AASHTO Digital Publications

Overview of the Distribution Process and Some Frequently Asked Questions
Decision to Go Digital

• At the 2015 Annual Meeting in Chicago, the AASHTO Board of Directors approved changes to the AASHTO Bylaws to allow member publications to be distributed in digital formats, whenever possible.

• The following quantities are now provided:
  • 5 single-user digital licenses—*only when no print version is produced*—*this means that any 5 users can access at one time*, OR
  • 5 print copies + 5 single-user digital licenses

Note: Print copies are shipped to the attention of the balloting committee member on that publication for each DOT
Based on the publication’s subject matter, the potential usage, and sales, AASHTO produces a title in one or a combination of the following formats:

- Print
- Downloadable PDF
- Web-Based
Reasons to Go to Digital Publishing

- Searchability
  - Providing instant, organization-wide access
  - Easy access from any location with an internet connection
  - Meeting the evolving needs/usage of organizations
- Faster distribution
- More economical to produce
  - Savings in shipping, storage, printing, and fulfillment services
- Reduction in carbon footprint
Digital Member Transmittal Process

Upon the release of a new digital publication...

• E-mail notification will be sent out simultaneously to the following groups:
  • Standing Committee member from last voting committee
  • Any related AASHTO Subcommittees
  • AASHTO Board of Directors
  • Associate Members
  • DOT Librarians (must ask to be added; not automatic)

• Notification will contain
  • Information about digital release’s content,
  • Step-by-step set of instructions for accessing/opening the digital publication (including promotion code), and
  • Instructions for distributing the digital publications throughout the department
Digital Member Transmittal Process

• Once the notification is received, the DOT designee must gain access to document through an E-Affiliate account and then “purchase” said document at no cost
  • DOTs can have unlimited e-Affiliate accounts.
  • It is recommended that each state use a shared generic login, such as publications@xxx.dot.gov because once that document is “purchased” that is the login needed to gain access to that file
Digital Member Transmittal Process

- Once the purchase is complete, up to 5 different users at any given time are allowed access to the publication.
  - Not tied to an individual
  - Not tied to a computer
  - Not tied to a particular office or district
  - Allows for many more users to have fast access to content
  - Alleviates having to buy additional copies per office
Publication Formats

All digital publications include print capabilities for paper storage, if necessary.
Q: Do I need to become an E-Affiliate to order a digital publication? Yes

Q: Where do I go to register?
   • Visit https://bookstore.transportation.org
   • Click on “Registration” under AASHTO E-Affiliate section on the bookstore homepage
Q: Will I need the promotion code every time I open a complimentary digital publication?

- The promotion code is only used to register the publication. However, every time you and your co-workers open/view a digital publication, you will need to enter the same log in/account information used to initially purchase the digital publication.
Q: How will we know what is a transmittal e-mail versus a general AASHTO publication marketing e-mail?

• Each transmittal e-mail will start with:

“NEW AASHTO PUBLICATION RELEASE: AASHTO MEMBER COMPLIMENTARY PUBLICATION TRANSMITTAL”
FAQs

Q: How can I get added to the transmittal notification list?

• Please e-mail Jenn Dorsey at jdomsey@iastto.org to be added to the librarian list that receives transmittal notifications simultaneously with all other parties.
Q: How can I found out about forthcoming releases?

• A new monthly AASHTO Publications Newsletter will be e-mailed to DOTs, previous purchasers, and the transmittal notification list which will include a showcase on what has recently been released, as well as what is in production currently. (Coming soon!)
Q: Will we still have access to an older, superseded edition when a new one is published?

• Unless otherwise stated, all new editions supersede previous editions.
• AASHTO has never revoked access to an electronic publication that we have published. However, we cannot predict future technological developments nor can we promise continued access years or decades in the future. The agency has the option to print their own agency archival copy and we strongly encourage each agency to do so.
• If an agency finds it needs information from a superseded edition, you may contact AASHTO’s Resource Coordinator Bob Cullen bcullen@aashto.org to assist in finding archived content.
• Also, the Publications Dept. is researching the cost and effectiveness of print-on-demand for certain titles.
Q: Would it be possible to send librarians print hard copies for archival purposes?

- The majority of top sellers, or large page-count publications will be transmitted with 5 digital licenses and 5 print copies, so that one can be used as an archival copy as each DOT sees fit.
- Otherwise, smaller titles will need to be printed by the DOT.
Q: Is there a time limit on registering for (or “purchasing”) a complimentary digital publication?

- Yes, you must purchase (at $0 cost) within one year after receiving notification of its availability
Q: Are the user licenses tied to a specific user or computer?

- No. User licenses/subscriptions are not tied to a specific person, computer, or location. At any given time, any five users can be logged in to the same digital publications at the same time.
Q: What happens if more than the allowed number of users tries to access the same digital publication?

- If all user licenses are in use and someone tries to log in to access the digital publication, that person will receive a message that all licenses are in use and that login is then refused.

Note: if someone leaves their desk while logged in, the system will automatically close that access after 20 minutes of idle time.
FAQs

Q: Who do I contact for technical support?
   • Please e-mail: support@iengineering.com
   • Or call: 703-722-2980 x301

Q: Who do I contact with other questions?
   • Please e-mail: Melissa Dannemiller: mdannemiller@aashto.org
   • Or call: 202-624-5838