

# **JPL Photolab and Engineering Document Services Overview**

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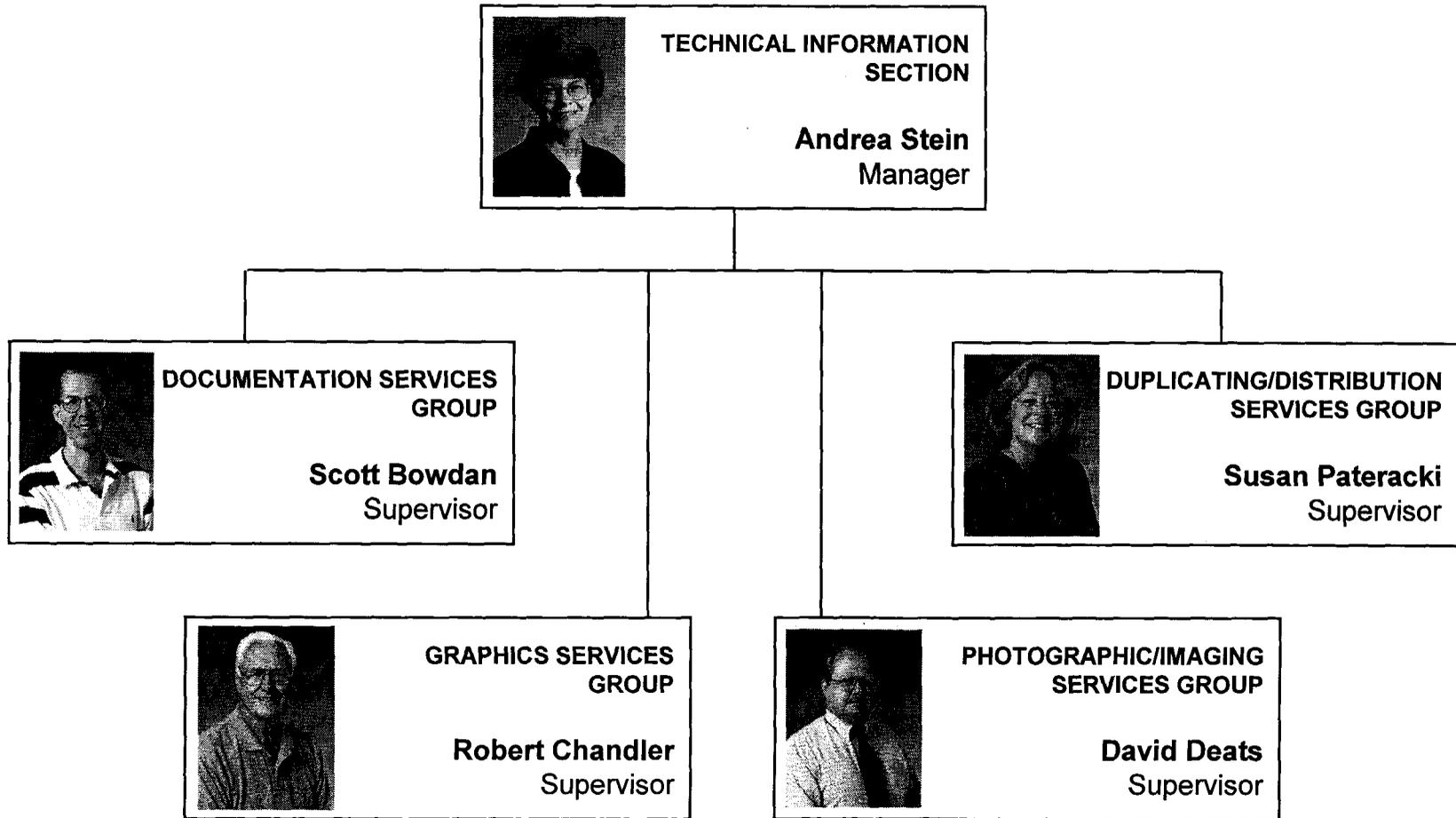
**Jet Propulsion Laboratory  
California Institute of Technology**

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The Technical Information Section provides a wide range of documentation, graphics, photographic imaging, and engineering document storage and retrieval services, and administers the contract for duplicating and distribution services. Services are available to JPL personnel.







The JPL Photolab provides complete photographic/imaging services and products to meet all JPL photographic/video documentation, recording, and instrumentation needs, including image management for reuse.

- **Still Image Collection**

- ~500,000 negatives/digital files
- ~200,000 images in scrapbooks and on microfilm (1946–1978)
- 39,313 web-based images with imbedded metadata

- **Metadata**

- ~69,000 records (since 1986)
- With negatives (limited)
- Notebooks and microfilm of notebooks (up to 1986)



- Video/Film Collection
  - 2,860 videos and film with stand-alone metadata
  - ~329 web-based video clips with imbedded metadata
- Services Provided
  - Clean room photography for flight hardware
  - Digital video editing
  - File conversion for printing
  - Scanning and PDF conversion
  - Scientific photography and imaging with digital and conventional cameras
  - Standard, high-speed, and time-lapse photography



- Typical Products
  - Displays
  - DVDs and CDs
  - MPEG and QuickTime videos
  - Posters
  - Prints/images
  - Videos
- Funding
  - Services are charged back to JPL customers.

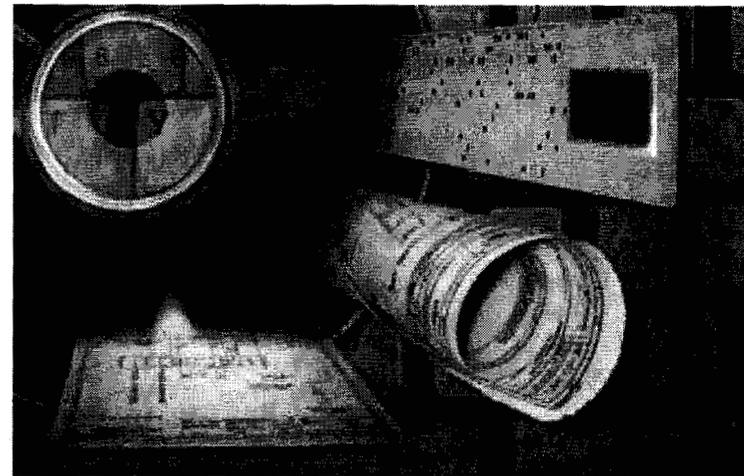




Engineering Document Services (EDS) provides a central repository for digital and microfilm storage, retrieval, and distribution of JPL-released documents and engineering drawings, including management for reuse.

- Collection

- 157,914 documents plus revisions (5,790 are electronic)
- 803,012 engineering drawings plus revisions (13,450 are electronic)



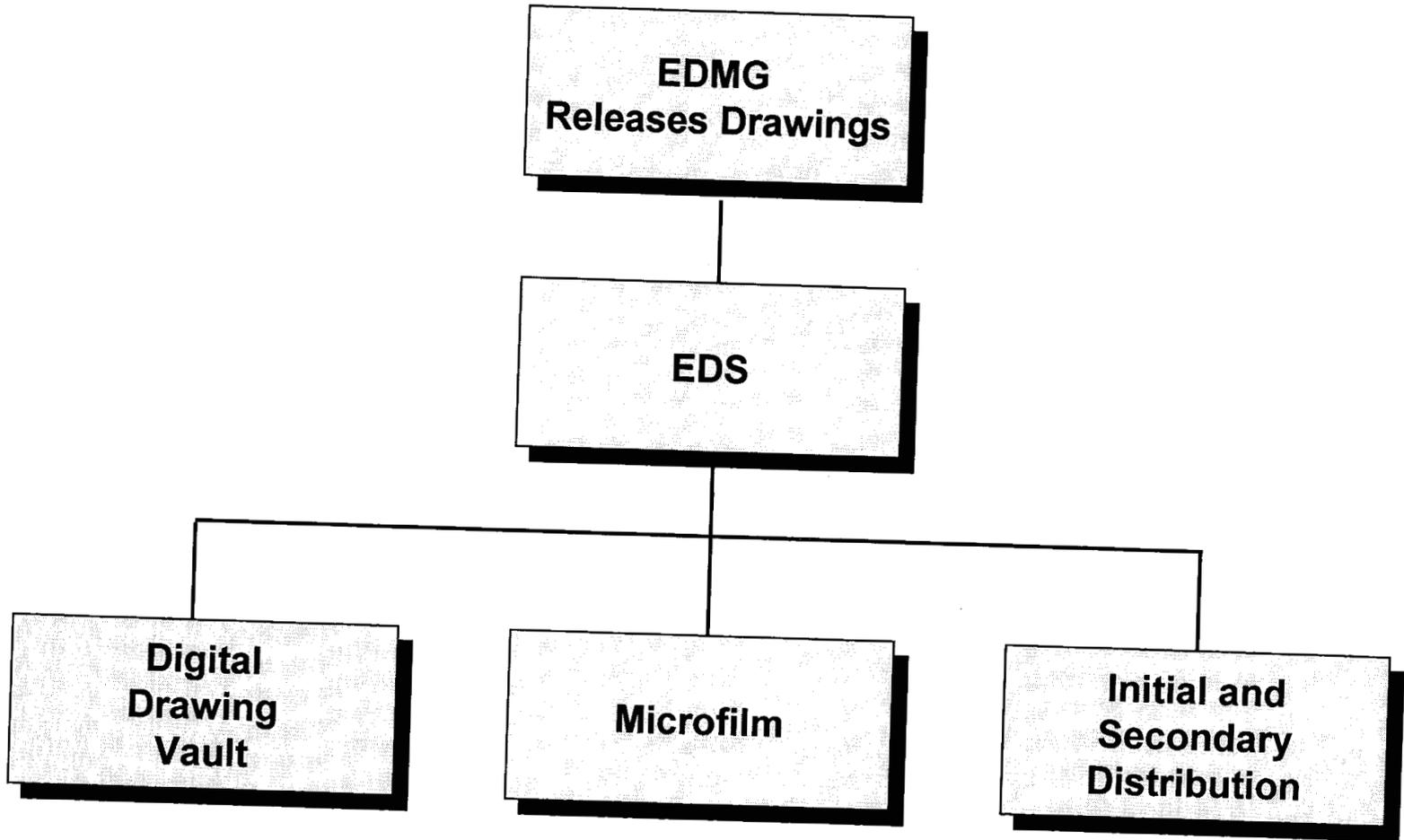


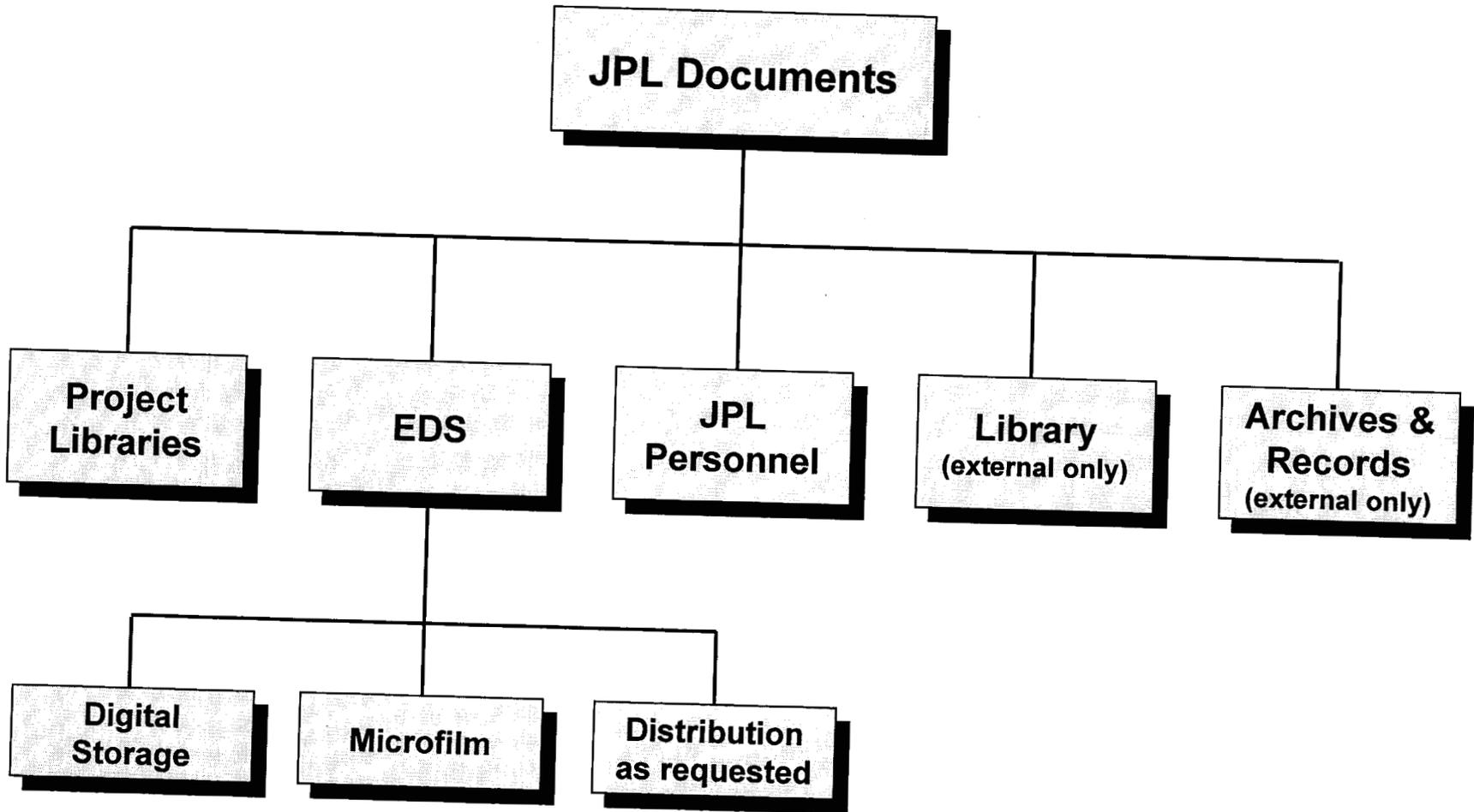
- Services Provided

- Assigns and maintains numbers for tracking documents
- Microfilms documents and drawings for long-term storage and retrieval
- Converts hard-copy documents and drawings to digital format
- Provides web-based customer access to engineering drawings
- Provides customers with digital files or hard-copy documents, per request
- Creates and maintains metadata describing documents
- Ensures that metadata accompanying engineering drawings is accurate (i.e., title, revision, and project are correct)
- Ensures that documents and engineering drawing images are readable



- Typical Products
  - Engineering drawings in electronic or hard-copy format
  - Laboratory documents including project documents and JPL publications—in electronic or hard-copy format
  - Electronic files of administrative documents
  - Microfilm of documents and drawings
  - CDs
  - OCR indexes
- Funding
  - Services are supported by JPL overhead.







- Publications, proceedings, and conference/meeting papers—external

Location	Electronic	Hard Copy	Microform
EDS	✓	Publications/ proceedings only	✓
TRS	Conference/ meeting papers only		
A&R		Publications/ proceedings only	✓*

EDS—Engineering Document Services

TRS—Technical Reports Server

A&R—Archives and Records

\* For disaster recovery



- Brochures and newsletters—external or internal
- Subcontractor reports—external
- Technical documents—internal

Location	Electronic	Hard Copy	Microform
EDS	✓	✓	✓
A&R			✓*

\* For disaster recovery



- Engineering drawings—internal

Location	Electronic	Hard Copy	Microform
EDS	✓	✓	✓
A&R		✓	✓*

\* For disaster recovery

- Photographic images—internal

Location	Negatives	Electronic (Internal Website)
JPL Photolab	✓	✓
A&R	✓	



- JPL Home Page <http://www.jpl.nasa.gov/>
- JPL Technical Reports Server <http://techreports.jpl.nasa.gov/>
- JPL Planetary Photojournal <http://photojournal/>
- NASA Scientific and Technical Information <http://www.sti.nasa.gov/>