Center for Jewish History
Award reference number: 41100611
Illuminating Hidden Collections at the Center for Jewish History
Interim Report, February 2013 – Additional documentation

Attached Documents
- Center for Jewish History Archival Processing Manual
- List of Added/Replaced Collections

Web Links
- Center for Jewish History Work Report Form

- *Out of the Archives: From the Department of Lost Irony, 16th Street* blog, posted by Alyssa Carver

- *Philanthropy Among the Landsmanshaftn. 16th Street* blog, posted by Sarah Ponichtera

- Collection-related Wikipedia edits

  o Archivists expanded the content of and added sources to:
    http://en.wikipedia.org/wiki/Landsmanshaft

  o Newly created page:
    http://en.wikipedia.org/wiki/Emil_Schorsch

  o Added content, finding aid links, and authority control template to a number of English and German Wikipedia entries, for example:

    http://en.wikipedia.org/wiki/Steven_Schwarzschild
    http://de.wikipedia.org/wiki/Emil_Schorsch
    http://en.wikipedia.org/wiki/Leo_Baeck_Institute

CJH Processing Guide

Introduction

This guide to archival processing at the Center for Jewish History describes our common practice. It is not a prescriptive manual. The materials we process belong to the partner organizations. Their opinion is final, and close communication with the partners as we process is absolutely vital.

This guide is also not intended to serve as a general introduction to archival processing. Key references that provide an introduction include Kathleen Roe's *Arranging and Describing Archives and Manuscripts*, Gregory Hunter's *Developing and Maintaining Practical Archives*, James O'Toole and Richard Cox's *Understanding Archives and Manuscripts,* and DACS. These are available in the processing lab or with the CJH archivists at YIVO. For general terminology reference, see SAA's Glossary of Archival and Records Terminology: http://www.archivists.org/glossary/

The bulk of this guide pertains to processing AJHS, ASF and LBI collections (see also LBI's 2009 processing guide: http://digilab.cfjh.net/metadata/manual/templates/LBI-processing-guide-07-2009.doc), and to a lesser extent, YIVO collections. Much of YIVO processing is highly contingent on the individual collection and conversations with YIVO archivists. ASF processing has unique procedures regarding duplicates and the rehousing of material. YUM collections are not addressed in this guide.

The guide breaks down into the following ten sections:

1. Starting a Collection

Consult with partner archivist as to which collection from the pertinent grant's collections list she or he would like you to work on. Once the partner has made a decision, enter the collection information and start date of your work into the processing work log:

https://docs.google.com/spreadsheet/ccc?key=0AmFdXgcBJCfqdGRWOFhOb01lNEdtZUw1eG40ajN3U3c#gid=0

Examine the catalog record(s), any legacy finding aids and the partner's files on the collection (aka dossier, donor file, accession file, collection register, etc). Check the back-end of ALEPH to find suppressed records for unprocessed LBI and AJHS collections.

Conduct any background research you feel is necessary to get some context for the collection. In addition to consulting the partner library and archival resources and the genealogical resources in the Genealogy Institute, this research may also include:

● ProQuest Obituaries: http://obituaries.proquest.com/obitsweb/obits/do/home (access CJH's subscription by going to http://www.cjh.org/p/131 , clicking on the "Available On-Site Only" tab and then scrolling down to ProQuest Obituaries) or in the case of local personalities, the NY Times obituaries. UPDATE (11/9/12): If the previous method does not work, you can access all on-site databases by going to http://search.cjh.org/primo_library/libweb/action/search.do?vid=beta, clicking on "Find databases" in the top right corner, and searching or browsing to find your desired database.
● The *American Jewish Yearbook*, especially the Necrologies: http://www.ajcarchives.org/ajcarchive/DigitalArchive.aspx
● For biographical information on German Jews of the first and second post-war generations: http://www.calzareth.com/aufbau/search.html [NB As of August 2012 the German National Library has taken down its digitized versions of Aufbau]. Also, the AJR Journal (published by the UK-based Association for Jewish Refugees) dating back to the first edition in January 1946, is digitized and full-text searchable. http://www.ajr.org.uk/pdfjournals
● Searching www.archivegrid.org to find out if other institutions hold related materials or records by the same collection creators.
● Social Security Death Index: http://ssdi.rootsweb.ancestry.com/
● *YIVO Encyclopedia of Jews in Eastern Europe*: http://www.yivoencyclopedia.org/
● *Leksikon fun der Nayer Yidisher Literatur* (Biographical Dictionary of Modern Yiddish Literature)
● *Encyclopedia Judaica*: http://www.jewishencyclopedia.com [NB only the 1906 version is online, the second edition is in the reading room]
● Looking into how the collection has been cited (if it has been) via searches in journal

databases (CJH has access to JSTOR and others through the "Available On-Site Only" tab here: http://www.cjh.org/p/131), Google Scholar and Google Books.   This is especially important to consider if you are potentially rearranging a cited collection.

●   For help with any mysterious acronyms for Jewish organizations, check out Seymour Pomrenze's guide to Jewish organizations' acronyms, courtesy of Kevin. It can be found on the Center's wiki <http://tiki.cjh.org/tiki-download_file.php?fileId=243>

AJHS
In addition to the accession/donor files, consult the AJHS accession register (Tanya Elder has the latest version, and Rachel Miller has a copy of the register for all donations prior to June 2011) and check for any legacy paper finding aids which are not on-line in the blue binders between Tanya and the photocopier.

LBI
Search the backend of Aleph for the MARC record of the collection. Often the 5XX fields have information about previous processing, provenance, extent, addenda, and many other interesting and relevant pieces of information.

Legacy finding aids for older LBI collections (those with AR numbers lower than 25000), if they exist, may be found in boxes in the second row of the archival stacks (ask LBI) or in the old index card file (scanned and OCRed, found on the LBI shared drive at \DigiBaeck\card_catalog).

Hermann maintains a document called "Finding Aids Check Sheet" on the LBI shared drive at \Finding Aids\EAD_Finding Aids. Check to see if your collection is entered, and if not enter it.

YIVO
Legacy finding aids for YIVO collections can be found on the shelves behind the circulation desk in the reading room in binders or manuscript boxes. Back-ups of many of these finding aids, as well as some that are not in the reading room, can be found in the stacks off of the YIVO Archives room on 3S. Accession files are in the YIVO Archives office on the bookshelves between Gunnar Berg's and Leo Greenbaum's offices. Leo has the donor books in his office and he should be consulted before using them. When taking boxes from the YIVO stacks, fill out a YIVO removal notice and leave it on the shelf to indicate which boxes you have taken and where you have taken them, either to 3S or to the processing lab. A member of the YIVO Archives staff should be consulted before using any archival materials.

2. Survey and Arrangement Draft

The initial survey provides a basic overview of the collection. In your survey, note the type of records, prominent or frequent references to people, places, organizations (and administrative bodies therein) or topics, and the condition of records. The size and condition of the collection, as well as personal preference, will determine how long this may take, but estimate somewhere between a couple of hours and a couple of days. This survey is the beginning of an iterative process.

On the foundation of this rudimentary knowledge of the collection, a basic arrangement schema should emerge. Keeping in mind the archival principles of provenance and original order, sketch out the proposed arrangement to the series and subseries level. Use subgroups and sub-subseries sparingly.   The intellectual arrangement does not have to necessarily mirror the physical arrangement.

Once you feel comfortable with your survey and arrangement draft, approach your corresponding partner archivist to discuss your findings and settle on an initial arrangement. Most of us run the arrangement drafts past the partner for every collection before we proceed with arranging and describing. Until you have processed a few collections and developed a rapport with the partner archivist, you must talk to the partner before proceeding.

The collection's final arrangement might differ substantially from your preliminary one, but it helps to have an initial drafted framework to build on and work from. As you process, certain factors important to the arrangement -- such as new insights into provenance, into the relationships between a creator's professional roles or into the administrative structure of an organization -- will become more apparent and may cause you to refine or rethink your initial conclusions.

AJHS / ASF
If the collection already has a box list, has been used by researchers, and has been cited in publications, try not to physically shift the material and instead rely on intellectual arrangement if any rearrangement is necessary.

LBI
If the collection has been microfilmed, the materials may not be physically rearranged. Intellectual re-arrangement may be accomplished in the finding aid.
If a box list or prior finding aid exists, consult with LBI whether materials may be rearranged. Collections from LBI are often personal papers, where an original order may not exist. A very common series division for these sort of collection is personal and professional.
Try to preserve the original order as much as possible.

Keep in mind that every collection will be microfilmed and digitized. Try to make the arrangement convenient for a researcher accessing these surrogates.

YIVO
All arrangement is usually based on the former arrangements of archivists and is only adjusted via close consultation with YIVO archivists.

Institutional Records vs. Personal Papers

In the case of institutional records, determine the organizational structure as best you can, as that will inform your arrangement scheme. Often the institutional records manager, or secretary, will have created a filing arrangement already. Even if the containers are out of order, once you determine the filing arrangement you have an original order and thus a rough arrangement. An organizational structure can provide higher-level categories. When the collection is without a clear order, knowing the organization and, for example, researching minutes is vital to developing the arrangement. If the organization is still active, this is also important for processing future accruals; however keep in mind that organizations change over time and the current organizational schema might not represent how things were organized in the past and that how an organization was ordered in the past might not be how it will be organized in the future. Knowing the what, when, why, and how the organization has changed informs how you may organize these records. So remain nimble in your arrangement and be able to provide notes regarding changes.

Personal papers often arrive without an original order. In that case, consider whether the materials can be arranged by format (e.g., correspondence, vital records, photographs, etc), or by topic (Personal and Professional is a common division).

3. Processing

We are working on the collections very loosely following the philosophy of the basic processing approach, also known as the Greene-Meissner method or "More Product, Less Process" (MPLP) method (see the original paper that formally spawned this approach here: http://ahc.uwyo.edu/documents/faculty/greene/papers/Greene-Meissner.pdf). However, many of Greene and Meissner's recommendations apply best to 20th century institutional papers and do not always work with our collections.

As per our grant guidelines, each full-time archivist processes 2-3 linear feet per week and each part-time (20 hours/week) archivist processes at an average rate of 1-1.5 linear feet per week. We usually process at the folder-level. All partners have different processing standards and traditions. Therefore we tailor our basic processing to their specific needs, as well as to the individual collection.

As you process, take notes on significant finds which will be of potential use for your scope and content notes and historical/biographical notes later: names, places, dates, topics, languages in folders. Keep in mind that what may or may not be significant is subjective and this is where familiarity with the collections subject matter is essential; your preliminary research will help here.

This Processing section breaks down into the following:

- Software Tools
- Preservation
- Folders
- Folder Titles
- Dates
- Formats
- Deaccessioning and Weeding
- Separating Materials

Software Tools

Some archivists find it useful to work on the texts of their finding aids in Microsoft Word and to work on the folder lists in Excel. Some archivists who feel comfortable with manipulating tables in Word use those for the folder lists. Some archivists write everything straight into the XML editor.

Using Word for description, notes, and folder lists allows for one-stop searching and global replacements. Transferring folder lists that are in Word tables into Excel is also fairly easy.

Those archivists that choose to use Excel enjoy similar search and replacement features as well as the flexibility that spreadsheets offer. Some begin the process by creating a list of the folders found in the collection. Calling individual columns Box, Folder, Title, and Dates (fields required for the finding aid) makes this data easy to cut and paste into Oxygen in a single step. [NB YIVO does not always use box numbers, often only folder numbers that generally run through the collection.] See the Encoding section for Excel-to-XML crosswalk instructions. Other columns might include optional fields for processing, such as one for notes, preservation, etc.

Excel Tricks

You can easily create a consecutive list (for example, of folder numbers) by using the Fill command, selecting the first of a series of cells and then just using the mouse to create a box of the desired size to be filled. The Fill command can also replicate the same information (text or numeric) throughout a row or column, eliminating the need to type the same thing repeatedly.

Allow the collection and your personal preference to guide your choice of software tools.

Preservation

Perform the following preservation measures while processing. Try not to return to materials later to perform any of the below, but do it as you actually handle the materials after your initial survey.

If there are items that require more preservation work than we are equipped to provide, or even need help from a conservator, notify the partner either during processing or at the end of processing. Once CJH has a conservator in the Conservation Lab, we will likely be working more closely with that individual.

Foldering and Boxing

Don't understuff boxes, as over time this leads to warping and curling of documents. Folders should fit snugly and there should be no visible space remaining in the boxes; if there is any space, use an acid-free buffer or spacer to fill the rest of the space. Likewise don't overstuff boxes -- it should not be a struggle to remove a folder from the box.

Fill folders fairly liberally.

AJHS / ASF
Refolder and rehouse material in new folders and manuscript boxes. Do not use banker's boxes

LBI
Use your judgement. Lean toward refoldering and rehousing material in new folders and boxes.

YIVO
Generally, do not refolder or rebox unless the collection is quite small and you are requested to do so.

Removal of Binders, Fasteners and Envelopes

As a rule do not remove existing staples or clips if they do not appear to be damaging the material. Ideally, remove binders or any other covering, covers on reports, large metal fasteners, plastic sleeves, cardboard folders or boxes, and any other non-paper material. These items contain substances that are of unknown stability and can harm surrounding materials. If there is pertinent information, consider photocopying it to acid-free paper or transferring the information to the folder title or finding aid.

Use plasti-clips as sparingly as possible. Consider interleaving acid-free paper to maintain desired groupings or folding over a piece of acid-free paper to hold materials.

Discard 20th-century envelopes, unless they contain date or address information that is not available elsewhere. Use your judgment.

Unfolding Documents in Folders

Consider flattening or unfolding documents if the material requires it, from a preservation perspective, and if time allows; in the case of LBI especially this will help the digitizing or microfilming process. Use your judgment.

Mold

Mold is an occupational hazard for the archivist. Use your judgment -- if something looks or smells weird, immediately stop and think before doing anything.

Michael Simonson of LBI is currently the resident mold expert. When in doubt, show the item to him. Once CJH has a Conservator she or he will be our go-to on this. Inform the partner of the issue.

Options: photocopying, discarding if duplicates exist, treatment.

Folders

Partners might require specific placements for stamps, collection titles, identification numbers, and styles of formatting.

AJHS / ASF
Top left: collection title and collection number
Top center: title of the folder and dates, also place folder grouping indicators such as (1 of 2) or (3 of 5) etc. here
Top right: folder/box stamp in the top right
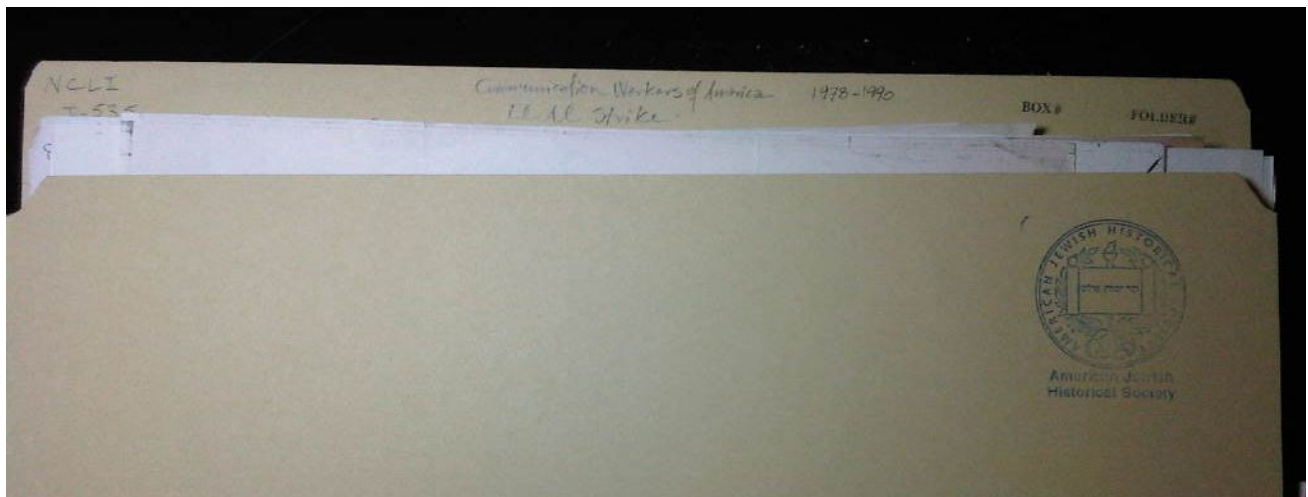Front flap, upper right: AJHS logo stamp (ASF does not have an organizational stamp)

Example:
Isidore Meyer Papers P-905   Bradford, William (1 of 2) 1945-1975   Box: 9 Folder: 3

LBI

Top left: AR number, Box and folder number
Top center: Folder title, Date
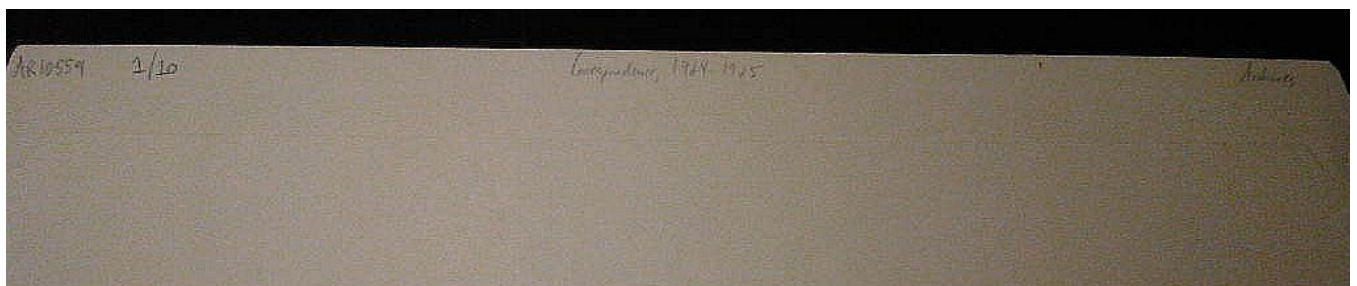Top right: Location

Example:
AR 25471   1/14   Family records, Undated, 1982-1989   Archives

Folder Titles

When titling folders try to stay as close to the creator's folder title (if there is a folder title, of course) as possible.

When titling folders by name, stick to the iteration of organization, place or family name that occurs on the majority of documents in the folder – if there is a majority.   Or in the case of organizations, you can go with the name used on the most recent documents in the folders. Folder titles do not need to jive with any name authorities.

If your folder titles are based on place names, you might refer to the names as they appear in LC, http://www.columbiagazetteer.org/main/Home.page, or at YIVO, *Where Once We Walked* or JewishGen Communities Database http://www.jewishgen.org/communities/Search.asp. If places are known by several names, you can indicate that in parentheses, for example, L'viv (Lwow, Lemberg)

On the folder itself abbreviations will often be necessary, but as much as is possible, don't use abbreviations in the folder titles in your finding aid.

If you are unsure of folder titles early on in processing, you can hold off on writing titles onto the folders themselves, and instead document the exact wording of old folders or draft up new possibilities in your Excel/Word folder lists – and only return to write the folder titles when they are certain.

Dates

Determine the date range for every folder. Do not spend time arranging items chronologically within folders. (For very small LBI collections, you might consider arranging items chronologically within folders if it does not require much effort, because this helps identify duplicates.) When arranging chronologically within a folder list, do so by start date of the folder.

For converting Hebrew years to Gregorian years use this: http://www.hebcal.com/converter/

Undated

Use "undated" instead of n.d. If possible, use "undated" sparingly. If the undated contents of the folder very likely fall within the date range of the dated materials, we often don't make note of the

presence of undated materials.   Also, we're more apt to use "undated" when there are a whole bunch of undated materials in the folder, not when there are just one or two items that are undated. If there are undated materials in a folder, according to DACS, undated should come before the known date range for a folder, series, etc., so the folder would read, "Correspondence, undated, 1945-1957"

Date Ranges

When determining date ranges, we don't usually list individual years if there is only a short gap. For example, a folder with documents from 1982, 1985, 1987, and 1988 would be described as 1982-1988.

When it's only possible to estimate the year(s), DACS is pretty flexible on this, so defer to partner practice for representing date estimates and stay consistent within your own finding aid. For an approximate range, you can use, for example, 1960s. When you have a sense of a more precise range, some of us use [1961-1964], the brackets indicating the uncertainty. When it's likely but not absolutely certain that there's a precise date, you can use [1961] or circa 1961.

Dating Reproductions

The dating of reproductions is an issue we're pretty evenly split on. Some believe we should date based on the date of information creation (DACS agrees -- see the intro to DACS section 2.4); others believe we should date based on when the item itself was created (and potentially also annotated, enhanced, etc.). Whichever way you choose to go, explain in the relevant scope and content notes that either the materials dated 1793, for example, are photocopies of 1793 materials and not the originals, or explain that though the materials are dated in the 1980s, they are actually photocopies of materials from 1793.

Formats

Audio Cassettes, Film Reels, Video and CDs

AJHS / ASF
These materials stay with the collection, in either standard folders or in appropriately sized boxes or cases. Consider creating an audiovisual series if there are tapes, film, videos or CDs in the collection. In some cases, tapes are rehoused into new cases if AJHS has the supplies. ASF supplies need to be purchased.

LBI
Remove tapes and tape cases, film, video, CDs to the LBI AV collection.

Printed Materials

In deciding whether or not printed materials should remain in a collection, consider whether or not the collection creator authored the materials, if there are annotations, and relevant to the subjects covered in the collection. When deaccessioning printed materials, we often offer them to partner libraries.

AJHS
Books are kept in the collection if they were authored by the collection creator or they have been annotated by the creator or contacts of the creator. Consult with Tanya. Newspaper clippings and other printed materials relevant to American Jewish history are often kept in the collection, but use your judgement.

ASF
Contact Randy Belinfante to discuss the handling of books found in a collection. Newspaper clippings and other printed materials are usually kept in the collection.

LBI
LBI has specific directions for printed material. Check the LBI processing guide for specific directions, but the rules are generally as follows.
Books: Copy any handwriting, dedication, or genealogical information; record title in removed books list; and provide item to LBI Library (if of German-Jewish interest, otherwise discard).
Periodicals: Copy article(s) by the collection's creator, or with annotations, or, if it is clear from context, any relevant articles. If a German-Jewish publication, check with library, otherwise discard.
Off-prints: By author, dedicated to author, or with extensive annotations -- keep in collection. Discard other off-prints.
Newspaper clippings: Keep in collection. Only photocopy if they will not survive until microfilming/digitization.

YIVO
Contact a member of the YIVO Archives staff to discuss the handling of books found in a collection. Keep newspaper clippings and other printed materials in the collection.

Floppy Discs and Hard Drives

No hard and fast partner policies for these yet. Consult with partner.

Oversized Materials

If already separate from other materials, oversized items can perhaps be represented as one series -- or they can be physically separated into appropriate housing, but intellectually incorporated into their relevant series. Not all oversized materials warrant unfolding and/or

rehousing -- use your judgment or ask the partner if you are uncertain.

Both AJHS and LBI house OS materials in shared boxes when there are just a few OS items from a collection, so be aware of this and consult with the partner before numbering, labeling, or titling OS folders. See "Writing the Finding Aid" for AJHS's practices on describing oversized material.

Photographs and Negatives

Photographs are ideally housed individually, described at the item level, and kept away from other items (they are complex and unstable physical artifacts, and the degradation can harm other materials). However, the ideal is not always possible. Let the collection guide your choices. Consider how many photographs there are; how important they are to the collection and how interesting their visual content; and what format they are in. Photographs remaining in collections should probably be removed from frames, binders, albums, or any housing made of material unsuitable for archives. Consult with partners first.

For general format identification, guidance on housing, and any other archival photograph questions, see Ritzenthaler and Vogt-O'Connor, Photographs: Archival Care and Management (copy in the archival processing lab). The Graphics Atlas website <http://www.graphicsatlas.org/> and Reilly, Care and Identification of 19th-Century Photographs (held by the partners and in the processing lab) are also useful.

As much as possible, negatives should be rehoused.

AJHS
AJHS has a separate Photo Collection. If your collection has a Photographs series, consider physically placing the box or folders of photos in the AJHS Photo Collection. Discuss with Tanya. However, if there are stray photos in folders, do not separate them from their folder, but consider noting "(includes photographs)" in the folder title. You can also consult with Heather Halliday, AJHS photo archivist, with questions Tanya may not be able to address.

ASF
Photographs and other images in ASF collections are placed in a separate series within the collection. If you are not using photograph sleeves, interleave the images with buffer paper.

LBI
In the past, LBI removed photographs and placed them in the Photograph Collection. This is no longer done, but if you are reprocessing an old collection, check Digitool (the photo collection was digitized in its entirety).

YIVO
Photos are often placed together in folders or, if there are a great number or any are framed, in

separate boxes within the collection. Individual photographs are left in their folders and folded in acid-free paper. Consider noting the presence of photos in a folder scope note.

Scrapbooks

Consult with fellow archivists and partner archivists.

Deaccessioning and Weeding

Run candidates for deaccession past the partner for approval. When deaccessions are substantial we note them either in "Separated Materials" field (example: http://findingaids.cjh.org/?pID=1330418#a7) or as an Appendix (example: http://findingaids.cjh.org/?pID=611930#app) in the finding aid.

Northern Michigan University has some helpful guidelines for what to consider weeding from institutional collections: http://www.nmu.edu/archives/node/121

When weeding duplicates:

AJHS / ASF
Retain at most three copies of documents.

LBI
Every LBI collection will ultimately be microfilmed and digitized! Therefore, no more than one copy of an item should be kept in the collection. Duplicates should be discarded.

YIVO
Keep everything. Usually there are no duplicates anyway.

Separating Materials

When separating materials based on provenance, consult closely with partner. When considering separating materials based on format, consult the Formats section.

AJHS
Separation sheet, AJHS Museum collection, AJHS Photography Collection, books

ASF
Consult Randy Belinfante to discuss the handling of separated material.

LBI

Artworks and physical objects are removed and provided to Renata, who runs the LBI Art and Objects department.

Books and periodicals that relate to German-Jewish history are provided to Albina of the LBI Library. For periodicals, see rules about clippings (above).

Memoirs are removed to the Memoir collection. Check with Hermann.

AV materials are removed to the AV collection. Check with Hermann.

All separated items are noted in Separated Materials.

YIVO

YIVO generally does not separate materials from a collection. If it does, that will be noted in the accession file, and should be mentioned in the Separated Materials field of the finding aid.

4. Writing the finding aid

Our finding aids are structured and written in accordance with both the preferences of the partners and DACS (http://www.archivists.org/governance/standards/dacs.asp), which we have a print copy of in the processing lab in the basement.

Look at relevant partner's finding aids to get a sense of their individual preferences (http://www.cjh.org/p/93).

Examples include: LBI London Collection (http://findingaids.cjh.org/?pID=481675), Emery I. Gondor (1896-1977) Collection (http://findingaids.cjh.org/?pID=1369065)

OTHER EXAMPLES HERE ^ ?

This section breaks down into the following:

- Descriptive Summary
- Biographical/Historical Note
- Collection-level Scope and Content Note
- Arrangement

- Related Material
- Separated Material
- Access Points
- Container List

Descriptive Summary

Creator: [the individual or organization who created the collection, in authority format]

Title: [collection title]

Dates: xxxx-xxxx

Dates: bulk xxxx-xxxx [use bulk dates only if there's a meaningful difference between when most of the materials in the collection were created and the inclusive dates]

Abstract: [try to keep this to 3-4 sentences that do the following: briefly define the creator's roles or functions, summarize the topics that crop up, and list formats]

Languages: [list all languages that appear – if you'd like to emphasize the primacy of certain languages over others, you could write something like, "This collection is in German and English, with a few items in x, y and z."]

Quantity: x linear feet (x manuscript boxes, x half-manuscript boxes, x oversized folders) [see upcoming section on "Linear Footage Calculation"; also see upcoming section on "Oversized Materials"]

Identification: [collection number]

Biographical/Historical Note

Try to concentrate on the biographical or historical information that is supported by the materials found in the collection. For instance, if an individual won a Nobel Prize but there are few documents in the collection dealing with this fact, one should not dwell on the subject for too long.

For confirming otherwise uncertain birth/death dates of collection creators or family members who may have had SSNs, the Social Security Death Index can be helpful: http://ssdi.rootsweb.ancestry.com/

Also helpful is http://www.ancestrylibrary.com/default.aspx and http://obituaries.proquest.com/obitsweb/obits/do/home (access CJH's subscriptions to these resources by entering into them here: http://www.cjh.org/p/131). For German-Jews, the Aufbau index is invaluable <http://www.calzareth.com/aufbau/search.html> .

When biographical information is scant for collections, consider contacting the creator/donor if still living for biographical details.

You may include footnotes or references for Historical/Biographical Note in order to refer to specific folders in the collection you consulted or to outside sources. Use when it seems necessary.

Collection-level Scope and Content Notes

Provide a broad view of the collection here. List the topics, formats and individuals most represented. Leave smaller details for the series-level scope and content notes.

You can also note the following: important provenance information that assists in understanding the contents of the collection; how certain topics cut across various series; important gaps, things that a researcher might expect to find in the collection, but won't; small summaries of the individual series….

Try not to repeat information that you cover elsewhere.

…

Rachel Miller generated a little Archivist's Thesaurus in Google Docs that may be of interest when composing scope and content notes, if you ever find yourself struggling to make the language a little more varied. New content is always welcome: https://docs.google.com/spreadsheet/ccc?key=0AmFdXgcBJCfqdGRSQXNWb2M3NlRwQWlmWENuWEZtVnc&hl=en_US#gid=0

Arrangement

At the top of your arrangement outline, you can note why the series are arranged as they are – for reasons of provenance, previous processing, or of placing professional before personal, etc.

Related Material

Usually we focus on related archival collections belonging to the partners. We also look especially at the American Jewish Archives and other Jewish archives holdings. Any collection strongly related by provenance to the creator should definitely be listed here – for example, if AJHS holds half of one individual's collection and NYU holds the other half, note NYU's collection. The New School records were removed to SUNY Albany many years ago (long story), and as many German-Jews taught there, often contains related material: "The German and Jewish

Intellectual Emigre Collection" <http://library.albany.edu/speccoll/emigre.htm> . Link out to the finding aids or catalog records for these related collections if possible.

To link to a related finding aid at the center in your EAD finding aid, use the address from the work log (http://digital.cjh.org/webclient/DeliveryManager?pid=) plus the desired collection's pid after the = sign.

Separated Material

When separating materials based on provenance, mention this in the finding aid. However, if some errant box ended up on the shelf amidst the collection and it was a mere error of placement, don't note this here.

Acquisition Information

Note from whom and when the repository acquired the materials and the custodial history before that, if known.

LBI
LBI's stylesheet suppresses this information from public view.

Processing Information

If you like, note any important information about your processing of the collection, and also about the history of the processing of this particular collection. This is a matter of personal preference, but consider describing what your "archival intervention," so that future researchers and archivists understand what you did and why. For example, if reprocessing a previously processed collection, explain what changes were made and why.

Access Points

We assign access points in five categories: Individuals, Organizations, Subjects, Places, and Document types. These access points will serve as the subject headings in the MARC record.

Try to use access points with authority file numbers. Local headings are fine, but use sparingly if possible.

If possible, limit the number of access points for each type of access point to a handful. Too many access points may not be useful to a researcher.

Search around the CJH catalog to see what kind of subject headings have been assigned to related books or other materials.

LBI
MARC records exist for every collection. See if the initially assigned subjects fit. However, be aware that these MARC records were often created after a very brief survey, so the subjects may be incorrect or incomplete.
Very common subject headings include:
      United States -- Emigration and immigration -- 1933-1945
      Restitution and indemnification claims (1933-)

AJHS
If a MARC record already exists for the collection, consider using some of the assigned subjects.

Individuals

For organization names, use the Library of Congress Name Authorities (LCNAF): http://authorities.loc.gov/ or http://id.loc.gov/

An alternative international source for names: http://viaf.org/

Only add access points for those individuals with the most representation in the collection – first and foremost the creator. We tend not to add access points for well-known figures who only have a few letters in the collection (instead you can call attention to the presence of such letters either by devoting a folder title to the individual or mentioning her/him in the scope and content notes).

Organizations

Use the Library of Congress Name Authorities (LCNAF): http://authorities.loc.gov/ or http://id.loc.gov/

Subjects

Use Library of Congress Subject Headings (LCSH): http://authorities.loc.gov/ or http://id.loc.gov/

Places

Use Library of Congress Name Authorities (LCNAF): http://authorities.loc.gov/

YIVO

[Also use *Where Once We Walked* if a place important to the collection does not have a LCNAF]

Document types

Use the Getty Art and Architecture Thesaurus (AAT):
http://www.getty.edu/research/tools/vocabularies/aat/index.html

The ANTC's Authorities Subcommittee is now building a genre-form authorities list for use across partners, which we will look to in the future. Their current work is visible here:
http://tiki.cjh.org/tiki-index.php?page=Authorities

Container List

Folder Titles

Most of us do not use italics in our folder titles to delineate publication titles or the like, and DACS prescribes not using italics. However, in an ideal world, AJHS would prefer the use of italics for publication titles -- whether or not you do this is up to your discretion.

Dates

For more on dates at the folder level, see "Folder Treatment and Description" in the Processing section.

Translating and Transliterating

YIVO
YIVO collections often have materials in multiple languages, so consultation with YIVO staff for specific questions and any idiosyncratic issues is strongly recommended. For Yiddish and Hebrew individuals' and organizations' names, place names and publication titles, use the spelling found in the folder or the most common transliteration for well-known people and organizations. If there is no transliteration for personal names within the folder, use the index in the *Guide to the YIVO Archives*. If the name is not found in the *Guide*, use YIVO transliteration standards, which can be found in the Weinreich dictionary. Use the Library of Congress entries for access points only, not for folder titles or notes. For non-Yiddish organizations' names, place names and publication titles, translate and transliterate, if necessary, putting the translation in parentheses. For place names, use the current spelling followed by the standard Yiddish spelling in parentheses. For example, Brzesc (Brisk) or Lviv (Lwow, Lemberg).

A majority of LBI's material is in German. For important organizations and titles in the descriptive text, consider providing the German in italics, followed by the English translations in parentheses. Whatever you do, be consistent.

Linear Footage Calculations

For AJHS and LBI a manuscript box counts as 0.5 linear feet and a half-manuscript box counts as 0.25 linear feet.

AJHS / ASF
For oddly shaped boxes, consult the below table:

Length of Box	Code used in Collection Lists	Linear Feet
3.5 inches	PB (publications)	.27 lin.ft.
4.5 inches	LS (Lantern Slide)	.4 lin.ft.
5.5 inches	SB1	.5 lin.ft.
6.75 inches	Card File	.6 lin.ft.
8.25 inches	SB2	.7 lin ft.
9.5 inches	SB3	.8 lin ft.
11.5 inches	OS4	1 lin.ft.
16 inches	OS5	1.3 lin.ft.
17.5 inches	OS3	1.5 lin.ft.
20.5 inches	OS1	1.7 lin.ft.
24.5 inches	OS2	2 lin.ft.
31.5 inches	OS6	2.6 lin.ft.

13.5 inches	OS7	1.1 lin.ft.

YIVO

YIVO calculates in precise feet and inches. Manuscript boxes are 5 inches, half-manuscript boxes are 2.5 inches, and flat boxes are 3 inches.

Oversized Materials

Note the presence of oversized material in the descriptive summary under extent.   Also note it in the relevant series and box/folder list.

AJHS

AJHS uses the following codes for OS materials:

OS1
OS2
OS1F
OS2F
MAP-1

OS1 and OS2 refers to a boxes; OS1F and OS2F refer to folders. See the table in the "Linear Footage Calculations" section above for sizes of these items. MAP-1 is usually only a folder, so no need to make a distinction between folder or box. OS1 and OS2 stay on the 5th floor. MAP-1 files are huge and go into the Map drawers on the 9th floor.

When there is only a small amount of oversized material which will be going into AJHS's shared oversized boxes, in the container list column normally used for box write OS1F or OS2F, which will indicate to AJHS that the material is in the shared folders. Each OS folder gets a number, 1 of 1, 1 of 2, 2 of 3, etc. on its label.   In the container list column normally used for folder, write 1, 2, etc. – whatever the number of the folder is.

If you have enough oversized material to warrant an entire box, then number the box within the range of all your boxes (so if it's the last box of your collection, call it 29 of 29, for example), and indicate that a box is oversized in its relevant series.

Barcode and label the folder with the collection title, collection dates, collection number and the material type is noted as OS1F - Shared.

http://findingaids.cjh.org/?pID=546184

LBI

LBI places OS folders from multiple collections in a single box, until the box is full. When done processing, check with LBI (Hermann) to determine the current OS box number.

5. Encoding

Information about EAD encoding can be found in the Center's EAD manual, available at
http://ead.cjh.org/ . The following password and username are required to access this manual:
eadcjh / eadcjh01. However, the EAD Manual was created in 2005 and is not maintained
anymore by CJH staff. While recommendations for EAD encoding are still valid, workflow-related
recommendations are outdated since they relate to an NHPRC-funded project that was
completed five years ago. The EAD Subcommittee is currently working on transferring and
revising this content to and for the wiki. This processing guide will likely link out to that
information in the future. Therefore the below documentation is not thorough, but addresses a
few issues specific to our workflow.

oXygen

Currently we encode using oXygen XML Editor, a guide to which can be found here:
http://www.archivists.org/saagroups/ead/tools_and_helper_files/oxygen/OxygenInstructions_MH
S.doc

Configuring the Transformation Scenario in oXygen

Click on "Configure transformation scenario" icon. To add a new scenario click on "edit" and fill
in the following under the XSLT tab:

Name: [any name you wish to use. for example: AJHS_EAD2HTML]
XML URL: ${currentFileURL}
XSL URL: http://ead.cjh.org/xslt/ajhs2010.xsl [or replace "ajhs" with other partner acronyms]
Don't use stylesheet declaration
Transformer: Saxon 6.5.5

Under the FO Processor tab, nothing should be checked off.

Under the Output tab:

Save as: ${cfn}.html
Check open in browser and save file

oXygen tricks

Ctrl-shift-P – to transform long XML text into more readable paragraphs

Stylesheets (aka XSLT or XSL)

The partners each have their own stylesheets for the upper portion of their finding aids, which are viewable here:

http://ead.cjh.org/xslt/ajhs2010.xsl
http://ead.cjh.org/xslt/lbi2010.xsl
http://ead.cjh.org/xslt/yivo2010.xsl
http://ead.cjh.org/xslt/asf2010.xsl
http://ead.cjh.org/xslt/yum2010.xsl

The partners all share one stylesheet for the container list of the finding aids, which is viewable here:

http://ead.cjh.org/xslt/containerlist_2010.xsl

EAD Templates

AJHS

Y: > z-archived folders > Daily Backups > Administrative > EAD > AJHStemplate

LBI

Y: > z-archived folders > Daily Backups > Administrative > EAD > LBItemplate

YIVO

Y: > z-archived folders > Daily Backups > Administrative > EAD > YIVOtemplate

When encoders use ampersand (&) or lesser than and greater than signs (<, >), these characters have to be written in their HTML equivalents: '&**Special Characters**
' (&), '<' (<), and '>' (>). Otherwise the XML file won't validate.

You can cut and paste any language character directly into your XML, and it will appear correctly in the HTML.

YIVO

There are two major particularities when encoding for YIVO. Some of YIVO's collections are paginated, and many of YIVO's legacy finding aids will require that you extract a folder title and

relegate the rest of the information to folder-level scope and content notes.

An example of the code for pagination, as well as the code for YIVO's folder-level scope and content notes is below:

```
<c02 level="file">
<did>
<container type="folder">913</container>
<container type="item" label="Page">72725-72927</container>
<unittitle><emph render="bold">Collection inventories</emph></unittitle>
<unitdate>1930              </unitdate>
</did>
<scopecontent>
<p> drafts by E. Tcherikover, Borodiansky and Rapaport, Yiddish<lb/> Reel 73</p>
</scopecontent>
</c02>
```

You can see how this displays in the Simon Dubnow Papers finding aid:

http://findingaids.cjh.org/?pID=1413626#serI

The EAD code that is output by the program Archon does not fit with the stylesheets used by the Center. Any EAD from Archon needs the following changes made.

- This text needs to be removed from the header section:
xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.loc.gov/ead/ http://www.loc.gov/ead/ead.xsd"

- The publication statement should be formatted as follows:
<publicationstmt> <address> <addressline>YIVO Institute for Jewish Research</addressline>
<addressline>Center for Jewish History</addressline> <addressline>15 West 16th
Street</addressline> <addressline>New York, NY 10011<lb/></addressline>
<addressline>Phone: (212) 246-6080</addressline> <addressline>Fax: (212)
292-1892</addressline> <addressline>Email: <emph> <extref
href="mailto:archives@yivo.cjh.org">archives@yivo.cjh.org</extref></emph> </addressline>
<addressline>URL: <emph> <extref
href="http://www.yivoinstitute.org">http://www.yivoinstitute.org</extref></emph></addressline>
</address> <p> <date encodinganalog="260$c" type="publication">©2008</date> YIVO Institute
for Jewish Research. All rights reserved.</p> <publisher encodinganalog="260$b">Center for
Jewish History, Publisher.</publisher> </publicationstmt>

LBI

The Acquisition Information field is suppressed in the public display of the finding aid. There is no need to put this into the EAD, as the information is maintained in the ALEPH record and in a separate donor database.

AJHS

The AJHS stylesheet has boilerplate text for the Access Restrictions field which will override any differing text you might incorporate into this field. To override the boilerplate, use altrender="alt_note" in the opening <accessrestrict> tag.

See below example code from the Goldie Milgram Papers:
http://findingaids.cjh.org/?pID=552551#a14

```
 <accessrestrict id="a14" encodinganalog="506$a" altrender="alt_note">
        <head>Access Restrictions</head>
        <p>The collection is open to all researchers by permission of the Director of Library and
Archives of the American Jewish Historical Society.  Personal correspondence, writings and
journals and academic work not completed by Rabbi Milgram have been restricted until 2050.
This includes certain material on the external hard drive.  Permission to quote from the collection
must be obtained from the originating source.</p>
        </accessrestrict>
```

Sections

In the interest of avoiding sub-subseries or subseries that feel like overkill or when you would like to cut out folder information that is repetitive, use sections. Sections can often simplify both the presentation and the work. See an example of sections here:

http://findingaids.cjh.org/?pID=365445#serIV

Below is one example of the code. Sections can occur at any component level (c01, c02, c03, etc.) -- you just have to define that component level as "otherlevel" and then define otherlevel as "section."

```
<c02 level="otherlevel" otherlevel="section">
        <did>
        <unittitle><emph render="bold">Binders</emph></unittitle>
        </did>
        </c02>
```

Adding an Image to the Finding Aid

If Partners would like to add an image from the collection to the Biographical/Historical Note of the finding aid, first the master image must already be ingested into DigiTool.

We must then resize the master image, thereby creating a thumbnail image. Because of the specific width and margin values for the Biographical/Historical Note image in the CSS stylesheet, a thumbnail must always be at least 150 pixels wide. Otherwise, it won't entirely fill the block set aside for the image. There will be a gap on the right side between the image and gray border. There is no such limitation on the height.

Download the TIFF from DigiTool to the local drive, following the existing directions here. Using Irfanview, edit the TIFF down to 150 pixels wide (Image > Resize/resample > Width = 150 pixels). Save the file as a JPEG. Place this JPEG in a shared folder that is accessible to the Center's application server (also known as Remote Desktop, tsweb or CFJH11). Log in to DigiTool and connect to the appropriate Partner. Click on "Object" > "Insert New Object" and follow the below directions, adapted from the directions for adding a new object.

Fill in the following fields in the new window that opens:

Label: [some basic description of the item in hand]
Note: [note to yourself if necessary]
Usage type: thumbnail
Entity type: image
Partitions ABC: [leave blank]
Status: default
Preservation level: default

Click "Create." Note the newly created PID number. Go to the Stream Ref tab and attach the 150-pixel JPEG. Next, go to the record of the original TIFF. Once in the record of the original TIFF, click on the "Last accessed" panel. There, right-click on the PID of the 150-pixel JPEG and click "move to current objects manifestation group."

Now you can embed the image in the <head> of the <bioghist> field, as depicted in the below sample code. Following HREF, enter the permanent URL which includes the new PID, and using the attributes ALTRENDER and TITLE, insert an image caption. This caption will also appear in case the image is at any point is unavailable.

<bioghist encodinganalog="545bb\\$a" id="a2">

<head>Biographical Note<extptr actuate="onload" altrender="Portrait of Max Markreich (1881-1962)" href="http://digital.cjh.org/webclient/DeliveryManager?pid=1165372" show="embed" title="Portrait of Max Markreich (1881-1962)"/></head>

<p>...</p>

</bioghist>

Transferring the Folder List from Excel to oXgyen

Yakov created the below Excel-to-XML crosswalk, which saves time for those of us who generate folder lists in Excel. Insert blank columns around your box, folder, title and date columns, and populate them with the level-appropriate codes. Series by series and subseries by subseries cut and paste your spreadsheet into the corresponding places in the XML file.

			Box			Folder				Folder Title			Dates	
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	1	</container>	<unittitle>	Bullfighter fro	</unittitle>	<unitdate>	1952	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	2	</container>	<unittitle>	Film Proposal t	</unittitle>	<unitdate>	2001	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	3	</container>	<unittitle>	Newspaper Cl	</unittitle>	<unitdate>	1929, 195	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	4	</container>	<unittitle>	Photographs	</unittitle>	<unitdate>	undated, 1	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	5	</container>	<unittitle>	Photographs	</unittitle>	<unitdate>	undated, 1	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	6	</container>	<unittitle>	Photographs --	</unittitle>	<unitdate>	1932	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	7	</container>	<unittitle>	Photographs --	</unittitle>	<unitdate>	1976	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	8	</container>	<unittitle>	Photographs --	</unittitle>	<unitdate>	1926	</unitd
<c02 level="file">	<did>	<container type="box">	1	</container>	<container type="folder">	9	</container>	<unittitle>	Photographs --	</unittitle>	<unitdate>	1936	</unitd

The PASCL Hidden Collections project created an Excel file that automatically generates EAD. It might worth checking out: <http://tiki.cjh.org/tiki-download_file.php?fileId=244>

Linking to related finding aids in the center

To link to a related finding aid at the center in your EAD finding aid, use the address from the work log (http://digital.cjh.org/webclient/DeliveryManager?pid=) plus the desired collection's pid after the = sign.

6. Partner Approval

When you have completed your final draft of the finding aid, send the finding aid to your partner contact for her/his approval. Incorporate any suggested changes that seem appropriate. Grammatical, spelling and stylistic changes are up to the individual processing archivist and the partner archivist.

AJHS
Send the HTML to Tanya and Susan Malbin.

ASF
Send the HTML to Randy Belinfante.

LBI

Place a Word file of the final finding aid in the 1st proofs folder in the shared drive (\Finding Aids\EAD_Finding Aids\1_First proof) and email Hermann to let him know it is there. When he has reviewed it, he will place it, with comments if any, in the 2nd proofs folder and let you know. When the finding aid is done, in addition to all the steps outlined below, place a copy in the Done folder (\Finding Aids\EAD_Finding Aids\Final_version\Done). Also, print a hard-copy and place it in front of the first folder in the first box. This saves Michael and Ryan time when preparing the collection for digitization/microfilming.

YIVO
Send the HTML file to Fruma. Send a Word file to Marek Web.

7. EAD Ingest and Records Creation

Ingesting the EAD File to DigiTool

Within Oxygen XML Editor, save your EAD file in your own folder on the shared Y: (findingaids) drive.

Connect to the Center's application server, known as RD Web or the Remote Desktop by going to https://rdweb.cfjh.net/RDWeb/Pages/en-US/login.aspx?ReturnUrl=default.aspx in Internet Explorer (Firefox and other browsers will not work). Log in using the same user name and password you use for your computer and e-mail account.

Double-click on Meditor, which is the DigiTool administration client (aka the back-end of DigiTool). Log-in using your DigiTool user name and password.

Click on the "DigiTool" tab and select the repository whose finding aid you are ingesting.

If you are uploading a finding aid for a collection for which there is no previous finding aid or box list, click on the "Object" tab in the object menu and select "Insert New Object."

A new window opens which prompts you to fill in basic information about the object. In "Label" enter the name of the collection; set the entity type to "EAD File"; and then click on the button "Create."

You have now created a new digital object with a unique PID (Persistent Identifier), appearing to the left of the "Control" and "Stream Ref" tabs. It's useful to record the assigned PID number, though you can also always find it again by searching for the name of the collection in DigiTool's search module.

Next click on the "Stream Ref" tab and then on the "Attach File" button. Find your EAD file on the shared drive and click "Open." Your file is now ingested into DigiTool under the assigned PID.

You can check what your aid looks like by clicking "View/Refresh Object" under the "Browser" tab, although DigiTool often crashes in response.

Now if you go to the URL, http://digital.cjh.org/webclient/DeliveryManager?pid=[insert your PID number here], you'll see your finding aid is already live online.

If you are uploading a finding aid for a collection for which there is a previous finding aid or box list, you must find and use that finding aid's PID number for your new finding aid, thereby preventing the proliferation of multiple aids for one collection. You can locate this PID either by doing a search on the collection name using DigiTool search function, or if Meditor crashes during the search, you can also determine the PID by running your mouse over the link to that finding aid in Primo (search.cjh.org) and looking at the number at the end of the URL string that appears at the foot of your browser.

Records Creation

After the finding aid has been uploaded to DigiTool, it is not yet visible to the public unless someone has the direct PURL.   It needs to be made visible in three places within the Center's systems: the finding aids website, the catalog (ALEPH), and Digital Collections.

Uploading a Finding Aid to the Center's Finding Aid Website (http://www.cjh.org/p/93)

DigiTool does currently not index EAD finding aids, only MARC records that are attached to EAD finding aids. In an effort to guarantee that the full text of an EAD finding aid is indexed and accessible to search engines, they are also posted on the Center's website.

Our webmaster Jason Carlin created a web form that we fill out, and then he uploads the information we provide in that form.

Go to: http://findingaids.cjh.org/eadadd.php

Log-in:

      Username: findingaids
      Password: 3adxmone

Fill in all the fields.

      Partner:
      Title: [search on the Center's finding aid website { http://www.cjh.org/p/93} for the usual formatting and punctuation in this field as each partner is different and there are also variations within each partner. Pick a format and stick with it. Variations include such titles as:
            Philip Bernstein (1901-1985). Papers, undated, 1926-1995
            Irving J. Block, 1923-2002. Papers, 1944-2008 (bulk 1953-2002)
            Cahan, Abraham (1860-1951). Papers, 1890-1987
            Educational Alliance . Records, 1879-1968

Hebrew Immigrant Aid Society (HIAS). Collection, 1917-1993
Call Number: [record group # that the partner has assigned the collection]
Languages: [take this straight from the language field in your descriptive summary]
Abstract: [take this straight from the abstract in your descriptive summary]
Digitool PID/Record ID: [PID number]

Click "Submit Query." Jason usually uploads the information within a few hours or a day.

ALEPH and Digital Collections Records

The partners or CJH Library Systems generate the records for our finding aids so they are visible in both ALEPH (opac.cjh.org) and Digital Collections (access.cjh.org).

Tell your partner contact that you have uploaded the finding aid and that it now needs its record. Provide the PID number and the persistent DigiTool URL for the finding aid. The persistent DigiTool URL consists of a text string that never changes and the PID, like in this example: http://digital.cjh.org/webclient/DeliveryManager?pid=109142
Note: There are two other URLs that exist: http://digifindingaids.cjh.org/?pID=109142 and http://findingaids.cjh.org/?pID=109142.
These URLs are for the same finding aid, but point to a location on the Center's website, NOT in DigiTool. Do not give this URL to the partners to add to MARC records, because this is not a stable URL.

The partners must also import the ALEPH record into DigiTool, add two values for 655 Index term--genre/form (655 #0 $a Archival materials and 655 #7 $a Finding aids $2 gmgpc -- if these terms are missing, the finding aids will not show up in the DigiTool browsing category "Archival Finding Aids"), and attach the digital object to the record.

AJHS
Email the PURL and PID to Tanya and Christine McEvilly (who handles the Digital Collections record) -- in the future, there may be a third person who handles the ALEPH record (for now, this is Tanya)

ASF
Contact Lauren Bradley and ask them to generate the record, and be sure to provide them with the FA's PID.

LBI
Email the PURL and PID to Hermann.

YIVO
Send Lauren Bradley the PID, RG #, collection title and Aleph system # for the record of the

collection (IF there is an Aleph record -- there may not be -- if there is, you can find that number in opac.cjh.org by looking at the "Full View of Record" for the collection, clicking on "MARC tags," and scrolling down to the bottom -- the full number next to SYS is the Aleph system #), and let her know that the finding aid is ready to be linked to the Aleph record for the collection or that an Aleph record needs to be created for the collection.

Stay tuned for new DigiTool record instructions.

8. Administrative Details

Backup

For our own personal use, we save and backup our files in our grant-specific or personal directories, especially our XML files.

Final Stages

When you get to the final stages of your collection work and encoding, consider asking the partner archivist for a decision on the next collection to be a few days or so in advance of when you might expect to finish.

Labelling and Barcoding

AJHS
Barcode template is in Y: > z-archived folders > Daily Backups > AJHS barcode template
Box label template is in Y: > z-archived folders > Daily Backups > AJHS sample box label template

Give barcode sheet to Tanya and she'll give it to Tim.

LBI
Box label templates are in Y: > z-archived folders > Daily Backups > LBI-BoxLabelTemplate and Y: > z-archived folders > Daily Backups > LBI-ArchivesLabels

Work Log

Fill out the final collection information (size, work end date, PID, highlights, URL) on the

Processing Work Log:
https://docs.google.com/spreadsheet/ccc?key=0AmFdXgcBJCfqdGRWOFhOb01lNEdtZUw1eG40ajN3U3c#gid=0

Reference

Partners generally close the collections we're processing to researchers, but on occasion there are questions the partner archivist may ask us to field. If you receive a direct inquiry from a researcher without any reference to the partner archivists, check in with the partner archivist before you respond and then cc the archivist on your response. We answer researchers' questions related to the collections to the best of our abilities while we're processing them. Occasionally partner archivists may also have questions for us about the collections we've processed in the past or ask us to help them choose materials for an exhibit or publicity.

Collection Donor Relations

Sometimes collection donors will get in touch with partners during or after our processing, and that may mean we interact with the donors, talk to them about the collection creator, etc. We do not accept or handle deeds of gift – that is the responsibility of the partners.

If the partner okays it and the donor of the collection contactable (by earthly means, of course ((although if you have the ability to talk to them in other fashion please do so and share this with the rest of us)), consider sending your finding aid on to the donor.

Grant Reporting and Journalists

It's useful to keep in mind visually compelling highlights from your collections. Consider keeping a document of highlights for each collection, in case CJH is approached by journalists about the collections we're working on, when high-level financial donors come by then we can show them compelling material, and so we have something on hand to draw from for grant reports or for *CJH Today*.

Supplies

Standard size archival supplies (manuscript boxes, legal-size folders, mylar/photo sleeves, office supplies [except for anything printer-related]) come out of Center archives grants. Anything we use infrequently (non-standard sizes such as OS folders and OS boxes and other specially sized boxes and folders) we use Partner supplies.

As you use supplies or at the end of processing a collection, please note your usage of folders (per 100 count box), manuscript boxes or other substantial supplies on the Processing Supplies Usage located on the Y: (Finding Aids) drive in the Daily Backups folder.

Outreach

Wikipedia

As archivists we are ethically bound to encourage discovery of the processed materials. The Center is embracing Wikipedia, and as of August 2012 part of our workflow includes adding links to the finding aid in relevant Wikipedia entries.

A. Adding links to finding aids
1. Search for the page, either the person or institution, or a directly related topic.
*If no page exists, and the person or institution is notable and should have a page, or if the page needs help (more content, editing, a photo, etc), add note in Wikipedia Pages for Improvement form:
<https://docs.google.com/spreadsheet/viewform?formkey=dGtjTUJLbkFYQjhpZjhoWHZjVnVfdV E6MQ>
2. Click "edit" the References or External Links section
*If no References or External Links exist, click "edit" at top, scroll toward bottom, and insert on its own line, just above the first "{{":   == *External links* ==
3. Add link:
[http://www.lbi.org/digibaeck/results/?qtype=pid&term=121485 Joseph Roth Collection] at the Leo Baeck Institute
4. Go to Edit Summary and add note "Added link to finding aid of archival collection"
5. Click Show Preview and check the edit
6. Click Save Page.

B. Adding authority control template
1. Get VIAF and LC numbers and insert into this template:
{{Authority control |LCCN=n/50/007013 |VIAF=36939733}}
2. Click "Edit" at top
3. Insert template just above {{persondata}}, toward bottom
4. Go to Edit Summary and add note "Added authority control template VIAF and LC"
5. Click Show Preview and check the edit and links
6. Click Save Page.

Blogging

We have our own "Out of the Archives" series on the Center's Tumblr blog, where we share interesting finds or archival thoughts. Consider contributing and run your post past your partner archivist contact (if the post is specifically about one of the partner's collections) before sending it on to Miriam Haier who will post it to the blog.

http://16thstreet.tumblr.com/tagged/Out-of-the-Archives

Facebook

Compose a one or two sentence Facebook status update announcing the newly processed collection and send this text and a link to the finding aid to Miriam Haier who will post it to the Center's Facebook page.

9. Completion Checklist

Here is a handy checklist to review, once you have completed processing:

- Did you return all boxes and items, including oversize?
- Did you perform all partner-specific barcoding and labeling?
- Did you make relevant changes to the MARC record, or inform the correct party?
- Did you update the processing work log?
- Did you update the supplies spreadsheet?
- Did you add a link to the relevant Wikipedia page, or note that a page is needed?
- Have you considered writing a blog post about the collection?
- Have you written a Facebook post about the collection?
- Are there highlights to be noted?
- Did you send a link to the finding aid to collection donor (if still alive and if this move is okayed by the partner)?

10. Revisions

In the EAD

If you need to make changes to the EAD, note the date, a quick summary of the changes and who made the changes in the EAD header.

Reingesting to DigiTool

If you make any changes to your EAD, you must reingest this new version into DigiTool using the old PID number. Go into Meditor (for instructions see 7. EAD Ingest and Records Creation) and search on the known PID number for the finding aid.   Look at when and who last revised the digital object. If any changes have been made since you last ingested your file, then your own changes must be made to that master version in DigiTool.

When you are certain you are updating the correct object with the correct file, click the "2. Stream Ref" tab, then click the "Attach File"; and attach the new version. You may see what your revised aid looks like by clicking "View/Refresh Object."

Finding Aids Site

If you are making large changes in the finding aids site, then resubmit the webform. If you are making a small change or two, then contact our webmaster Jason Carlin via email, and he will fix them.   Also, if you see any duplicates, email Jason directly about this.

ALEPH or Digital Collections Records

If any changes need to be made to records or you notice any discrepancies between ALEPH and Digital Collections records, contact the partner.

AJHS
Email Tanya, Tim and Christine with the specifics of the problem.

CLIR: Collections in Original Proposal = Replaced

#	Partner	Collection Title	Linear Feet
1	YIVO	Cemetery, Buildings, Deeds	4
2	LBI	Hans David Blum Research Collection -- Addenda	6
3	LBI	Clippings Collection	2.25
4	LBI	Deutsches Zentralarchiv, Berlin	1
5	LBI	Gisela A. Weil Collection	3
6	LBI	Harold W. Fox Collection	6
7	LBI	Judith N. Levi Family Collection	1
8	LBI	Leo Glueckselig Collection - Donation Addenda	5
9	LBI	Liselotte Sperber Collection - Addendas	1
10	LBI	Manfred Mayer-Zachart Collection	2.5
11	LBI	Oscar Stroh Collection (now Eva Stroh Collection)	1
12	LBI	Peter H. Amann Collection	7.5
13	LBI	Walter, Greta and Karl Loewenstein Collection	2
14	YIVO	Brothers in Unity	5.75
15	YIVO	Chevra Anshei Prilok Benevolent Association	1
16	YIVO	Chevra Anshey Szczuczyn-ve-Anshey Grayeve	2
17	YIVO	Congregation Agudath Achim Anshei Borisoff	1
18	YIVO	Congregation Zera Jacob	1.5
19	YIVO	Elon Association	1.25
20	YIVO	First Elizavetgrader Benevolent Association	1.25
21	YIVO	First Plancher Benevolent Society	5.65
22	YIVO	First Suczawer Sick and Benevolent Society	1.5
23	YIVO	First Warshauer Assessment Society	2.25
24	YIVO	First Wolochisker Benevolent Association	3.9
25	YIVO	George-Hamilton Lodge #456, Knights of Pythias	2
26	YIVO	Hebrew Free Loan Association of San Antonio	1
27	YIVO	Independent Chodorover Young Men's Benevolent Society	1
28	YIVO	Independent Drohobyczer Young Men's Benevolent Society	3.45
29	YIVO	Mirer Young Men's Benevolent Society	1.25
30	YIVO	Nederland Israelitish Sick Fund	6.25
31	YIVO	Noah Society	4.75
32	YIVO	Poloner Independent Aid Society	2.75
33	YIVO	United Brethren of Poneviesch	1.25
34	YIVO	United Pruziner and Vicinity Relief Committee	1.75
35	YIVO	Wysoko-Litowsker Brotherly Benevolent Society	2.25

	Total linear feet:	**97**

CLIR: New Collections

#	Partner	Collection Title	Linear Feet
1	AJHS	Aliza Greenblatt Papers Addenda	3.5
2	AJHS	Arthur Goren Papers	7
3	AJHS	Harry R. Rosen Papers	3
4	AJHS	Jewish Family Service of Greater New Orleans	0.75
5	AJHS	Leon Kronish Papers	28
6	AJHS	Religious Action Center for Reform Judaism	1
7	AJHS	Rosenberg Poetry Competition/Judah Magnes Museum	6
8	AJHS	Shirley T. Joseph Papers	10.3
9	AJHS	William M. Ginsburg Papers	8
10	LBI	Alexander Turney Collection	0.5
11	LBI	Arthur Lowy Family Collection	1
12	LBI	Beatrice and Fred Freund Collection	0.5
13	LBI	Caroline Feldmann Klein Collection	0.5
14	LBI	Florence Mendheim Collection of Anti-Semitic Propaganda	10.5
15	LBI	Henry Landman Collection	0.5
16	LBI	Kindertransport Collection	0.25
17	LBI	Martha Kirchheimer Collection	1.5
18	LBI	Reis Rosenberg Family Collection	0.5
19	LBI	Robitscher Family Collection Addenda	0.5
20	LBI	Stern and Fantl Families Collection	0.25
21	YIVO	Adler's Young Men's Independent Association Records	1.04
22	YIVO	Chevra Bnei Rabbi Menachem Mendel Anshei Dubrowa Records	0.63
23	YIVO	Chevra Mogen David Anshei Brok (Brock) Records	0.83
24	YIVO	Congregation Beth Sholom Tomchei Harav Records	0.83
25	YIVO	Czernowitz Berkowiner Lodge Records	0.63
26	YIVO	Czortkower Rabbi JM Schapiro	0.83
27	YIVO	Derechiner Benevolent Association Records	1.04
28	YIVO	Dzaliszitzer Benevolent Association Records	2.25
29	YIVO	Erste Zabner Congregation Bnei Sholom David Records	0.83
30	YIVO	Family Mutual Aid Society Records	0.42
31	YIVO	Finah Benevolent Association Records	0.63
32	YIVO	First Independent Weislitzer Young Men's Sick/Benevolent Society Records	0.63
33	YIVO	First Jefferson Benevolent Society Records	2.75
34	YIVO	First Ostrowzer Young Men's Benevolent Society Records	0.83
35	YIVO	First Poltaver Brotherhood Aid Association Records	0.63
36	YIVO	First Turover Aid Society Records	1.25

37	YIVO	First Zaslawer/Zaslower Benevolent Association Records	0.83
38	YIVO	Independent Bialystoker Brotherly Love Association Records	0.83
39	YIVO	Independent Brotherhood of Yonkers Records	0.83
40	YIVO	Kittiver Sick and Benevolent Society Records	0.42
41	YIVO	Krynicaer Young Men's Benevolent Society Records	3.75
42	YIVO	Markarover Benevolent Society Records	0.83
43	YIVO	Milgrim Fraternal Association Records	0.83
44	YIVO	National Welfare Association Records	0.42
45	YIVO	Pilsner Benevolent Society Records	0.5
46	YIVO	Piotrkow Trybunalski Relief Association Records	1.71
47	YIVO	Sanders Association Records	1.29
48	YIVO	Stanislaver Young Men's Benevolent Association Records	0.83
49	YIVO	True Fellowship Society Records	0.42

Total linear feet: **113.59**