

# Welcome to TRAIL



Colorado Government Publications Interest Group Meeting  
University of Denver, May 10<sup>th</sup>, 2019

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# Background

- **Value of Technical Report Literature**
- **Common Problems Associated with Technical Report Literature**

# Value of Technical Report Literature

- **There is value to researchers:**
  - **They communicate research in technology and science**
  - **They deliver information for technical development to industry and research institutions, contributing to the continued growth of science and technology**
  - **They contain valuable information serving specialized audiences of researchers, including those researching various aspects of the history of science and technology**

# Common Problems associated with Technical Report Literature

- Inconsistent or differing dissemination practices
- Multi-format collections; across multiple physical locations
- Poor quality - unusable pieces
- No title level cataloging – series level records with no holdings
- Most not available electronically; nor available through ILL

# One Solution To The Problems Associated With Technical Report Literature: TRAIL

- Began as a GWLA collaborative project with the Center for Research Libraries
- Developed into a CRL Global Resources Network initiative



# Mission

**TO ENSURE PRESERVATION, DISCOVERABILITY,  
AND PERSISTENT OPEN ACCESS TO  
GOVERNMENT TECHNICAL PUBLICATIONS  
REGARDLESS OF FORM OR FORMAT**

# Fulfilling the Mission

- IDENTIFY, ACQUIRE, CATALOG, AND DIGITIZE U.S. GOVERNMENT TECHNICAL REPORTS
- PROVIDE UNRESTRICTED ACCESS TO THESE DIGITIZED TECHNICAL REPORTS THROUGH THE TRAIL SEARCH INTERFACE AND INTERNET SEARCH ENGINES
- IDENTIFY & INVESTIGATE THE LONG-TERM PRESERVATION POSSIBILITIES OF THIS UNIQUE BODY OF LITERATURE

# TRAIL Organizational Timeline

2006	<ul style="list-style-type: none"><li>- GWLA endorses strategic action; 1st GWLA/CRL Federal Technical Reports Task Force meeting</li></ul>
2007	<ul style="list-style-type: none"><li>- Pilot collection launched at the University of Hawaii</li><li>- TRAIL partners with University of Michigan and Google</li><li>- TRAIL establishes processes with OCLC</li></ul>
2008	<ul style="list-style-type: none"><li>- Began scanning content with Google and depositing in HathiTrust</li></ul>
2009	<ul style="list-style-type: none"><li>- Created a Facebook page (Technical Report Archive &amp; Image Library)</li><li>- Established archive at the University of North Texas for non-Google scanned materials</li></ul>
2010	<ul style="list-style-type: none"><li>- Became part of the Global Resources Network at CRL</li><li>- Received LexisNexis/GODORT/ALA "Documents to the People" Award</li><li>- TRAIL Search Interface launched; developed &amp; hosted by the University of Washington</li></ul>
2011	<ul style="list-style-type: none"><li>- Initiated microfiche digitization pilot project</li></ul>



# TRAIL Organizational Timeline

2012	- Created Twitter account <b>@TRAILTechReport</b> and <b>Wikipedia</b> entry
2014	- Reports digitized or harvested reaches 40,000 - TRAIL watermark added to reports in HathiTrust
2015	- Created personal membership option - GPO becomes first non-academic member of TRAIL
2016	- Pilot to upgrade metadata on harvested material - Microformat cataloging integrated into regular processing workflow - Reports digitized or harvested now over 53,000
2017	- Reports digitized or harvested now over 65,000 – all discoverable!
2018	- TRAIL reached 50 institutional members - Reports digitized or harvested now over 75,000

# The “Behind the Scenes” Side of TRAIL or Workflow: How Content Moves Across The Country

Technical Reports available for digitization are identified at institutions across the country before being sent to the University of Arizona.

The University of Arizona is the central processing site and is routinely referred to as “Central” by TRAIL members.



# “Central” or The University of Arizona

- receives shipments, assembles collections, and creates inventories (accessible via the TRAIL libguide)
- creates (or updates) catalog records for each technical report and supplies those records to OCLC
- ships processed technical reports to either the University of Michigan/Google or the University of North Texas for digitization



# TRAIL Tools

# TRAIL Series Libguide

Use this libguide to view lists (inventories) of technical reports that have been or are being processed at “Central”. Anyone can review and download the inventories (although they are updated regularly as new content is added).

<http://trailguides.crl.edu/series>

**TRAIL** TECHNICAL REPORT ARCHIVE & IMAGE LIBRARY

The mission of TRAIL is to ensure preservation, discoverability, and persistent open access to government technical publications regardless of form or format.

TRAIL website @ CRL / TRAILGuides / Series / About this guide

## Series

Use this guide to access the processing inventory for each series.

Search this Guide  Search

- About this guide
- Army Corps of Engineering
- Atomic Energy Commission
- Bureau of Mines
- Coast Guard
- Department of Commerce
- Department of Energy
- Environmental Protection Agency
- Fish & Wildlife Service
- Geological Survey
- National Advisory Committee for Aeronautics
- National Bureau of Standards
- National Earthquake Information Center
- Nuclear Regulatory Commission
- Office of Saline Waters
- About TRAIL

### About TRAIL Series Processing Inventories

Series listed are linked to spreadsheets which are the **TRAIL series processing inventories**.

These inventories, which may be downloaded, list individual report titles that have been processed by TRAIL for digitization and provide a link to the digital copy as it becomes available.

If you know of a report that is missing or would like to supply a needed report, please contact the [Coordinator of the Collections Working Group](#).

**Note: A digitized report may not be viewable for many reasons** due to the original item format, the time it takes to process/ship/digitize, and to copyright issues that preclude public access of the image.

### Guide Status

This inventory guide will always be under construction! It is the nature of federal technical reports to cause confusion and wonder. TRAIL strives to provide accurate information about which report series we are digitizing or harvesting and the status of each project.

### TRAIL Working Group Member Librarians

Email:  
**TRAIL@crl.edu**

**Sinal Wood**  
[Email TRAIL](#)

Last Updated: Oct 12, 2016 10:53 AM | URL: <http://trailguides.crl.edu/series> | [Print Page](#) | [Login to LibApps](#)

# TRAIL Series Processing Inventories

<http://trailguides.crl.edu/series>

Google spreadsheets that indicate the processing status of reports in series handled by TRAIL are available via the TRAIL "Series" Guide.

Saline Waters Research & Development Progress Reports Inventory ☆									
File Edit View Insert Format Data Tools Help View only									
fx   Status in HT/UNT									
	A	B	C	D	E	F	G	H	
1	Box No.	Barcode No.	Item No.	Suffix	Title	OCLC No.	Serial Info	Comments	Status in HT/UNT
2	USOSW(extra)	39015078494526	772		Experimental study of the structure, thermodynamics and kinetic behavior of water	39201956			Available HT 9/30/2013
3	USOSWBox008	39015078494005	352		Study of poly(methacrylates) and poly(urethanes) as reverse osmosis membranes : effect of water clustering on transport properties /	1936729			Accessible 9/1/09
4	USOSWBox008	39015078494013	351		Disposal of brine by solar evaporation /	9714938			Accessible 9/1/09
5	USOSWBox008	39015078494021	350		Compressibility and molal volume studies /	18097755			Accessible 9/1/09
6	USOSWBox008	39015078494039	349		Viscosity and conductivity studies /	18097803			Accessible 9/1/09
7	USOSWBox008	39015078494047	348		Drying cellulose acetate reverse osmosis membranes /	18000188			Accessible 9/1/09
8	USOSWBox008	39015078494054	379		Research on porous glass membranes for reverse osmosis /	18138105			Accessible 9/1/09
9	USOSWBox008	39015078494062	380		Influence of strongly bound counter-ions on permselective membranes /	18132413			Accessible 9/1/09
10	USOSWBox004	39015078494070	197		Research on mineral by-products from saline waters /	20852			Accessible 9/1/09
11	USOSWBox008	39015078494088	387		Environmental impact of brine effluents on Gulf of California /	10503689			Accessible 9/1/09
12	USOSWBox008	39015078494096	386		Development of ultrathin membranes /	10573250			Available HT 09/21/2013
13					Synthesis and evaluation of new membrane candidates for application in reverse osmosis				

# CRL Workspace Site for TRAIL

Members use the CRL wiki to create, post, and edit the documentation of the TRAIL Steering Committee & Working Groups

The screenshot shows the Confluence dashboard for the CRL Collaboration Workspace. The header includes the site name and a search bar. The main content area is divided into a left sidebar with navigation and informational links, and a right sidebar with a list of recent updates from various users.

**The Center for Research Libraries  
COLLABORATION WORKSPACE**

Dashboard Browse ▾ Sinai Wood ▾ Search Confluence

## Dashboard

[Add Page](#)

Welcome to Confluence, CRL's Collaboration Workspace

This tool is made available for free to our members, and is meant to help facilitate and promote the many projects we work on together.

Click [Login](#) to view more contents granted to your user account.

**New to Confluence?**  
We have all the information you need to get started in our Documentation Space. You can also try editing content in our Sandbox.

**Meet our Users**  
Check out the user profiles of others who are contributing.

**Spaces:**  All  Favourite

- Documentation   
General user doc on Confluence system
- International & Area Studies Collections
- Login

**Popular**  All Updates  Favourite Spaces  Network - +

- Marilyn Von Seggern**  
[w](#) 2013 Febr 18 notes.docx attached yesterday at 11:02 AM
- Sinai Wood**  
[d](#) Conference Call Mtg Notes updated Feb 20, 2013 ([view change](#))
- Judy Alspach**  
[d](#) 2013 TRAIL Steering Committee Meeting updated Feb 19, 2013 ([view change](#))
- Marilyn Von Seggern**  
[d](#) Needs updated Feb 15, 2013 ([view change](#))
- Mel DeSart**  
[d](#) 2013 TRAIL Steering Committee Meeting updated Feb 14, 2013 ([view change](#))
- Patricia Kirkwood**  
[d](#) 2013 TRAIL Steering Committee Meeting updated Feb 14, 2013 ([view change](#))
- Adriana Popescu**



# TRAIL Information on the CRL Website

<http://www.crl.edu/programs/trail/>

**Center for Research Libraries**  
GLOBAL RESOURCES NETWORK

Search CRL catalog

catalog website browse catalog

About Membership Collections Electronic Resources Services Archiving & Preservation Collaborations

## TRAIL

About TRAIL ▶  
Contact TRAIL  
Current Activities ▶  
TRAIL Member List  
Working Groups ▶

### TRAIL

TECHNICAL REPORT  
ARCHIVE & IMAGE LIBRARY

Search the TRAIL Collection at [www.technicalreports.org](http://www.technicalreports.org)

#### Value of Technical Report Literature

Technical reports communicate research progress in technology and science; they deliver information for technical development to industry and research institutions contributing to the continued growth of science and technology. These highly detailed reports contain valuable information serving specialized audiences of researchers.

*"TRAIL is a wonderful digital library."*

*"Thank you so much for your help. The 25 year old copy of the monograph that I have was destroyed by water, finding it online makes me very happy! Please pass on my great appreciation to all those who have put together this very valuable service."*

#### Value of TRAIL

While access to more recent (1994–current) technical report literature has greatly improved with Internet access, older technical reports remain elusive to researchers. These reports are available, as most large

#### Recent TRAIL News

**TRAIL Content Surpasses One Million Pages in UNT Digital Library**  
5 Nov 2015

**TRAIL Expands Coverage and Welcomes Personal Members**  
1 Jun 2015

**TRAIL Representative Marianne Mason Named to Depository Library Council**  
28 Apr 2015

- Background
- Contact info
- Activities
- Members

Comments from TRAIL users

News

# The Search Interface

The TRAIL Search Interface is used to help researchers with their TRAIL content questions

The screenshot displays the TRAIL search interface. At the top, there is a feedback request: "Please help us improve this TRAIL website by providing your feedback. Thanks in advance for taking 2 minutes to fill out our [survey!](#)". Social media icons for Facebook and Twitter are also present. The TRAIL logo is on the left, with the text "TECHNICAL REPORT ARCHIVE & IMAGE LIBRARY". Below this, a dark blue banner contains the text: "Search U.S. government technical reports issued primarily prior to 1975 and digitized by the TRAIL Working Groups." The main search area is titled "KEYWORD SEARCH" and includes a text input field with the placeholder "Enter your search term(s):", a "Search" button, and a link to "[advanced search]". Below the input field, examples are listed: "Examples: Bureau of Mines; Information Circular; Smith, John". A red arrow points to a dropdown menu that is open, showing the following options: "Title", "Author", "Report Number", "Document Type", "Publication Year", and "Issuing Agency". At the bottom of the page, there are links for "About TRAIL", "FAQ", "Join TRAIL", and "Contact Us", along with the text "Search developed and maintained by the University of Washington Libraries Copyright 2010". Logos for the "Center for Research Libraries GLOBAL RESOURCES NETWORK" and "GWLA" are also visible.

<http://www.technicalreports.org>

# Members Coordinate the Work of TRAIL

- **TRAIL Steering Committee**
- **TRAIL Collections Working Group**
- **TRAIL Communications Working Group**
- **TRAIL Processing Working Group**
- **TRAIL Membership Working Group**
- **TRAIL Metrics Working Group**

# Steering Committee

## Purpose:

*The TRAIL Steering Committee is the principal body that shall consider and formulate the policies and procedures governing TRAIL in accordance with the recommendations of the membership.*

## Composition (not fewer than 8 members):

- Elected Officers: Chair, Vice-Chair, Secretary, Treasurer
- Working Group Coordinators
- Additional members from the membership, appointed by Chair
- Ex Officio members (CRL rep, past-chair)

## Terms:

- 2 year terms
- Must have served on a Working Group for at least one year prior

## Meetings:

- Biweekly
- Annual Meeting (each spring), open to all members

# Collections Working Group

## Purpose:

- Develop and maintain lists of possible content
- Investigate series, collections, and agencies
  - Each series under review must be researched for
    - Technical content
    - Physical features: Format & Size
      - » Should it be harvested if electronic already exists
    - Publication parameters (ex: date)
    - Agency information
      - Currently active?
      - Currently digitizing older materials?

# Collections Working Group

(continued)

- Determine digitization priorities
- Solicit content
- Organize shipments
- Review series digitized for completeness

## Composition:

### Engineering Librarians

- Focus on the technical content
- Search for series/resource we have used and are used by researchers

### Government Document Librarians

- Know the organization of government resources
- Have control of collections
- Know the people at the agencies

# Communications Working Group

## Purpose:

- Provide content for the CRL TRAIL website
- Assist other working groups with communication development
- Answer/refer queries posed to the TRAIL website to the appropriate member(s)
- Monitor and take advantage of opportunities to promote TRAIL
- Maintain the history of TRAIL
- Other duties as assigned by the Steering Committee & Working Groups
- Maintain TRAIL's social media accounts

# Processing Working Group (also known as Central)

Receive and prepare all materials for scanning

- Sort special handling materials
- Disbind volumes when necessary
- Flag items for scanning
- Barcode all items (for scanning with Google)

Provide inventories of all received materials

- Provide overall inventory
- Provide inventory at box level (for scanning)

Provide original full MARC (i-level) cataloging for items

- Update pre-existing records
- Record OCLC numbers for all items



# Processing Working Group

(continued)

Official contact with the University of Michigan/HathiTrust and Google

- Shipment/Scanning processes
- Scanning/Deposit reconciliations
- Monitor public domain clearance in HathiTrust

Manage outsourced scanning for special format materials

- Prepare / ship
- Quality control checks
- Deposit with University of North Texas
- Cataloging of electronic items

# Membership Working Group

## Purpose:

- Recruit new member organizations and personal members to TRAIL
- Orient new members
- Communication with TRAIL members
- Canvas membership for needed skills and increase active participation of members

# Metrics Working Group

## Purpose:

- Create a plan for the collection and distribution of TRAIL metrics
- Ensure that all metrics are collected, tabulated, and disseminated appropriately and in a timely fashion
- Identify where metrics should be archived for historical purposes

## Metrics Collection (for semi-annual and annual reporting and promotion/value)

- Metrics include quantitative measures and derived estimates:
- Reports & pages processed for digitization/shipment – data from Central (University of Arizona)
- Reports & pages harvested – data from University of North Texas
- Total reports available
- Usage – data from University of North Texas
- Usage – data from University of Washington
- Historical and cumulative metrics
- Annual membership

# TRAIL Financials

TRAIL's income = member dues. At (presently) 51 members at \$3000/year/member, TRAIL's annual income is currently \$153,000/year.

TRAIL's costs have historically included:

- Cataloging/cataloger and graduate student costs at the University of Arizona
- Digitization costs for materials that can't be sent through the Google stream
- Shipping costs associated with moving material from donating TRAIL member libraries to Arizona for cataloging, then from AZ to UNT
- Costs for metadata clean-up on harvested material
- Administrative support costs to CRL
- Modest costs related to the TRAIL annual meeting

TRAIL currently has a surplus, but started digging into it this past year –

- Increased amount of content needed to be scanned by UNT
- Modest amount of non-destructive scanning, particularly to complete series
- More scanning from microform, all of which we pay for

# TRAIL Institutional Members

<b>Arizona State University</b>	<b>Georgia Institute of Technology</b>	<b>University of Nevada, Las Vegas</b>	<b>Syracuse University</b>
<b>University of Arizona</b>	<b>U.S. Government Publishing Office</b>	<b>University of New Mexico</b>	<b>Texas A&amp;M University</b>
<b>University of Arkansas</b>	<b>Harvard University</b>	<b>University of North Texas</b>	<b>Texas Tech University</b>
<b>Baylor University</b>	<b>University of Houston</b>	<b>Northwestern University</b>	<b>University of Texas, Austin</b>
<b>Brigham Young University</b>	<b>University of Illinois at Urbana-Champaign</b>	<b>University of Notre Dame</b>	<b>University of Texas, San Antonio</b>
<b>California Institute of Technology</b>	<b>Indiana University</b>	<b>Oklahoma State University</b>	<b>Utah State University</b>
<b>University of California, Berkeley</b>	<b>Iowa State University</b>	<b>Oregon State University</b>	<b>Virginia Tech</b>
<b>University of California, Los Angeles</b>	<b>University of Iowa</b>	<b>Pennsylvania State University</b>	<b>Washington State University</b>
<b>University of California, San Diego</b>	<b>Johns Hopkins University</b>	<b>University of Pennsylvania</b>	<b>University of Washington</b>
<b>University of Cincinnati</b>	<b>Kansas State University</b>	<b>Princeton University</b>	<b>University of Wisconsin, Madison</b>
<b>Colorado School of Mines</b>	<b>Massachusetts Institute of Technology</b>	<b>Purdue University</b>	<b>University of Wyoming</b>
<b>Colorado State University</b>	<b>University of Massachusetts, Amherst</b>	<b>Rice University</b>	<b>Yale University</b>
<b>University of Colorado</b>	<b>University of Michigan</b>	<b>Stanford University</b>	

# TRAIL Personal Members

Personal members are from non-member institutions or elsewhere and donate their time and service to multiple TRAIL projects.

TRAIL currently has 13 personal members who represent:

- Non-TRAIL member institutions
- Government agencies/labs
- Public libraries
- Retirees (former TRAIL institutional member reps)
- Interested citizens

# Future Directions 1

- Explore possible partnering opportunities (content, discovery, funding, etc.)
- Identify publicity opportunities for TRAIL (institutional web pages, libguides, etc.)
- Now that an acquisitions and processing workflow has been established for microfiche and microcard, increase the number of reports being added to TRAIL from those formats. 1000 microcard pilot project being done in 2018-2019
- Use a combination of digitized and harvested content to complete series
- Create and implement a workflow for creating cataloged records for harvested materials

# Future Directions 2

- Better document, improve, and coordinate the workflows of TRAIL and its partners
- Offer better statistics/metrics for TRAIL than we have over the last few years
- Involve new personal members in the project
- Work to add more members, including government agencies in addition to the Government Publishing Office, which joined TRAIL in October 2015
- Take a hard look at TRAIL priorities and determine where our funding can best be utilized



# QUESTIONS & COMMENTS



**Thank you the opportunity to talk to you about TRAIL.**

**Mel DeSart  
desart@uw.edu**