



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:***

Leo Baeck Institute  
15 West 16th Street  
New York, N.Y. 10011

Tel. 212-744-6400  
Fax 212-988-1305

Contact person: Frank Mecklenburg, Director of Research and Chief Archivist,  
fmecklenburg@lbi.cjh.org

##### ***Internet address of web site, if applicable:***

<http://www.lbi.org>

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

Over 700 community collections documenting time until their destruction, including deportation lists, census records, etc. (most of these informations have been shared with other organizations such as the U.S. Holocaust Memorial Museum's Holocaust registration project); several thousand personal and family collections including documentation about persecution, deportation and emigration; records pertaining to organizations in Germany such as the "Centralverein deutscher Staatsbuerger juedischen Glaubens", veterans organizations such as "Reichsbund juedischer Frontsoldaten", case files from refugee organizations such as "American Jewish Joint Distribution Committee", restitution case files from "United Restitution Organization, New York Office"; for details see our online catalogue at mentioned website.

All collections pertain to German-speaking Jews of Central European origin.

The time periods covered are from emancipation, late 18<sup>th</sup> and early 19<sup>th</sup> century until the Holocaust and later in the respective countries of immigration.

### ***Microfilming and Digitization***

***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):***

7,500,000 pages, estimated that appr. 2/3 of our archival collection (total appr. 4,000 linear feet) pertain to the Holocaust

***Estimated number of pages of original records:***

95% or higher

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

2,000,000

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

Only our photo collection is digitized with appr. 20,000 photos out of a total of 40,000 pictures.

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

Less than 5 %

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

Appr. 150,000 pages.

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

none

### ***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:***

United Restitution Organization, German, Austrian and Polish case files, (not accessioned and therefore not in online catalogue), over 150 linear feet; National Council of Jewish Women, re: immigration and restitution, correspondence and office files, 6.5 feet.

***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:***

That is a judgement call I am not entitled to make.

### ***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.):***

The Leo Baeck Institute has been collecting documents from the German Jewish community for almost fifty years and is currently in its most active acquisition phase due to the aging of the refugee population. The annual donations are exceeding 500,000 pages per year. The sources are individuals and families as well as refugee organizations.

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

In 2001, the LBI formed a joined archives facility with the Jewish Museum in Berlin, Germany. Microfilm copies of archival collection from the LBI New York are deposited in Berlin, along with the exchange of duplicates from LBI's library collection.

***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?***

All collections are described in the LBI online catalogue which is accessible through our website.

## ***Cataloging***

***Briefly describe your current cataloging practices:***

The LBI is using a stand-alone online catalogue system "Dbtext/InMagic" which is in use since 1989 and is distributed by an in-house intranet master catalogue (combining archival, library and periodical holdings) and as an Internet web-catalogue. This system is soon to be replaced with a new cataloging system Aleph500 by ExLibris as an integrated information management system together with the partner organizations at the Center for Jewish History, that is, together with the American Jewish Historical Society, the American Sephardi Federation and YIVO. The new catalogue will combine archival, library and museum holding information from the Leo Baeck Institute and the other partner organizations at the Center for Jewish History.

The archival catalogue format is modified USMARC. Rules for catalogue field descriptions are adopted from AACR2 and AMC.

An incoming collection is logged into the system by creating a preliminary catalogue record and then the receipt is acknowledged to the donor. The collection is then analyzed, arranged and described and a full catalogue record created. The record is then reported to the intranet user master catalogue and subsequently to the web catalogue.

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

More than 95% of the archival collections are in the catalogue with some backlog of collections closed due to restrictions. Currently all records are in English. With the new system the catalogue will be multi-language with multi-alphabet capability.

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

Library of Congress Subject Heading plus local Subject Headings for more specific description of Archival and Library Collections; Arts and Architecture Thesaurus of Getty; EAD language templates for field descriptions.

***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)?***

All archival catalogues are accessible via the web site at <http://www.lbi.org>, however the photo catalogue is accessible as an intranet catalogue at the Center for Jewish History only.

***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?***

A select group of archival collections has EAD finding aids, which are available via the web site of the Center for Jewish History at <http://www.cjh.org/academic/findingaids/>.

## ***Accessibility***

***Briefly describe your current policies regarding access to your collections.***

All holdings are open to the public through the reading room at the Center for Jewish History. The hours are Monday through Thursday from 9:30 a.m. to 4:30 a.m.; photocopies can be made upon request. For more details see our web site at <http://www.lbi.org/visit.html>.

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

The LBI New York has an agreement with the Archives of the Jewish Museum Berlin, Germany, to eventually deposit all archival collection in the form of microfilm copies. Similar plans are being contemplated with the Leo Baeck Institute in Jerusalem.

Upon special request select archival holdings are made accessible to other institutions such as the U.S. Holocaust Memorial Museum.