



INTERNATIONAL INSTITUTE FOR JEWISH GENEALOGY AND PAUL JACOBI CENTER

AT THE JEWISH NATIONAL AND UNIVERSITY LIBRARY, JERUSALEM

The Leslie Caplan Genealogical Repository

1. Archives and collections that are to be held in the Leslie Caplan Repository of the International Institute for Jewish Genealogy and Paul Jacobi Center (IJG) and are to be housed at the Central Archives of the Jewish People (CAHJP) must be of demonstrable importance to the field of Jewish genealogy.
2. In the case of private archives and collections documenting the lineages of a specific individual or family, the individual or family must hold a central place in, and have made a significant contribution to, Jewish history, religion or culture.
3. In the case of private archives and collections documenting comprehensive and general pedigrees of extended families or kinship-groups, the extended families or kinship-groups must likewise be of central importance to Jewish history, religion or culture or, alternatively, have significance as being representative of a significant group of Jews in some wider context (social, economic, legal, or other).
4. The archive or collection must cover at least 4 - 5 generations of the individuals, families or kinship-groups concerned.
5. The archive or collection should contain a strong element of original documents (or copies thereof) relating to the central individual or family or kinship-group concerned, and not be made up mainly of correspondence between its creator and his/her informants.
6. The archive or collection must be in a good state of preservation and be adequately housed in files or boxes.
7. The archive or collection must be accompanied by an inventory sufficiently detailed to permit its cataloging and to allow researchers and other users to work with it.
8. The archive or collection will be stored at CAHJP in a space designated by it.
9. The goal will be to digitalize the archive or collection and to post the digitalized copies on IJG's Website, in a section clearly designated as the "Leslie Caplan Genealogical Repository".
10. Books and certain printed materials in the archive or collection will generally be kept in the IJG's genealogical section at the National Library of Israel.
11. IJG may cull books of no particular value from the archive or collection and dispose of them in accordance with accepted library/archival practices.