ESO Library and Information Centre

1. The Library — Your gateway to information

Uta Grothkopf, Silvia Meakins, Nathalia Escarlate, Leslie Saldias
ESO Library and Information Centre

library@eso.org / libchile@eso.org
1. **The Librarians & The Library**

2. **Access to Books, Journals, Information**

3. **Developments in Publishing**

4. **Telescope Bibliography (telbib)**
The Librarians & The Library
THE LIBRARY TEAM

Leslie Saldías
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-3153

Nathalia Escarlate
-6474

Silvia Meakins
-6775

Uta Grothkopf
-6280

Visit us in Building E
24/7 (librarians: 8:00-18:00)

library@eso.org

ESO Onboarding Presentation
THE LIBRARY

...as a meeting place for formal & informal meetings
Access to Books, Journals, Information
THE LIBRARY WEBPAGE

http://www.eso.org/libraries
Library and Information Centre

Upcoming events in the Library Garching

Tuesday, 10 Sep 2019
12:00
Lunch Talk
UVIT study of hot stars in old star clusters of our galaxy
Ram Sagar (Indian Institute of Astrophysics, Bangalore)

More info

How to use the ESO Libraries

ESO Libraries - your gateway to information (pdf)
The ESO Library catalog (pdf)
About the ESO Libraries
Introduction to ESO Libraries (slides)
Frequently Asked Questions (FAQ)

EO Information Repository

Starting in 2019, the Library will implement and administer an ESO-wide Information Repository, to enable controlled processes and practices for the creation, review, modification, issuance, distribution and accessibility of documents.

It will be accessible to ESO staff and authorized external users. We will keep you informed about its developments in the coming months.

Need help?

During the COVID-19 emergency, please use email to reach us.

Library Garching
library@eso.org
Uta Grothkopf, phone: +49 89 320 06-280
Silvia Meakins, phone: +49 89 320 06-775
Nathalia Escarlate, phone: +49 89 320 06-474

Library Santiago
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Leslie Saldias, phone: +56-2-483 3153

Information Repositories

Electronic journals / Open Access publishing
Electronic books
ESO Historical Documents
ESO Conference proceedings 2.0
ADS abstract service | arXiv.org
ORCID - an overview (01/2016)
Claiming ORCID papers through ADS - a step-by-step guide
Information resources and reference tools

Did you know...

...that we have institution-wide access to this resource?

SPIE eBooks
Library and Information Centre

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More info

News
1 July 2019: Study analysed publishing trends
A recent study analysed >120 million papers to examine how the academic publishing world has evolved over the last century. Although a special focus was on biology, some of the overall trends are also valid for astronomy...

Publications based on ESO Data
- Search: ESO Telescope Bibliography
- Cite: ESO data citation policy
- Analyze: Basic ESO publication statistics
- Understand: telbib Methodology
- Explore: More info, reports, statistics

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Library Santiago
libchile@eso.org
Leslie Sadlet, phone: +56-2-463 3153

Contact details
The ESO Library team is happy to help you with all information requests you may have.

Information on how to use the library can be found at https://www.eso.org/sci/libraries/about.html. The ESO Libraries homepage is located at https://www.eso.org/sci/libraries/

The catalog contains records of all library items, including electronic books and journals. For online resources, direct access is provided from within the catalog. Most e-journals can also be reached from our e-journals page. If you would like to consult specific books or articles which are currently not included in our holdings, please send us a note.

Borrowing library material is easy; just use the Self Checkout button next to the search field. Use your email address (without @eso.org) as user ID and password and enter the ID (barcode number on the back of the cover page of books, e.g., ML 1994 123456) of the item you want to borrow. We are not applying strict loan periods; you can lend items until another user needs them, provided you keep them in your office. Please do not take library items home or on trips.

The main features of the new catalog are summarized in a flyer.

In order to locate books in the libraries (currently only Library Garching), please refer to the floor plans below.

Features include
• links to e-resources
• floor plans and virtual shelves
• self-checkout
Books & Journals

- Mostly e-only
- Licenses for astronomy and other journals
- Full-text access from anywhere (ESO IP based; VPN possible)
- Please respect copyright: use for your research, do not share outside ESO
DEVELOPMENTS IN PUBLISHING
DEVELOPMENTS IN PUBLISHING

Manuscript preparation

Author ID

Publishing models

Article ID

Journal article

Traditional journal (subscription-based)

Open Access Journal

Other research output (e.g., ESO conf. proc.)

Digital Object Identifier (publisher-assigned)

ESO Onboarding Presentation
TELESCOPE
BIBLIOGRAPHY
(telbib)
ESO’s mission:

Provide state-of-the-art research facilities to conduct front-line science

How are we doing?
What is telbib?

- database of refereed papers that use ESO data
- built and curated by ESO Library
- telbib.eso.org

Purpose

- interconnect resources
  
  proposals - data – papers

- measure & evaluate ESO’s scientific output
  
  statistics, reports, visualizations
Features include:

- links to data in ESO Archive
- interactive viewgraphs
- export of results to .csv and .txt
Direct access to data

Instruments and Observing Programmes used:
- VIRCAM (VISTA / Paranal)
  - 179.A-2005 (access to raw data and data products), UltraVISTA survey
- XSHOOTER (VLT / Paranal)
  - 097.A-0043 (access to raw data)
Direct access to data
direct access to telbib
Please mention **ESO + programIDs** in your papers
CONTACTS

http://www.eso.org/libraries

library@eso.org / libchile@eso.org
ESO LIBRARY AND INFORMATION CENTER

PART 2:

ESO’s PDM - PRODUCT AND DOCUMENT MANAGEMENT SYSTEM

Katia Montironi & Nathalia Escarlate
Agenda

- What is the ESO PDM?
- Accessing the PDM
- Workspaces & PDM Areas
- Viewing Documents
- Searching Documents
- Before you get started
- Creating & Editing Documents
- PDM Support: PDM Team & PDM Assistants
- Other Engineering Documentation Tools at ESO
What is the ESO PDM system

- Product & Document Management (PDM)*
- ESO’s central electronic system for documentation
- Reliable, up-to-date, checked and formally approved documentation
- **Controlled** documents (organizational documents, projects, products)
- Also called: PDM, Kronodoc, BlueCielo Project Portal, ESO-wide Information Repository

* PDM formerly stood for Product and Data Management
Accessing the PDM

https://pdm.eso.org

Log in with AD credentials

Web-based, no VPN or client needed
Workspaces & Root Folders

Root Folders are high level folders that contain a detailed folder structure below. The arrow allows the user to select a specific root folder.
PDM Areas

Some root folders are read-only while others allow editing.
Go to a folder to view the documents contained in that folder.
Click on the file (pdf or other) to download it.
Click on the document title to view the metadata card

Accessibility to documents depends on the user’s access rights.
The Stored Search allows you to effectively find a document, provided you know certain metadata.
Before you start

Group Assignation

- Check your group assignation: by default users are assigned to their organisational unit
- For matrixed staff, please ask your supervisor to inform the PDM Team if you are working for ELT, PIP, TEC DEV, ENT, AIP and in which function

Important Documents & PDM Information

- **ESO Data Classification Policy** (latest released version)
- **Guide for the Implementation of the Data Classification Policy** (latest released version)
- **Workflow Diagram: Creation & Issuance of a Document**
- **ESO PDM User Manual**
- Root folder: **PDM General User Information**

Tools to support the editing functionalities

- Install the following tools (if needed, ask **IT Service Desk** for help)
  - **Template with macro**
  - **Instructions for installing word template and active fields**
- Check that you have the PDM Add-in for Word, Excel, Power Point for the Lock & Check Out functionality

Engage with the relevant PDM Assistant for support (especially for ELT)
# Creating and Editing Documents

## Document Preparation
- Go to the folder where you want to create your document
- Create a document by using the available templates
- Select the template according to the signatures that will appear on your cover page
- Fill in the metadata (doc title, doc type)
- Select the document lifecycle
- Select the relevance
- Change the document status to draft to allow other users to see your document
- Use the lock & check out functionality to edit your document

## Document Check
- To start the release process, send the document to the PDM Assistant who will quality check it and initiate the approval process

## Document Approval
- During the approval process, the document’s status will change (quality checked &gt; validated &gt; approved &gt; released)

## Document Release
- Once the released the pdf is created by the PDM Assistant and the document can be officially used

## Document Preparation > Draft > Q. Checked > Prepared > Validate123/Validated > Approved > Released

- Replaced/Superseded
- Obsolete
PDM Team

PDM Core Team

- Information Repository Manager
- Information Systems Specialist

Katia Montironi
Nathalia Escarlate

PDM Assistants

- Quality Check
- Project specific support
- Release
- Access Control
- Distribution
- Filing

PDM-Support@eso.org

User Licenses & Access Groups
Troubleshooting
System & Database Management
Trainings & Manuals
# PDM Assistants Directorates

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<th>DIRECTORATES</th>
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<tr>
<td><strong>ODG</strong></td>
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<tr>
<td>Priya Hein</td>
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<td><strong>DOA</strong></td>
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<td>Elke Rose</td>
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<td><strong>DOE</strong></td>
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<td>Mylène François</td>
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<td><strong>DOP</strong></td>
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<tr>
<td>Valérie Saint-Hilaire</td>
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<td>Jolanta Jaworska</td>
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<td><strong>DSC</strong></td>
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<tr>
<td>Svea Teupke</td>
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<tr>
<td>Silvia Cristiani</td>
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| **DOO**      |
| Andrea Acuna (maternity) |
| Maria-Ester Angel |
| Erika Rebolledo |
| **LPO**      |
| Ivanna Friedli |
| Sandy Strunk |

| **EASC**     |
| Amaya Paredes |
| Elena Zuffanelli |

| **DMO**      |
| Véronique Ziegler |
| Matheus Brito |

ESO Onboarding Presentation (PDM) [ESO-341795 v.4/ESO Internal Use]
PDM Assistants Programmes

**ELT**
- Amelie Gnatz (maternity)
- Judith Phillips
- Virginie Gil
  - ELT Programme Office
- Christine Bachmaier
  - PIP Programme Office

**PIP**
- Laura Ruiz-Zorrilla
  - PIP Programme Office
- Valérie Saint-Hilaire
  - TEC DEV Programme Office

**TEC DEV**
- Valérie Saint-Hilaire
  - TEC DEV Programme Office

**ENT**
- Amelie Gnatz (maternity)
  - ENT Programme Office
- Judith Phillips
  - ENT Programme Office
- Christine Bachmaier
  - AIP Programme Office

**AIP**
- Virginie Gil
  - AIP Programme Office
- Valérie Saint-Hilaire

ESO Onboarding Presentation (PDM) [ESO-341795 v.4/ESO Internal Use]
PDM Mailing Lists

- **PDM-Support@eso.org**
  - User licenses
  - Troubleshooting
  - General enquiries

- **EELT_PDM-Support@eso.org**
  - ELT documents
  - ENT documents
  - AIP documents

- **PIP_PDM_Support@eso.org**
  - PIP documents
<table>
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<th>Tool</th>
<th>Manager</th>
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<tr>
<td><strong>PDM</strong></td>
<td>Katia Montironi</td>
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<td>(documents)</td>
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<tr>
<td><strong>CAD VAULT</strong></td>
<td>Rob Ridings</td>
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<tr>
<td><strong>DOORS</strong></td>
<td>Dominik Schneller</td>
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<tr>
<td><strong>JIRA</strong></td>
<td>Michele Zamparelli</td>
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<td>(CREs)</td>
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Contacts

https://pdm.eso.org

PDM-Support@eso.org