YERUSHA DATA SET 2.0
Guidelines

YDS 2.0

The Yerusha Data Set 2.0 (YDS 2.0) is a metadata system describing archival collections. It has been compiled for the purpose of the Yerusha Project – an initiative of the Rothschild Foundation (Hanadiv) Europe to virtually unite Jewish documentary heritage from across Europe. The project is built upon collection-level archival descriptions, which will be brought together onto a single, searchable online platform hosted by the National Library of Israel.

YDS 2.0 is based on the most frequently used archival standard, the General International Standard Archival Description (ISAD(G)) and it is mapped to the National Library of Israel's Encoded Archival Description for Israel (EADI) as well. It was compiled by the Yerusha staff in collaboration with the experts of the National Library of Israel. The system was discussed and approved by the First Yerusha Research Seminar held in November 2014 in London with the participation of the Yerusha grant holders.

What is a "collection"?

YDS 2.0 is a single-level metadata model as the Yerusha database will consist of collection-level descriptions. However, a strict definition of the term "collection" can be elusive in a pan-European project. It might change from country to country, at times even from archive to archive. In the context of Yerusha, "collection" is NOT ONLY a group of documents accumulated based on a common characteristic without regard to their provenance - as opposed to a "fond" where provenance is the key element of accumulation.[1] Yerusha is inclusive and covers both. It uses the term "collection" *as a general mid-level element* of the archival structure. Therefore in a hierarchy of descriptions, a collection-level description falls between an item-by-item inventory and a general overview of the archive's content. Item- or file-level descriptions are too detailed, while general summaries of the institutions' holdings are not detailed enough.

Describing non-Jewish collections

Most of the Jewish-related documents surveyed by Yerusha are located within collections that are not explicitly Jewish - i.e. are not that of a community, synagogue and so forth, but rather collections accumulated by non-Jewish entities and corporate bodies. In these cases, the descriptions should refer to the whole collection and not only to the Jewish-related element. The particularities of the Jewish element (date, languages, temporal and geographical coverage, main subject matter) shall be detailed in Field 16 (Scope and content).

Technical instructions

The fields must be completed in English.

If the requested information is unavailable, please leave the field blank.

Please create the descriptions in the attached Excel sheet. One row should represent one collection.

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[1] ISAD (G). Second Edition. Ottawa: International Council on Archives, 2000. p. 10.

1. MANDATORY FIELDS

01. Yerusha identifier
Content: Unique identifier of the collection in the Yerusha database.
Note: **This field is completed by Yerusha staff.**

02. Country
Content: Country where the holding institution of the collection is located.

03. Name of institution (English)
Content: English name of the holding institution.

04. Name of institution (official language of the state)
Content: Name of the holding institution in the official language of the state.
Note: In countries with more than one official language, institutions might have more than one authorized name. In that case one of the authorized names should be used.

05. Contact information
Content: Basic contact information of the holding institution:
- postal address
- phone number
- web address
- e-mail

Note: The indicated information should be separated by a semicolon.

06. Reference number
Content: Current reference number of the collection used by the holding institution.
Notes:
1. Former, outdated reference numbers might be indicated in Field 17(Archival history).
2. If the holding institution does not have a reference number (for example, in case of unorganized community archives), use a description that uniquely identifies the collection based, for example, on its location.

07. Title (English)
Content: Title of the collection given and used by the holding institution in English.
Note: If such a title is not available (for example, in case of unorganized community archives), use a title that uniquely identifies the collection.

08. Title (official language of the state)
Content: Title of the collection given and used by the holding institution in the official language of the state.
Notes:
1. In countries with more than one official language, collections might have titles in multiple languages. In that case the most commonly used one should be indicated.
2. If the title holds erroneous information, indicate this in Field 16 (Scope and content).

09. Creator/accumulator
Content: Creator and/or accumulator of the collection.
Note: If there are multiple creators/accumulators of the material, indicate here the primary creating/accumulating entity and mention the others in Field 16 (Scope and content).

10. Date(s)

Content: Inclusive dates of the documents' creation.

Notes:

1. Dates must be indicated in line with *ISO 8601 (Data elements and interchange formats – Information interchange –Representation of dates and times.)* Accordingly, the most commonly used date indications will be as follows:

- to represent a single year: 1900
- to represent a date range: 1850/1900
- to represent a year and month: 1900-08
- to represent a date range including months: 1850-12/1900-08

2. If no exact inclusive dates can be indicated, this field should be left blank!

3. It is recommended but not mandatory to use ISO 8601 in other fields as well.

11. Date note

Content: Information regarding the dates of the collection's creation other than exact inclusive dates.

Notes:

1. Additional information such as "circa", "predominantly", "bulk" should be indicated here.
2. If no exact inclusive dates are available, indicate here the period of the creation, for example: "first half of the 18th century", "late 1920s".

3. This field is only mandatory if Field 10 (Dates) was left blank!

12. Language(s)

Content: language(s) of the documents comprising the collection.

13. Extent

Content: Information on a) the size of the collection and b) the number of storage units

Notes:

1. The size of the collection can be indicated in linear shelf space (metres or feet) or cubic storage space (cubic metres or feet).
2. List of recommended terms for the storage units:

- Boxes
- Cassettes
- CDs
- Documents
- Files
- Folders
- Images
- Items
- Microfiche
- Microfilm reels
- Pages
- Storage units
- Volumes
- Other

You can use multiple terms. The list is expandable - feel free to use other or additional terms if necessary.

3. The number of storage units should be in parentheses. For example: 20 linear metres (16 boxes and 6 volumes).

14. Medium
Content: Information on the physical material of the documents and the nature of the information recorded.
Note: List of recommended terms:
- Audio records
- Cartographic records
- Graphic records
- Photographic records
- Textual records
- Video records

You can use multiple terms. The list is expandable - feel free to use other or additional terms if necessary.

15. Physical condition
Content: Information on the general physical condition of the collection.
Note: As Yerusha describes collections where various elements of the material might be in different physical condition, this field can contain only *general* information. Please choose the term that you consider the most precise regarding the overall condition of the collection:
- Excellent
- Satisfactory
- Endangered

16. Scope and content
Content: Information on the temporal and geographical coverage as well as the subject matter of the body of documents, including the most prominent persons appearing in the material.
Notes:
1. If the body of documents is not a stand-alone collection, but part of a larger archival structure, please indicate it here in one sentence. For example, in the case of the collection titled *Documents of notary public Fülöp Weinmann* (Budapest Municipal Archives) the sentence would read: The collection is part of HU BFL VII (Documents of the territorial authorities of jurisdiction 1841-1966).
2. **If the collection is not specifically Jewish-related, emphasis must be placed on the Jewish element.** In this case, besides summarizing the Jewish-related content of the collection, you should also indicate the extent, date range and languages of the Jewish element - if these data of the Jewish element significantly differ from that of the whole collection.
3. The recommended length of the text is approx. 400 to 600 words.

17. Archival history
Content: Information on the history of the collection as an archival unit including the transfers of ownership and/or custody.
Note: In most cases, the non-Jewish collections surveyed in Yerusha have been transferred to the holding institution as part of the regular document transfer process stipulated by national archival regulations. It is enough to indicate this here. Go into details only if the history of the collection's Jewish element deserves special attention.

18. Administrative/Biographical history
Content: Information on the administrative or biographical history of the entities, corporate bodies, persons and families who are the primary creators/accumulators of the collection.

Note: The recommended length of this text is approx. 100-200 words

19. Access points
Content: Keywords, subject terms, and names of persons and geographical locations that may be used to search the description.
Note: **This field is completed by Yerusha staff, but researchers should assist our work by providing their recommendations of 5-10 access points. If describing a non-Jewish collection, the access points should obviously refer to the Jewish element. Please separate the access points by a semicolon.**

2. OPTIONAL FIELDS

20. System of Arrangement
Content: Information on the internal (non-physical) structure of the collection.
Note: The recommended length of the text is approx. 100 words.

21. Access, Restrictions
Content: Information on the legal or other restrictions on access to the collection.
Note: The recommended length of the text is approx. 50 words

22. Finding Aids
Content: Information on the existing descriptive documents referring to the collection
Notes:
1. The recommended length of this text is approx. 50 words.
2. If there are online sources, links should be included here.

23. Existence and location of copies
Content: Information on the existence and location of copies of the collection.

24. Existence and location of originals
Content: Information on the existence and location of the original documents if part or the entirety of the collection consists of copies

25. Author of the description
Content: Information on the author of the description:
- name
- institutional affiliation
- date

Please separate these information by a semicolon.