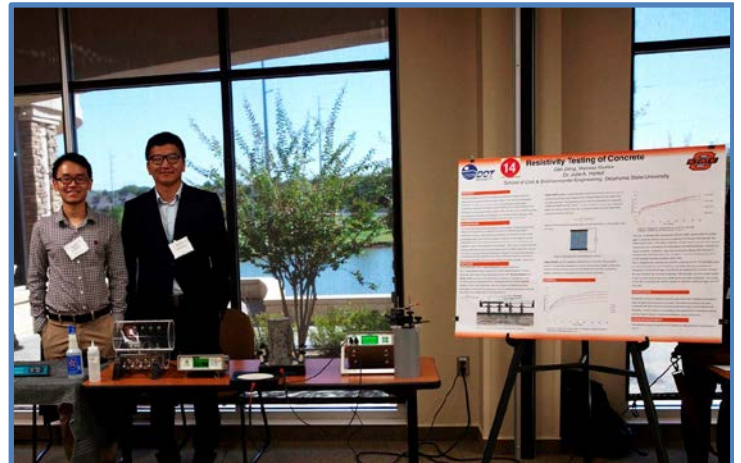Figure 2. Flyer announcing Workshop to be held at ODOT

Figure 3. During OTRD, university students present their research

Figure 4. Dr. Michael Molina working with Dr. Arnulf Hagen, OTL Coordinator, at the OTL