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Digitizing Collections at the National Transportation Library

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Ingesting Digitized Collections into the NTL in Bulk

**Megan Tietjen
Metadata Librarian, NTL**

Ingesting Collections

- Managing bulk metadata
 - Receive collection
 - Check for duplicates
 - Assess and edit metadata
 - Create file paths
 - Bulk upload
- Can be labor intensive upfront



Bulk Upload Template

I2		fx English							
	A	B	C	D	E	F	G	H	
1	Title	Primary URL	Personal Creator	Corporate Creator	Corporate Contributor	TRT Terms	Corporate Publisher	Pubication Date	
2									
3									
4									
5									
6									

C3		fx							
	I	J	K	L	M	N	O	P	Q
1	Lanuage	Geographical Coverage	Format	Resoure Type	Abstract	Contract Number	Report Number	Collection	Status
2	English		PDF	Tech Report					Approved
3									
4									
5									



Internet Archive

- Cooperative digitization
- Hosting agreement with Internet Archive
- Multiple locations of digitized reports



FTA 50th Anniversary Collection

- Working with Internet Archive on digitization
- NTL Digital Repository = 143 records
- Ingesting = 395 items



[Construction of Morgantown \(WV\) Personal Rapid Transit system](#)



FTA 50th Anniversary Collection

	A	B	C	D	E	F	G	H	I	J
1	collection	contributor	coverage	creator	date	description	download	foldout	format	headerImage
2	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1990-01-01T00:00:00		20	0	Abbyy GZ,Animated	
3	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1992-05-01T00:00:00		21	0	Abbyy GZ,Animated	
4	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1993-03-01T00:00:00		18	0	Abbyy GZ,Animated	
5	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1994-02-01T00:00:00		26	0	Abbyy GZ,Animated	
6	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1995-03-01T00:00:00		24	0	Abbyy GZ,Animated	
7	fta50thani	Federal Transit Adm		Ms. Jo Tuc	1996-02-01T00:00:00		29	0	Abbyy GZ,Animated	
8	fta50thani	Federal Transit Adm		Nancy Grubb	1997-04-01T00:00:00		26	0	Abbyy GZ,Animated	
9	fta50thani	Federal Transit Adm		Gordon J.	1997-01-01T00:00:00		22	0	Abbyy GZ,Animated	
10	fta50thani	Federal Transit Adm		Gordon J.	1997-01-01T00:00:00		26	0	Abbyy GZ,Animated	
11	fta50thani	Federal Transit Adm		Gordon J.	1997-01-01T00:00:00		12	0	Abbyy GZ,Animated	
12	fta50thani	Federal Transit Adm		Nancy Grubb	1998-03-01T00:00:00		18	0	Abbyy GZ,Animated	
13	fta50thani	Federal Transit Administration			1998-01-01T00:00:00		13	0	Abbyy GZ,Animated	
14	fta50thani	Federal Transit Administration			1998-08-20T00:00:00		9	0	Abbyy GZ,Animated	
15	fta50thani	Federal Transit Adm		Nancy Grubb	1998-03-01T00:00:00		11	0	Abbyy GZ,Animated	
16	fta50thani	Federal Transit Administration - 50th Anniversary Di					51	0	Abbyy GZ,Animated	
17	fta50thani	Federal Transit Adm		Charles Ri	1984-12-01T00:00:00		12	0	Abbyy GZ,Animated	
18	fta50thani	Federal Transit Administration			1994-04-28T00:00:00		18		Abbyy GZ,Animated	
19	fta50thani	Federal Transit Adm		EG&G Dyn	1991-09-01T00:00:00		34	0	Abbyy GZ,Animated	
20	fta50thani	Federal Transit Adm		USDOT/Re	1996-01-01T00:00:00		13	0	Abbyy GZ,Animated	
21	fta50thani	Federal Transit Adm		John A. Volpe	1994-01-01T00:00:00		33	0	Abbyy GZ,Animated	
22	fta50thani	Federal Transit Adm		Dr. Shinya	1994-09-01T00:00:00		15	0	Abbyy GZ,Animated	
23	fta50thani	Federal Transit Adm		Dept. of S	1993-03-01T00:00:00		12	0	Abbyy GZ,Animated	
24	fta50thani	Federal Transit Adm		Rice Cent	1986-07-01T00:00:00		13	0	Abbyy GZ,Animated	
25	fta50thani	Federal Transit Adm		Hiram J. Volpe	1984-04-30T00:00:00		166	46	Abbyy GZ,Animated	
26	fta50thani	Federal Transit Adm		EG&G Dyn	1993-09-01T00:00:00		18	0	Abbyy GZ,Animated	
27	fta50thani	Federal Transit Adm		Dr. Robert	1988-01-01T00:00:00		12	0	Abbyy GZ,Animated	
28	fta50thani	Federal Transit Administration			1981-07-01T00:00:00		20	0	Abbyy GZ,Animated	
29	fta50thani	Federal Transit Administration			1978-01-01T00:00:00		9	4	Abbyy GZ,Animated	
30	fta50thani	Federal Transit Administration			1978-01-01T00:00:00		10	0	Abbyy GZ,Animated	

	A	B	C	D
1	Title	Primary URL	creator	Corporate Creator
2	1990 Information		Tucci, Jo	
3	1991 Statistical		Tucci, Jo	
4	1992 Statistical		Tucci, Jo	
5	1993 Statistical		Tucci, Jo	
6	1994 Statistical		Tucci, Jo	
7	1995 Statistical		Tucci, Jo	
8	1996 Statistical			
8	Summaries - FTA		Grubb, Nancy	
9	1997 Statistical			
9	Summaries - FTA		Grubb, Nancy	
10	1998 Statistical			
10	Summaries - FTA		Grubb, Nancy	
11	Abstracts and Annotated			
12	Access: Brokering Paratransit			Charles River Association, Inc.
13	ADA Paratransit Handbook: Implementing the			EG&G Dynatrend
14	Advanced Public Transportation Systems: The State of the Art - Update			United States. Dept. of Transportation. Research and Special Programs
15	Advanced Public Transportation			John A. Volpe National



Montana DOT Collection

- 468 new records
- Includes reports from FHWA and state DOTs
- Provided permanent links to MDOT and OCLC



Directed Field Work at the National Transportation Library


by Josue Rivera-Olds
MLIS Student, University of Washington iSchool



Source Image: Flickr Image by Thisisbossi

About the Collection

- ▶ 4,506 Records
 - ▶ Digitized orders, memos, and reports
 - ▶ 100% were PDF's
 - ▶ Date range: 1948 to 1999
 - ▶ Originally hosted on the dot.gov website
- ▶ 350 of the records were located in the NTL database
- ▶ 26 are duplicates
- ▶ 50 of the records were already stored in the NTL database but the URL PDF was broken

- 
- ▶ Methodology
 - ▶ Process
 - ▶ Outcomes

Developing a Crosswalk

- ▶ Developed a basic crosswalk from the existing metadata elements
- ▶ Focused on the **date** element, organized chronologically from oldest to newest

Outcome:

- ▶ Provided organization to the data and metadata elements
- ▶ Streamlined the retrieval process

Result of the Crosswalk

AH
PUBDATE
02-JAN-48
01-JUL-48
01-SEP-48
15-JUN-49
01-APR-50
15-MAR-52
15-MAR-52
14-JUL-59
13-JAN-61
19-JAN-61
19-JAN-61
07-JAN-63
27-DEC-63
01-JAN-64
19-FEB-64
05-MAR-64
10-APR-64
10-APR-64

Assessing the Collections

- ▶ Existing Metadata
- ▶ Document Quality
- ▶ Format
- ▶ Duplication

Title	Transit Corporate Planning: A Methodology for Trading Off Fares, Service Levels, and Capital Budgets{7072}
Record ID	7072
Personal Name Creator	Lago, Armando M. {8576}
Corporate Contributor	Ecosometrics, Inc. {4148}; United States. Urban Mass Transportation Administration {16215}
Publication Date	Jun 30, 1985
Language	English
Abstract	The financial environment in which the transit industry is operating is rapidly changing. Transit boards, city councils, and general managers are facing difficult decisions. There is an increasing realization that perhaps managerial and financial planning tools used by the transit industry are not up to the difficult task of coordinating and deciding on fares, services and capital budgets, and that perhaps business planning tools and processes need to be applied in American transit settings. One of the problems with transit planning and management is that fare and service level decisions are rarely planned and considered together despite the fact that fares and service levels are intrinsically related. Indeed, current transit planning and managerial practices in place emphasize separate analysis of appropriate fares, service levels, and capital budgets with the concomitant result that there is no overall balance between these three important elements. Setting fares and service levels efficiently is explored from a business approach; this process, sometimes known as "corporate planning," involves setting goals and determining a yardstick against which all actions are measured. The corporate goal refers to the most important or highest achievement that the corporation intends to attain. The corporate objectives translate the corporate goal into intended achievements whose pursuit will accomplish the corporate goal. The objectives are specific in nature, have to be clearly defined, capable of being quantified and objectively measured, monitored, and evaluated. How transit organizations can apply the corporate planning process is discussed with examples given.
TRT Terms	Transit operating agencies {Nbbcu} ⓘ, Business practices {Cbd} ⓘ, Decision theory {Ushd} ⓘ, Planning methods {Epdm} ⓘ, Fares {Bbkt} ⓘ, Level of service {Bbrm} ⓘ, Capital investments {Cfeic} ⓘ, Strategic planning {Epdms} ⓘ, Public transit {Aet} ⓘ, Financial analysis {Cga} ⓘ
General Subjects	Annualized capital costs; Corporate goals; Corporate objectives; Corporate planning; Investment Programs; Performance standards; Transit Objectives
Classification	NTL - PUBLIC TRANSPORTATION - Transit Planning and Policy {51}; NTL - PUBLIC TRANSPORTATION - Transit Economics and Finances {59}
Geographical Coverage	United States; United Kingdom
TRIS Online Accession No	00476982
Report Number	DOT-I-87-12
Resource type	Research Paper
URL	http://ntl.bts.gov/DOCS/tcp.html
Format	HTML
Status	UnApproved

This an extract of a record in the NTL Workroom database

Assessing the Collections



- ▶ Tracked which records were on the database and which were missing.
- ▶ Color coded the records in yellow, blue, and brown.

1 TITLE

690 Interagency agreement between the U.S. Coast Guard and the Office of Human Development Services, Department of Health and Human Services

691 Supplemental electronic in-cab truck displays : An inventory of devices and approaches to their evaluation

692 Market based transit facility design

693 Project Smart Vol. 1. ACO certification engineers : Structures

694 Project Smart Volume II: ACO certification engineers : Mechanical-environmental systems

695 Weather communications processor, Hardware specification

696 Guidance material on the avoidance or resolution of conflicts over the application of competition laws to international air transport

697 Position classification manual

698 FAA Organization - Field

699 Organization : FAA Headquarters

700 FAA organization : Field

701 Modification of procedure for obtaining National Highway Institute short courses

702 Flight test guide for certification of Part 23 airplanes

703 Turnkey facility establishment for instrument landing system : Part 2: System equipment requirements

704 Technical Surveillance Countermeasures (TSCM) Program

705 Facilitator intern training program

706 Administrative control of funds

707 Administrative control of funds

708 Identification cards, official credentials, and passports

◀ ▶ ... Section 1 (1-1000) **Section 2 (1001-2000)** Section 3 (2001-3000) Secti ... (+) : ◀

Creating A File Path

AM
File Path
<u>007617</u>
<u>007677</u>
<u>007624</u>

How Long it Took

- ▶ 4 months
- ▶ Working 3 days a week

Summary Statistics

	Count	# of Duplicates	# of datasets	# of TIFS	% of PDF	# of broken URLs
# of records Not in the NTL database	4,506	14	0	0	100%	50
# of records located in the NTL database	350	11	0	0	100%	2
# of records located in the NTL database but the URL does not work	50	1	0	0	0	50
Not enough metadata to conduct a search	66	0	0	0	0	0



Thank You!

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