Basic Information – From AASHTO's Publications Department

AASHTO Digital Publications: Basic Information

This LibGuide shares information in one place on suggestions for how state DOTs can manage the AASHTO E-Publications process. Prepared by a member of the Midwest Transportation Knowledge Network in consultation with AASHTO's Publication Department.

Latest News

01-03-2018
Updated historical transmital spreadsheet

AASHTO announced availability for purchase of print or single user PDF copies of subject compilations for 2017 Material Book. This is outside the complimentary publications program for state DOT members.

11-30-2017
Updated historical transmital spreadsheet

11-20-2017
Updated revised Access Instructions for Missouri DOT (staff can now install FileOpen software using MoDOT’s Software Center; does not require administrative access to a PC)

10-24-2017
Uploaded IDOT Library Intranet page, LA DOTD LTRC Shared Drive Instructions, and MoDOT Deputy Commissioner email to staff

October 2017
Updated Registration information to include issues encountered when another staff member registers for a publication before the library (or designer) does

FAQs

- FAQ - Complimentary Copies Distributed to AASHTO Members (July 2017)
  Prepared by AASHTO Publications Department
- AASHTO Bookstore - Web-Based Publications
- AASHTO Bookstore - PDF Downloads
- AASHTO Publications Editorial Calendar
  Includes listings of formats like 6 print + 5 user digital license
- Sign up to receive monthly newsletter: AASHTO Publications Update

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Pending Registration Expirations for the Rest of 2018

State DOT Best Practices – Strategies for Managing the E-Pubs Process

Introduction

Below are suggestions directed from state DOTs regarding practices they are using for managing AASHTO digital publications.

Library’s Overall Approach

- MnDOT Process (Jan. 2016)
- MnDOT Library Plan (April 2016)

Use a Designated Email Address for Registration

Create a separate generic DOT email address for the AASHTO e-affiliate account or designate an existing one. See examples below:

- aashtoquotes@state.dot.gov
- aashtoquotes@state.dot.gov
- publications@state.dot.gov
- library@state.dot.gov

You have to use an email address with a state DOT domain (no personal email addresses).

Provide Internal Access to Staff

The best way to provide access for DOT staff would be to create a new intranet page which provides linked titles of AASHTO digital publications as well as access instructions. The page may also be an information landing page that links to a document library in SharePoint. Information should be included that relieves the fire (6) concurrent user restriction. If the DOT offers an A-Z listing of resources, ask if this can be included.

- MnDOT Intranet
- MnDOT SharePoint
- MnDOT Library Intranet Page – NEW!
- MTRC Library Shared Drive Instructions – NEW!

WISCONSIN, MONTANA, IDAHO, ST. LOUIS ASSOCIATES: The library suggests if you have SharePoint, you can post the documents into “Document Libraries” and then offer “Filtered Views” to display the info. For column headers for your repository I’d suggest at a minimum: 1) Filename (title of document, which links to the document); 2) Publisher (should you decide to add documents from other published into this repository); 3) Access Instructions (the last you have after Method 1, Method 2, etc on your sheet “Open the PDF…” This tells people how they need to access the document), 4) Access Method (enter “Method 1” or “Method 2” or “Method 3”). This is so you can sort or filter, should you decide to have a “view” showing only one method. You can add other info (or columns) for what is important to you. For example, you might want to add categories (BitMeds: Guide (Rep. Safety)) to be able to filter particular info and push it out to groups.

Create E-Affiliate Account for Registration

Best case (recommended): Create an e-affiliate account using the generic email address you created just for registering AASHTO E-Pubs.

Alternative (may work better for you): Use an existing generic (not personal) e-affiliate account (such as the library’s).

Centralize Registration and Communicate to Staff

Set up a process internally so that a “DOT designee” such as one individual or departmental unit (like the library) is responsible for registering for complimentary digital publications on behalf of the agency.

BEST ADVICE - Always be on the lookout for the email and register immediately after you receive it. See examples of process communications below.

- Michigan DOT Library - Dissipation and Tracking (Nov. 2016)
- Minnesota DOT Library - Dispute Commission Email to All Staff – NEW!
- Missouri DOT Library - Communication to Standing Committee Members (May 2016)

Consider emailing all the DOT staff within your agency who serve on AASHTO Standing Committees to either propose or present information about the new distribution process and the new centralized procedure. If feasible, the email communication could come from Higher up like the head of Research (or their Division), Chief Engineer or Director.

OREGON DOT: Librarian gets the notification, has set up an intranet page, and contacts whoever our member of the committee is to let them know that the librarian can manage the posting.

WISCONSIN DOT: That’s how we are handling it in Wisconsin as well. It did take awhile to educate people internally at MnDOT that the Librarian should access it first.

ILLINOIS DOT: Your best bet for future would be to write up a library process indicating the library is responsible for the AASHTO downloads for the agency. You could include language indicating if a person does not follow the agency policy process than they will have to provide their DRM number so others can access the document. The DRM will allow others to open the document but not make any changes to the person’s e-affiliate account. This should not be a big issue. Also, there is no right to privacy in this matter as it is a work-related issue.

Create Access/Printing Instructions

- MnDOT Library Access Instructions (PDF Download Example)
- MnDOT Library Access Instructions
- MnDOT Library Printing Instructions (Materials Book)

It is strongly suggested that DOT staff be instructed to notify their Library (or another designated person or department) if this occurs. Otherwise, there is no way to know how often this is happening since refusals cannot be tracked.

ILLINOIS DOT/MONTANA DOT: The library worked with the IT Dept to push the OpenFile plug-in out to all users. So each user uses the software but does not have to download it at the point of need.

MICHIGAN DOT: Although our IT Dept. wasn’t able to push the software to all staff PCs, it has been uploaded to our pre-approved “Software Center” which at least allows staff to download the add-on without needing administrative access. NEW!