

## Cataloging Procedures

### Iraqi Jewish Archive Preservation Project National Archives and Records Administration

#### Cataloging Books:

- Cataloging will be done to the best of the ability of the IJA Librarian and Arabic Translators.
- Transliteration
  - Transliteration of Hebrew and Arabic follow the American Library Association(ALA)/ Library of Congress (LC) Romanization Rules.
  - *Hebraica Cataloging: A Guide to ALA/LC Romanization and Descriptive Cataloging, Online Edition, Slightly Revised* by Paul Maher (2005) was used as a source.  
[https://lib.stanford.edu/files/Hebraica\\_Cat\\_Manual\\_Feb\\_2006\\_Draft.pdf](https://lib.stanford.edu/files/Hebraica_Cat_Manual_Feb_2006_Draft.pdf)
  - For Arabic transliteration, the LC Guide to Romanization rules was used:  
<http://www.loc.gov/catdir/cpsd/romanization/arabic.pdf>
- Capitalization
  - Normally in cataloging one does not capitalize any letters except the initial words and proper names. For this project, all words, with the exception of non-primary articles and prepositions, will be capitalized in the transliterated title and metadata fields.
- Author Names
  - Authors will be listed as Last, First. Additional authors are listed as First Last.
  - Many names are listed on the title page in Hebrew or English. If the book is in OCLC<sup>1</sup>, the Librarian will defer to the Romanized name (e.g., Karo, Joseph ben Ephraim rather than קָרוֹ, Yosef ben ‘Efraim). If the author is not in OCLC, the name will be translated according to the ALA/LC Romanization rules.
- Dates
  - Many Judaic books are published using a Jewish calendar. Using ALA/LC rules, the Jewish year will be noted in the appropriate field of the database. In the Date of Publication field, the two Gregorian years that correspond to the Jewish year will be used. For example, a book published in the Jewish year 5773 will say “2012 or 2013” in the Date of Publication field.
  - Exceptions are made when

- A Jewish month is listed next to the Jewish date, e.g., Heshvan 5773 will be listed as 2012.
- A Gregorian year is printed along the Jewish year
- In several instances, the Jewish and Gregorian years printed on a title page will not correspond. OCLC will be used as guidance and the discrepancy in the cataloging will be noted.
- Place of Publication
  - Many Judaic books put a place of publication in Hebrew; similarly, Arabic books will list cities in Arabic. The standard English spelling for that place will be used rather than the transliteration. For example, Jerusalem will be used rather than Yerushalayim; Vienna for Wein (if printed in German); Warsaw for Varsha.
- OCLC/National Library of Israel (NLI)
  - All attempts will be made to determine what books are found in OCLC, a shared, global library system, to identify all books. When possible, the OCLC number (a unique identifier) will be added to the IJA database.
  - OCLC is also used to determine how rare the book is; if it is not found after several concerted attempts, the National Library of Israel online catalog will be checked. (NLI catalogs their books in OCLC but often uses non-Roman characters, so the records do not automatically show up in a standard OCLC search.)

### Cataloging Archival Material:

- Archival materials are considered anything that is unique, handwritten, and not printed. Languages found in the IJA include English, Arabic, Hebrew, Judeo-Arabic, and French. Individual IJA item numbers can have a few sheets to several hundred pages. No attempts will be made to arrange the materials; original order will be retained.
- Description will be brief. The Librarian and Arabic Translators will go through the documents and create metadata terms based on the types of subjects listed as the primary means of discovery. A description will be kept to a few sentences so the user understands what is to be found in the documents.
- A descriptive title will be added to the document after cataloging.
  - Unless there is a title found on the document itself (e.g.: Chemistry Notes for Frank Iny School), a short descriptive title will be created.
- Dates
  - The date fields for the archival documents will be used for inclusive end and start date. The year is more important than the month, since many documents with dates are found in one IJA number entry.

#### Notes:

<sup>1</sup>As defined by their website, “OCLC is a worldwide library cooperative, owned, governed and sustained by members since 1967. Our public purpose is a statement of commitment to each other—that we will work together to improve access to the

information held in libraries around the globe, and find ways to reduce costs for libraries through collaboration.” <http://www.oclc.org/en-US/about/purpose.html>