

TRT Development and Maintenance Procedures

7 January 2009 - DRAFT

1. **NTL collects suggested TRT terms;** primary sources are as follows:
 - a. Submissions to TRT Suggestion forms
 - b. Monthly reports from TRIS
 - i. most popular uncontrolled terms
 - ii. suggestions from indexers, Michael Kleiber, and TLIB librarians
 - c. Monthly reports of search logs from TRIS Online/NTL Integrated Search
2. **NTL researches suggested terms for candidacy for the TRT**
 - a. search TRIS Online for number of occurrences
 - b. terms that occur >10 times are considered for candidacy
3. **NTL creates Term Review Forms for each candidate TRT term**
 - a. see attachment for example of Term Review form
 - b. use of the VDOT OneSearch to conduct an initial review of the term; primary sources are as follows:
 - i. TRIS Online
 - ii. TRB Research in Progress (RIP)
 - iii. TRB Research Needs Statements (RNS) database
 - iv. WorldCat.org
 - v. Custom Google Searches for Transportation
 - vi. Google Scholar
 - c. terms appearing multiple times in the title of resources are noted
 - d. variant forms and related concepts for the term are noted during this process
 - e. TRT is searched and reviewed for appropriate placement of term (preferred or lead-in, as well as notation)
 - f. term summary forms are uploaded to Sharepoint in the appropriate quarterly folder
4. **Quarterly, NTL notifies TRB of terms ready to review and submits Term Summary Form**
 - a. TRB the contacts the committee with the Term Summary Form and notification
 - b. Submission months are February, May, August, November
5. **Committee completes review of terms by deadline (outlined below):**
 - a. Committee members access Sharepoint, review each Term Review Form, and provide comments using discussion threads in Sharepoint.
 - b. See calendar on following page
6. **NTL announces new TRT terms**
 - a. notice sent to TRANLIB on quarterly basis (March, June, September, December)
 - b. notice of new TRT terms posted to TRT website

TERM REVIEW CALENDAR (repeated for each quarter):

1st Monday: NTL notifies TRB of new terms

+2 Weeks: Committee reviews terms and provides comments in Sharepoint

+2 Weeks (3rd Monday): NTL schedules conference call for last week of the month

+2 Weeks, 2 days (3rd Thursday): NTL provides consensus of comments and electronic ballot (two-day voting period)

+3 Weeks (4th Monday): NTL provides results of ballot; terms without consensus get discussed on conference call

+3 Weeks: Conference call

+4 Weeks: NTL sends out second ballot for vote on terms from conference call (2-day voting period)

+5 Weeks (Friday): New terms uploaded to TRB and NTL website

+6 Weeks (Monday): NTL announces new terms to TRANLIB and on TRT website