

TO: IUE Guest Observers
FROM: Emily J. Gowing, IUE Data Management Supervisor
Subject: New IUE Data Product Shipping Procedure

Effective December 7, 1981, IUE data products will no longer be automatically shipped each Thursday as soon as they become available. All shipping will still be done on Thursdays, but in order to make the data more available to the Guest Observer while at the IUE Observatory or while using the IUE Regional Data Analysis Facility (RDAF) a new default procedure has been implemented which is designed to hold the data products at the IUE Data Management Center (DMC) for certain minimum periods of time before automatic shipping. The features of the new procedure are described below; note that the Guest Observer is always allowed to override these defaults and select an alternative shipping week by written request.

1. Products associated with the raw image (the raw Photowrite film and a copy of the observing script) will not be automatically shipped any sooner than 4 days after the date of acquisition. This means images acquired in any given week (Monday through Sunday) will not have their available raw products shipped until the Thursday of the following week.
2. Products associated with the processed image (GO tape, processed Photowrite film, CalComp plots) will similarly not be automatically shipped any sooner than 4 days after the date of processing. This means images processed in any given week (Monday through Sunday) will not have their available products shipped until the Thursday of the following week.
3. Exceptions to this default shipping procedure (e.g., to ship data on earlier or later Thursdays) will always be accommodated if requested in advance by the Guest Observer. Forms for such requests are available in the Guest Observer office, although any written request clearly specifying the program ID and the desired alternative shipping week will be accepted by:

IUE Data Management Supervisor
Code 685, Bldg. 21, Rm. G-69
Goddard Space Flight Center
Greenbelt, MD 20771

4. As before, Guest Observers are always welcome to sign out their data in person if they do not wish the DMC to ship it.