

Creating a Guide to JTS Library Archives

From our OPAC to Our Web Site

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Introduction

- JTS Library has over 100 Archives that were surveyed during 1988.
- Collection level records were cataloged on RLIN during 1988.
- Box level inventory file was done lately by JTS Archivist.

The purpose:

- To create a guide to those archives.
- To create a web presence to the collection as part of our web site.
- To combine the collection level information and inventory information into one file.

Before defining our project we:

- Checked Library of Congress for examples of finding aids:
<http://lcweb2.loc.gov/faid/FaidcCollList.html>
- Checked New York Public Library

Project plan:

- A. Create a report of all the Archival records on Aleph:
 - Create a report on Aleph in the Task Manager module for all archival records.
 - Sort it by author.
 - Prepare for printing with MARC Name Format.

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- Once the file is ready, go to update option and “save as” as Word document.
- QUIT ALEPH.

B. Edit the document in Word.

Open your Word document and edit your file. While editing it, use find and replace all option.

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- C. Add inventory box level:
- Once the individual record is ready add the inventory box level that was done separately by the Archivist.
- Check for the accurate name of each personality.

While editing:

- While editing decide which MARC fields:
- You will retain -
- You will omit -
- You will merge -

We retained:

- We retained most of the Marc tags that indicated: author, title, Imprint, collation, notes, provenance, ownership, location of Archive, geographic subject heading, topical subject heading, organizations' name and system number.

We omitted:

- We decided to omit our names subject heading.
- This is a temporary decision which was recommended by our current archivist.
- As some of the names were not represented anymore in the Archives.
- We also omitted some archives that still have arrangements problems.

We merged Marc fields:

- Instead of repeating same tags with every data line, we merged the same data under one headings:
- For example: instead of subject heading that appears for each subject we grouped it together under the heading:
- Selected search terms -
- - Subjects

The index to the Guide will have a listings of all names (for example):

■ **JTS Library Archives**

Guide to Archival Collection

■ **Collection Titles**

- **Adler, Cyrus, 1863-1940**
- **Adler, Elkan Nathan, 1861-1946**
- **Adler, Marcus Nathan, 1837-1911**
- **Adler, Nathan Marcus, 1803-1890**

Guide to Archival Collections

- Alexander Kohut Memorial Foundation
- American Academy for Jewish Research
- American Jewish History Center
- Baroway, Moses
- Benaïm, Samuel Youssef
- Ben-Oliel, A.

JTS LIBRARY ARCHIVE

- **Name:** Adler, Elkan Nathan, 1861-1946.
- **Title** Papers, 1927-1942 [Papers of Elkan Nathan Adler]
- **Physical Description** 7.6 cubic ft.
- **Biographical Note** Anglo-Jewish bibliophile, collector, author.
- **Collection Summary**
Correspondence and other material, 1827-1944, concerning Adler's work with Jewish organizations including Chovevi Zion Association, Union of Jewish Literary Societies and its local affiliates, Sir Moses Montefiore Testimonial Fund, Federation of Ukrainian Jews, and Fund for the Jewish Victims of the War, 1915-1923; correspondence with book dealers, libraries, and publishers, 1889-1923;

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- 1850-ca. 1917, including correspondence with brother Hermann, and father, Nathan Marcus, both chief rabbis of England; correspondence, annual reports, meeting notes, and financial statements regarding the Anglo-Jewish Association, 1888-1921; articles, speeches, and notes by Adler on Zionism, book collecting, and other subjects; journals of trips to Palestine and the Middle East, n.d., and Russia, 1916; minutes of the Committee on Scripture Reading at the West End Synagogue, 1912; and miscellaneous material.
- **Language** Some material in German, French, Hebrew, and Yiddish.
- Preliminary inventory available in Special Collections Reading Room.
- **Selected Search Terms**

In conclusion:

- We created a web presence to our Archival records.
- We utilize Aleph report option.
- We edit the file and “cleaned up” some of the records and corrected some information.
- We added inventory information.
- It was a cost effective project.
- It was a very efficient project.