

TRANSFORMING LIBRARY SERVICES FOR REMOTE SUCCESS



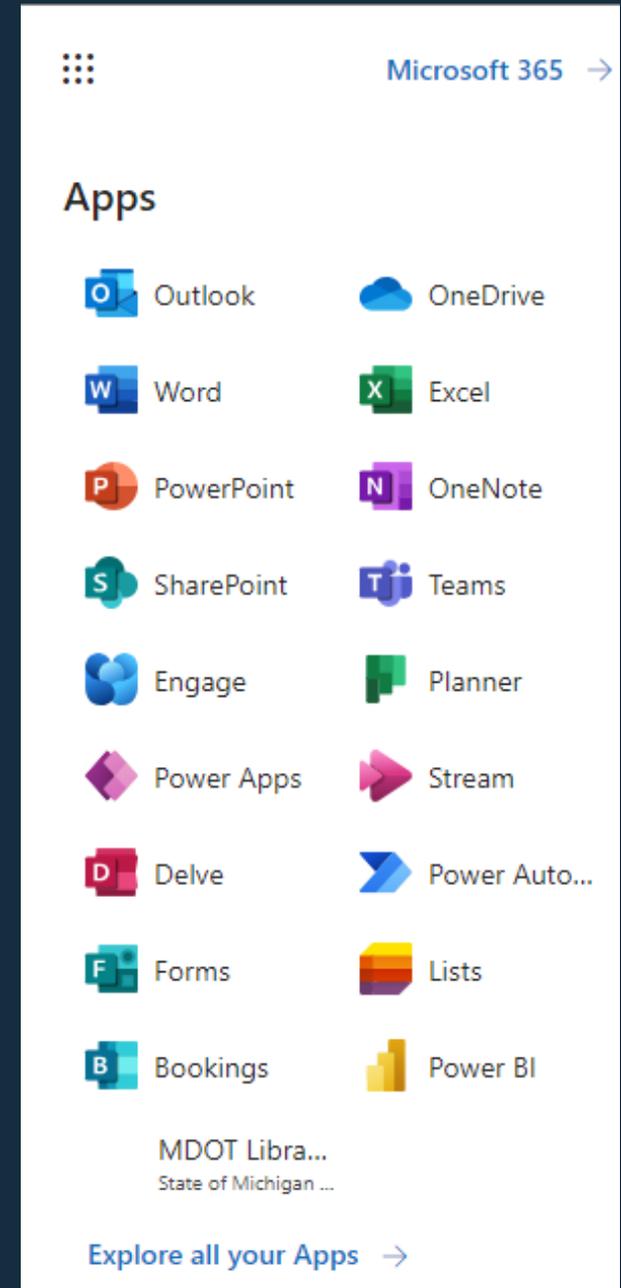
Jennifer Herron, MLIS
Michigan Department of Transportation

Technology



Poll

How many attendees don't have Microsoft Office 365?



Changing Times

More DOTs and other agencies have adopted a hybrid work schedule

In-office schedules vary: 3x week, 1x week, 1x month

Days vary: Monday-Wednesday-Friday, Tuesday-Wednesday-Thursday, etc.

Work week changes: 4-day weeks

Alternative work schedules more popular (Fridays off, half days, etc.)

How do libraries respond?

No remote schedule?

What days is the library open/available?

With less people in the building and more people remote, how does the library support their needs?

Library Pilot

MDOT's New remote work plan:

- Requires employees to meet more intentionally
- Bureaus/Offices set their own schedules
- At least one day a pay period in office, with team

Library Pilot

Library office hours:

- 1x day in the library, all day (day with most meetings in building)
- 1x week, open Teams meeting, 1 hour/day (day/time TBD)
- All other days remote, offsite unless appointment./reservation

Rolling out new services to engage with employees offsite:

- Regional
- Remote
- In the Field

Impact of Remoteness

Information request overload – Available on multiple fronts.

- Virtual Calls
- Phone Calls
- Emails
- Chat Messages
- Online Meetings

Best practice – manage notification settings to help focus attention.

Opportunities with Remoteness

Reach more employees – not limited to building

Enhance services – digital demand

Take the library on the road

Develop more meaningful interactions (intentional visits)

Digital Services (external)

Online Catalog (Power Apps)

Virtual and Onsite 'Office Hours' (Bookings)

Reservation / Appointment System (Bookings)

Request Forms (Microsoft Forms / Power Apps)

Monthly Series – Library Tips & Tricks (Snipping Tool/Stream)

Updated Internal Website (SharePoint)

Announcements Outlet (Yammer/ Viva Engage)

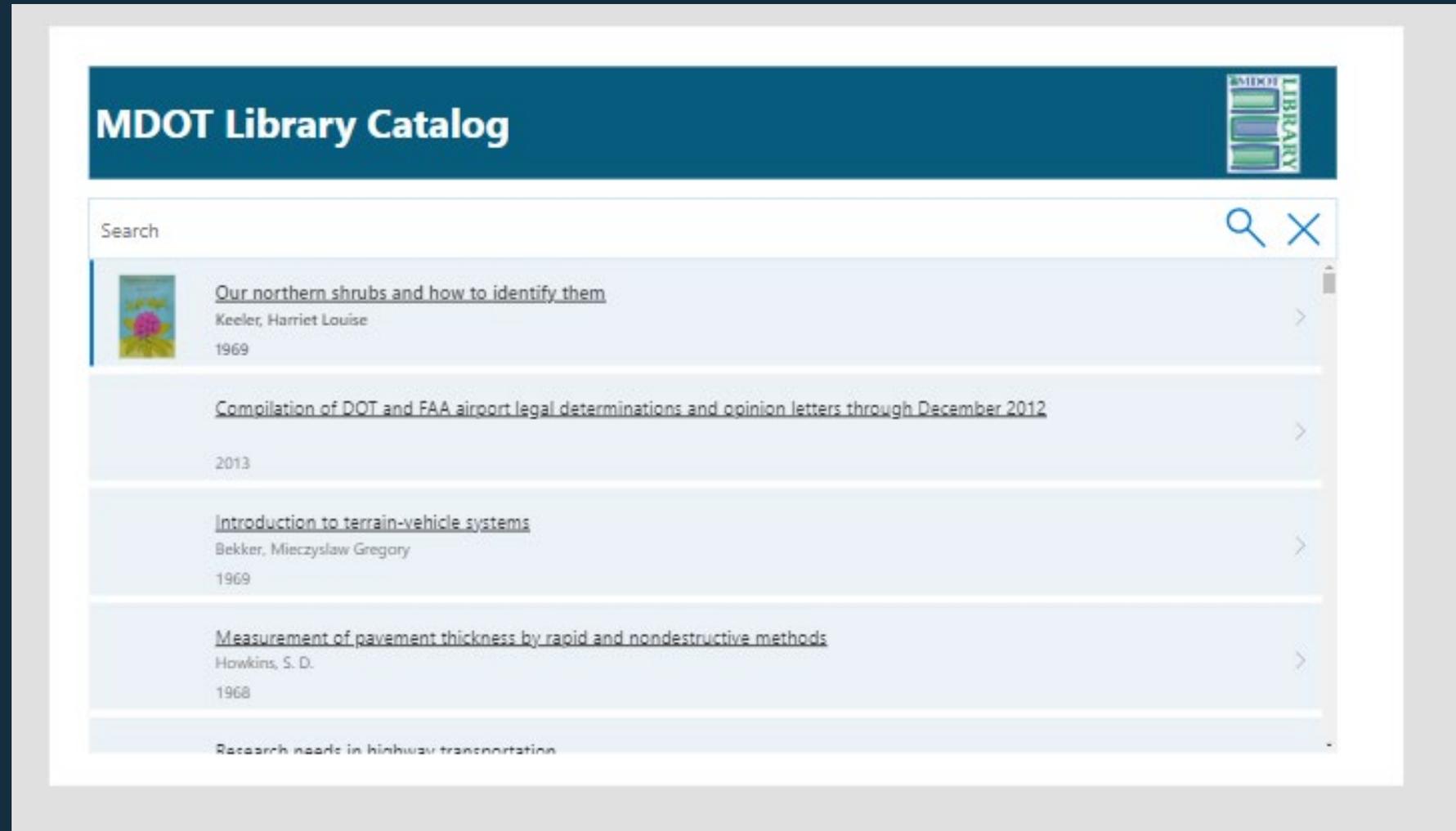
Digital Support (internal)

InterLibrary Loan Tracker (Trello)

Requests/Projects Organizer (OneNote)

Literature Searches (Zotero)

Online Catalog



The screenshot displays the MDOT Library Catalog website. At the top left, the title "MDOT Library Catalog" is shown in white text on a dark blue background. To the right of the title is a logo for "MDOT LIBRARY" featuring a stylized book icon. Below the header is a search bar with the word "Search" on the left and a magnifying glass icon and a close "X" icon on the right. The search results are listed in a light blue, scrollable container. Each result includes a title, author, and year, with a right-pointing arrow indicating further details are available.

Title	Author	Year
Our northern shrubs and how to identify them	Keeler, Harriet Louise	1969
Compilation of DOT and FAA airport legal determinations and opinion letters through December 2012		2013
Introduction to terrain-vehicle systems	Bekker, Mieczyslaw Gregory	1969
Measurement of pavement thickness by rapid and nondestructive methods	Howkins, S. D.	1968
Research needs in highway transportation		

Office Hours/Reservations



MDOT Library

SELECT A SERVICE

Reference Support

Have a research question but not sure wher... Read more
30 minutes 🌐

Library Engagement Sessions

Interested in learning more about the librar... Read more
30 minutes 🌐

Workstation Reservation

Reserve a workstation in the library. Workst... Read more
1 hour

MDOT Library Visit

Interested in stopping by the MDOT Library... Read more
30 minutes

Donations

Do you or your office have some material y... Read more
30 minutes

Reading Club

Is your team interested in participating in a ... Read more
30 minutes 🌐

Select a service to see available dates and times

SELECT STAFF (OPTIONAL)

Anyone ▾

📅 DATE

🕒 TIME

Donations ○

Do you or your office have some material y... [Read more](#)

30 minutes

Reading Club ✓

Is your team interested in participating in a ... [Read more](#)

30 minutes 

Booking for **Reading Club**

October 16

 **DATE**

 **TIME**

< > October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7:00 AM	7:30 AM	8:00 AM
8:30 AM	9:00 AM	9:30 AM
10:00 AM	10:30 AM	12:30 PM
1:00 PM	1:30 PM	2:00 PM
2:30 PM	3:00 PM	

 All times are in (UTC-05:00) Eastern Time (US & Canada) ▼



ADD YOUR DETAILS

Name *

Email *

Address

Phone number

Notes



PROVIDE ADDITIONAL INFORMATION

Reading Club Topic

Book

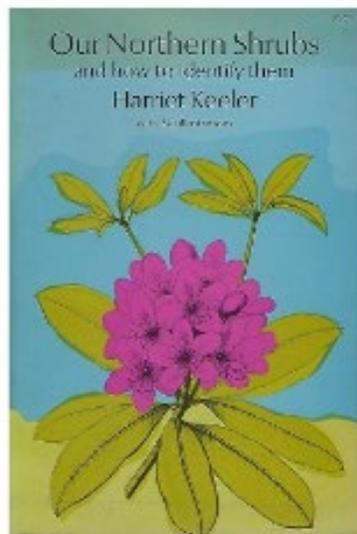
Request Forms

Digitization Request

The library is working to digitization MDOT publications. Please submit your request and it will be added to the queue and you will be notified when it is ready.

1. Name *

Request Forms



Our northern shrubs and how to identify them

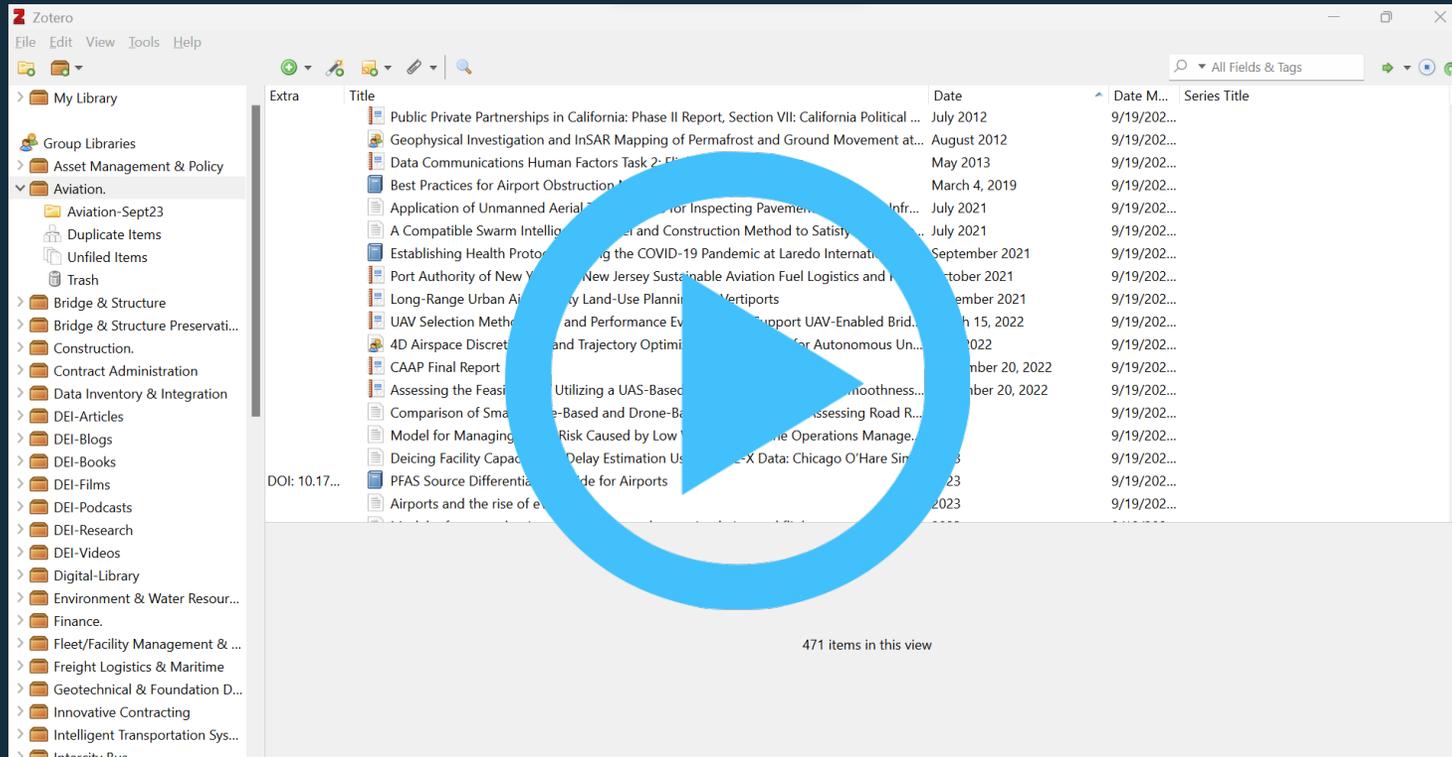
Keeler, Harriet Louise

1969

QK482 .K27 1969

Request

MDOT Library Infobytes



Updated SharePoint



-  (517) 230-6103
-  Email
-  Call
-  Chat
-  MDOT Library Catalog
-  MDOT Library Bookings

Welcome to the Library!

Since 1964, the MDOT Library provides the materials and data required to support the research, project and program needs of the department.



Resources



Research Administration



ASTM Portal



AASHTO Publications



Michigan eLibrary



Research Needs Statements



Transportation Research (TRID)



Transportation Research Thesaurus



Research In Progress Database



Gale Databases



MSU Aerial Imagery Archive



Univ. of Michigan Deep Blue



Repository & Open Science Portal



Information Services

The library offers the following services to support employee's information needs and professional development goals.

- Literature Searches & Reference Support
- Inter-Library Loans (ILL)
- Professional Engineer (PE) Certification Study Materials
- Accessibility Reviews

Library Space

The library has three workstations available for visitors to use when downtown. Each workstation has one monitor. Keyboards and mice are available to borrow if needed. Three tables are also available without monitors for visitors who need a quick drop-in place to work. Please use [MDOT Library Bookings](#) to reserve a workstation.

If you have a specific date/time you need to use a workstation, please contact the library to ensure access.



Conversations

View all

Start a discussion

Posted in MDOT Library



Good morning!
Does the library still allow employees to borrow books via mail if they work from home?

See 1 comment

Posted in MDOT Library



Herron, Jennifer (MDOT)

4h ago

This week's reading club article provides guidance and advice for impromptu speaking.

<https://hbr.org/2023/09/how-to-shine-when-youre-put-on-the-s...>

 1 attachment

Be the first to comment

Posted in MDOT Library



Herron, Jennifer (MDOT)

Oct 2

This week's reading club article highlights how curiosity and asking the right questions can help you flourish at work.

<https://hbr.org/2023/10/4-ways-to-make-work-more-meaningful?..>

 1 attachment

Be the first to comment

 1

Announcements

Viva Engage Search MDOT Library

Herron, Jennifer (MDOT)

Home feed

Communities

Storylines

Inbox

Favorites

- MDOT Research Admin
- MDOT PE Study Group
- MDOT Library**

Communities

- SOM Pets (12)
- Microsoft Team Owners (3)
- All Company (20+)



MDOT LIBRARY

Joined

MDOT Library

Conversations About Files Events

Share thoughts, ideas, or updates

Members • 132

Learn more about items added to the collection, updates to projects, and share any questions or comments. Edit description

Info

Got questions? The library has answers!

Contact the library at mdot-library@michigan.gov

or text/call - 517-230-6103

Need to meet with the MDOT Library about a research question? Or is your team interested in what engagement sessions the library has to offer? Check out the new MDOT Library Bookings

ILL Tracker

Trello Workspaces **Herron, Jennifer (MDOT)'s workspace** Free

Recent Starred More

Search

Library Lending Tracker

 Board

Filter Share

- Requests**
 - + Add a card
- Submitted**
 - Sediment Transfer in Gravel-Bed Rivers: 353-383 (Chapter in Book)
Started: Sep 20
 - Second Earth Construction Book
 - + Add a card
- Arrived / Due Date**
 - Rammed Earth Construction
Oct 19
 - Excel 2019 Bible
Oct 19
 - Microsoft Excel 2019: Step by Step
Oct 19
 - + Add a card
- Returned**
 - GIS for Science
 - + Add a card

Requests/Projects Organizer

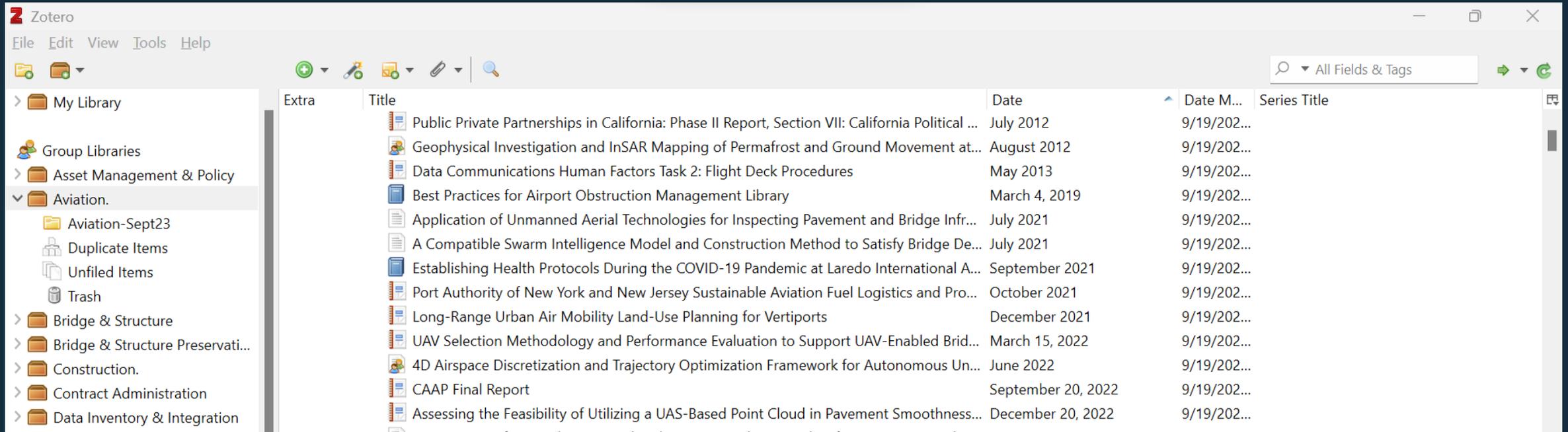
The screenshot shows the Microsoft OneNote interface. At the top, the title bar reads "To Do List - OneNote" and the user is identified as "Herron, Jennifer (MDOT)". The ribbon includes tabs for File, Home, Insert, Draw, History, Review, View, and Help. The Home tab is active, showing options for Clipboard (Paste, Cut, Copy, Format Painter), Basic Text (font face: Calibri, size: 11, bold, italic, underline, strikethrough, subscript, text color, background color, bullet points, numbered list, indent, decrease indent, outdent), Styles (Heading 1, Heading 2), Tags (To Do (Ctrl+1), Important (Ctrl+2)), and other features like To Do Tag, Find Tags, Outlook Tasks, Email Page, Meeting Details, and Dictate.

Below the ribbon, the page title is "To-Do-List" with a dropdown arrow. There are four priority filters: "High Priority" (selected), "Medium Priority", "Low Priority", and "Going Remote". A search bar for notebooks is visible on the right.

The main content area is titled "To Do List" and shows the date and time: "Wednesday, July 12, 2023 8:01 AM". The list of tasks is as follows:

- SPR-1724 - RO / NTL
Missing alt-text, pg. 23
- STIC Transcript 8/28
- Book requests for SW
- Spotlight for SPR-1727
- Active Projects/RiP Updates
- SPR-1727 - RO / NTL (49)
- Alt-text for speed limit study - redo with original
- SharePoint Update - ~~RA~~d
- Publication Alerts
- Update PW with new reports

Literature Searches



The screenshot displays the Zotero application window. The left sidebar shows a hierarchical library structure with folders like 'My Library', 'Aviation.', 'Bridge & Structure', and 'Data Inventory & Integration'. The main pane shows a table of search results with columns for 'Extra', 'Title', 'Date', 'Date M...', and 'Series Title'. The table lists various documents related to aviation, infrastructure, and public-private partnerships.

Extra	Title	Date	Date M...	Series Title
	Public Private Partnerships in California: Phase II Report, Section VII: California Political ...	July 2012	9/19/202...	
	Geophysical Investigation and InSAR Mapping of Permafrost and Ground Movement at...	August 2012	9/19/202...	
	Data Communications Human Factors Task 2: Flight Deck Procedures	May 2013	9/19/202...	
	Best Practices for Airport Obstruction Management Library	March 4, 2019	9/19/202...	
	Application of Unmanned Aerial Technologies for Inspecting Pavement and Bridge Infr...	July 2021	9/19/202...	
	A Compatible Swarm Intelligence Model and Construction Method to Satisfy Bridge De...	July 2021	9/19/202...	
	Establishing Health Protocols During the COVID-19 Pandemic at Laredo International A...	September 2021	9/19/202...	
	Port Authority of New York and New Jersey Sustainable Aviation Fuel Logistics and Pro...	October 2021	9/19/202...	
	Long-Range Urban Air Mobility Land-Use Planning for Vertiports	December 2021	9/19/202...	
	UAV Selection Methodology and Performance Evaluation to Support UAV-Enabled Brid...	March 15, 2022	9/19/202...	
	4D Airspace Discretization and Trajectory Optimization Framework for Autonomous Un...	June 2022	9/19/202...	
	CAAP Final Report	September 20, 2022	9/19/202...	
	Assessing the Feasibility of Utilizing a UAS-Based Point Cloud in Pavement Smoothness...	December 20, 2022	9/19/202...	

Questions?

Thank you!

HerronJ1@Michigan.gov