



Claims Conference ועידת התביעות
The Conference on Jewish Material Claims Against Germany

International Shoah Archivists Working Forum

Participant Information

General Information

Name and address of institution/archive:

Center for Jewish History
15 West 16th Street
New York City, NY 10011
United States of America

Internet address of web site, if applicable:

www.cjh.org

Brief description of archival collecting scope in regard to the Holocaust (please indicate any focus on specific geographic areas, topics, or time periods):

Most of the collections at the Center for Jewish History are owned by one of our five Partners (American Jewish Historical Society, American Sephardi federation, Leo Baeck Institute, Yeshiva University Museum, YIVO Institute for Jewish research). is not itself a collecting institution. They all collect materials relating to the Holocaust.

The Center itself buys electronic resources, many of which document the Holocaust, and the Center Genealogy Institute purchases books on Jewish genealogy.

Microfilming and Digitization

While the Center provides microfilming services to our five Partners, these statistics should come from the Partners themselves.

Total estimated number of pages of Holocaust-relevant archival records

(for purposes of estimating, please assume that 1 meter=10,000 pages and 1 foot=3,000 pages):

Estimated number of pages of original records:

Estimated number of pages of these original records that have been microfilmed:

Estimated number of pages of these original records that have been digitized:

Estimated number of pages of records microfilmed and/or duplicated from elsewhere:

Estimated number of pages of these records microfilmed and/or duplicated from elsewhere that are on microfilm:

Estimated number of pages of these records microfilmed and/or duplicated from elsewhere that have been digitized:

Conservation of Individual Items of Particular Significance

If there are specific original archival materials in your collection that are of major historical significance and of exceptional intrinsic value that are in urgent need of conservation, please list them:

While the Center provides preservation services to our five Partners, these statistics should come from the Partners themselves.

If you know of specific original archival materials in collections other than your own that are of major historical significance and of exceptional intrinsic value that are in urgent need of conservation, please list them:

Acquisitions

If your archive is actively acquiring Holocaust-relevant archival records, please briefly describe your acquisitions program, including an estimate of the average number of pages acquired annually and the sources for such acquisitions (private donors, other repositories, etc.):

If your archive has an exchange program with other archives, please briefly describe it:

We would like to develop relationships with other institutions to at least provide access at a staff level to in-house databases.

Does a list of your institution's microfilming and other acquisitions projects already completed and/or currently in progress exist? If so, in what form is it and how can it be accessed?

Cataloging

Briefly describe your current cataloging practices:

This is an area that is evolving. The Center is installing the first On-line Public Access Catalog (OPAC) for the Partners collections. Our goal is to provide researchers with the capability to do a single search across the holdings of the five Partners and a search that finds books, archival material and museum objects. We will go live with this in the Summer 2004.

We are trying to reconcile the divergent cataloging practices of the Partners and hope to have a cataloging manual in place in the future.

Estimated proportion of Holocaust-related collections in your archive that are already adequately cataloged and in what language(s):

Has your archive developed a controlled vocabulary for the cataloging of its collections? If so, please describe briefly. If not, please explain:

This is also an area where we are trying to reconcile divergent practices among the Partners. Over time we anticipate that the new OPAC will contain a shared authority file based on Library of Congress terms. We will enhance this with local terms as needed.

We have agreed to use the Columbia-Lippincott Gazetteer as the source of geographic place names (especially for historical collections). We strongly believe that a shared geographic

place name authority file should be developed by Jewish libraries and archives and have held some preliminary discussions with other institutions about this issue.

Are the cataloging records accessible in an electronic format? If so, are they accessible to the public (if the electronic catalog is available on the Internet, please provide the Internet address)?

They will be this summer when we go live with our OPAC.

Is there more detailed information such as finding aids, survey notes, or other descriptive tools available for the collections in your archive? If so, please describe (if available on the Internet, please provide the Internet address; if not available on the Internet, please attach an example). Is such more detailed information available to the public?

We have already mounted over 70 EAD (Encoded Archival Description) finding aids for archival collections held by the Partners. We should reach 90 by this summer. These can be viewed at: <http://www.cjh.org/academic/findingaids/>

Aside from the EAD finding aids, there are also selected databases and PDF finding aids there as well.

Within the next year, we would hope to have a software system that would search across the collection of EAD finding aids instead of the current process of having to do a word search in each individual finding aid.

Accessibility

Briefly describe your current policies regarding access to your collections.

We are open to the public, but none of our holdings circulate.

Does your archive duplicate archival collections for other repositories? If so, please explain under what circumstances:

The Partners make microfilm copies, photocopies and digital copies for researchers.