

Cataloging digital records in the Personal Name Index (Yerushalmi) for accessibility and preservation

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The project aim was to help promote the accessibility and preservation of the Personal Name Index (Yerushalmi), a project that has already commenced. The original index is an historical information repository containing 65,000 bibliographic records printed on small photographic microfiche filmcards. The records refer to articles in Hebrew, mostly in journals, from 1940 to 1977 that focus on individuals such as writers, artists, philosophers etc. The miniaturized records that cannot be read without specialized microfiche reader are not part of the online repository and therefore not accessible to most users.

A process of Identifying the metadata of each bibliographic record, locating the record on the Index to Hebrew Periodicals and editing or cataloging it in the online repository will provide the information, which is currently available only on microfiche, accessibility to the wider public in a more convenient way, and preserve it over time.

Although the Personal Name Index project has been active for some time, no work process has been written so far. To ensure that future work will be done in a consistent and professional way, I wrote a guide that documents the process.

This project deals with key information and knowledge management issues and enables me to practice theory that was taught in various courses.

During the project, I added 140 digital records to the 500 that were already cataloged. For those who will continue the project after me, I leave a written guide hoping it will continue to be maintained as a useful work tool.