



Jet Propulsion Laboratory
California Institute of Technology



What's New at JPL?

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Library,
Archives,
and
Records

Section 273

Staffing & Organizational Changes



- Library: Some attrition – down two clerical FTEs; filled vacant librarian position in January
- Archives
 - Added one processor (temporary contractor) to make progress on backlog (April to Sept.)
 - Began tiered processing: adding records to SIRSI based on Archives accession log (formerly internal only) and then enhancing some of these with file lists
- Records
 - Added records analyst (temporary contractor) to complete interviews and file maps (March to Sept.)
 - .5 FTE clerical support from Library staff
- Historian position in Office of Communication & Education filled, working closely with Section

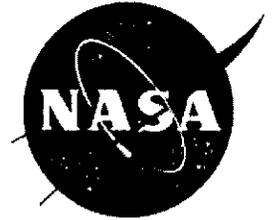
Planning



3-year plan finalized

- Revamped metrics collected and reported
 - Using customer careabouts, systems up-time, and “on-time” statistics
 - Developing customer survey form for records area

LARS Vision



- We will deliver information services that anticipate our customers needs.
- We will provide easy access to internal and external information.
- We will imbed effective records management throughout JPL.

We will achieve this vision through seamless partnerships within Division 27 and throughout the lab.

Budget



Small windfall due to records contract change used to cover:

- Costs of bringing Archives back in-house
- Facilities modifications (for archival collection and to expand space for journals)
- Increases in serials costs
- New electronic services
- Temporary contract staff for archives processing, records inventory and file maps
- Academic Part Time interns in Circulation and Reference.

- FY 06 will be zero-based, activity based

FY 05 Highlights & Accomplishments



Collections

- Elsevier Earth & Planetary Sciences Backfile
- (Still) Working with JPL Acquisition to streamline licensing of e-journals
- Merging off-site storage with on-site collection; required significant weeding & journal shift

Services

- ILLiad rolled out Oct. 04 and christened "BEACON Express"
- Reports/Market Research
 - Updating *NASA Centers Profile Report* gathering public information in one place and adding bibliometric analysis regarding collaboration – presented it to JPL Executive Council
 - Other NASA Centers and FFRDCs of particular interest
- Monthly BEACON Orientation hands-on computer class, advertised through Human Resources Education & Training
- Metasearch ("BEACON Search")
 - In procurement process; includes both link resolver and metasearch
 - Undergoing Enterprise Architecture Review
 - Added DOIs to JPL Authors Database via CrossRef
- Technical Report Server on hold during transition to DSpace
 - Data conversion done
 - Load issues being worked
 - Handle server questions
- JPL Authors Database rolled out, updates done quarterly

“Knowledge Management”



- JPL core metadata being rolled out
 - Initial focus was project documentation
 - Sensitivity attribute almost done:
 - Export controlled
 - Competition-sensitive and Proprietary
 - Discreet
 - Project Sensitive
 - JPL Internal (default)
 - Cleared for external release
 - Plan to review/revise annually
 - Need to determine next areas to work
- Goddard Metadata Review Group received OneNASA team award (brings together people across Goddard, other NASA centers and externals)
- Monthly iKM “Brown Bag” discussion with IT organizations
- May work with IT org on semantic web project pending funding from IT organization
- Library staff member working to develop an automatic indexing task with Machine Learning Group, possibly using Support Vector Machines.

Document Management/ Archives & Records



Records

- Records storage contract – No matter how hard we try JPL does not do things like industry!
- Records Management Improvement Initiative
 - Interviews continue (approx. 1/3 of interviews done); hired contractor records analyst to complete by Sept. 2005
 - Still receiving assistance from NARA
 - Records training/awareness beginning
 - Rolling out a filing scheme which can be used for desktops, drawers, file servers, etc.

Archives

- JPL Archives back in-house
- Historian and Archivist both undertaking oral histories – will track current projects annually
- Waiting to receive first closed project library from Project Information Management Group
- Beginning digitization of old photo albums from 1936-19876

FY 06 Plans



- Implement results of strategic assessment
 - Strive toward “holy grail” of “one-stop-shopping” or “making it falling off a log easy”
 - Expand market research role
 - Expand relationship with proposal center
 - Expand training activities
 - Records
 - Library
 - Clearance & copyright
 - Improve project planning internally
 - Expand relationships with Enterprise Architecture
 - Participate in Document Management initiatives – JPL may test Documentum