CATALOGUING GUIDELINES

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INTRODUCTION

In 1994, Steven Spielberg established Survivors of the Shoah Visual History Foundation to videotape and preserve testimonies of Holocaust survivors and other witnesses. As of January 1, 2006, Survivors of the Shoah Visual History Foundation became a part of the University of Southern California's (USC) College of Letters, Arts & Sciences and adopted the name USC Shoah Foundation Institute for Visual History and Education. Today, the USC Shoah Foundation Institute is engaged in the urgent mission to overcome prejudice, intolerance, and bigotry–and the suffering they cause–through the educational use of the Institute's visual history testimonies.

The Institute's Visual History Archive contains nearly 52,000 video testimonies collected in 32 languages and 56 countries. One-hundred-twenty thousand hours of video occupy 200 terabytes of storage on servers at USC. The Institute interviewed Jewish survivors, homosexual survivors, Jehovah's Witness survivors, liberators and liberation witnesses, political prisoners, rescuers and aid providers, Roma and Sinti survivors (Gypsy), survivors of Eugenics policies, and war crimes trials participants.

The USC Shoah Foundation Institute's visual history archive, unique in its geographic scope and content, provides a valuable opportunity for use by researchers and scholars in many disciplines, educators from schools and universities, curators from museums and institutions and filmmakers — all from many countries throughout the world. It is through indexing and cataloguing that the archive of life histories can be mined, and through the assembly and contextualization of the testimonies within educational curricula and programs, that the work of the USC Shoah Foundation Institute can be realized.

The Foundation catalogues and indexes each testimony. The cataloguing consists of the entry of brief biographical information about each interviewee. In addition, the department indexes each testimony which consists of providing a digital index to the information in the actual interviews themselves. Instead of using page numbers, like an indexer of a book, the department uses time codes to associate index terms to topics discussed at particular times within each interview.

The USC Shoah Foundation Institute has developed its indexing and cataloguing system using keywords and keyphrases (or index terms) that will allow the end user direct access to the video, the primary source. Indexing at the USC Shoah Foundation Institute, which is similar to the indexing of a book, uses digital time code instead of pages to locate and access precise moments in the video testimony, based upon the search of the end user. A labor intensive process, indexing utilizes an evolving keyword index (the USC Shoah Foundation Institute Thesaurus, hereinafter referred to as "Thesaurus" or "Keyword Authority") of more than 50,000 terms – most of which are of geographic nature. The Thesaurus developed over time and grew in volume as testimonies were indexed.

By January 2006, _99%_ of the ca. 52,000 testimonies in the USC Shoah Foundation Institute's visual history archive have been _catalogued_ and about _95%_ have been _indexed_.

ARCHIVAL COLLECTION

The USC Shoah Foundation Institute's visual history archive consists of interviews with individuals whose experiences fall under the following primary experience groups (listed in order by # of testimonies in the archive):

Jewish Survivors (approx. 48,000 testimonies):
Interviewees who were targeted for persecution under laws and/or policies against the Jews.

Rescuers and Aid Providers (approx. 1,000 testimonies):
Interviewees who rescued those targeted for persecution and/or interviewees who were involved with the planning and implementation of aid programs during and after the war.

Liberators and Liberation Witnesses (360 testimonies):
Interviewees who participated in the liberation of concentration camps and/or interviewees who entered concentration camps immediately after liberation due to assignments in or around camps.

Sinti and Roma Survivors (approx. 360 testimonies):
Interviewees who were targeted for persecution under laws and/or policies against the Sinti and Roma ("Gypsies").

Political Prisoners (approx. 220 testimonies):
Interviewees who were targeted for persecution based on their political convictions and/or expression of those convictions.

Jehovah's Witness Survivors (approx. 80 testimonies):
Interviewees who were targeted for persecution based on their religious convictions and/or expression of those convictions as Jehovah's Witnesses.

War Crimes Trials Participants (approx. 60 testimonies):
Interviewees who were involved in war crimes trials after the war.

Survivors of Eugenics Policies (approx. 13 testimonies):
Interviewees who were targeted for persecution under eugenics laws and/or policies.

Homosexual Survivors (8 testimonies):
Interviewees who were targeted for persecution based on their homosexuality or suspected homosexuality.

SYNOPSIS OF CATALOGUING AND INDEXING PROCESS

Cataloguing:
Before conducting each interview, Shoah Foundation interviewers filled out a hardcopy Pre-Interview Questionnaire (PIQ), jotting down answers to biographic questions posed to the interviewee. Originally designed to assist the interviewer only in preparing for the interview, it became apparent early on that the information captured in the PIQ was also important for information retrieval. The PIQ was modified over time. More comprehensive sections were added to the hardcopy PIQ and it evolved from a 5-page document to a 40+ page biographical account of the interviewee, with data about his/her family.

Different PIQs were developed for each experience group interviewed except for the interviews with Homosexual survivors. The Shoah Foundation translated some of the different versions of PIQs into various languages based on the countries where interviews were taking place.

A subset of the information from the hardcopy PIQ is entered using the Cataloguing Interface (PIQ Interface) into the database. This information supplements the indexing of the videotaped testimony. In addition to entering information about the interviewee, names for all other people from the PIQ are entered using the same interface.

Indexing:
The hardcopy PIQ is matched with the videotaped testimony and provided to the indexer. Using the Indexing Interface, the indexer proceeds to watch a testimony, associating index terms and names of people mentioned in the testimony based upon the content which emerges from the interviewee. Simultaneously, as the indexer views the testimony, the computer system automatically segments the interview into one-minute clips. The indexer corroborates information stated in the testimony with that in the PIQ, and adds relevant names as well as some additional experience data to the database. The average testimony is 2.5 hours long and employing this methodology requires approximately 4 hours to index an average length testimony.

About half of the USC Shoah Foundation Institute's testimonies were conducted in languages other than English. The USC Shoah Foundation Institute applies the same process and methodology regardless of the language of the testimony.

USC Shoah Foundation Institute Indexing is guided by a philosophy of pursued objectivity. Although every act of description is to some degree an act of interpretation and involves subjectivity, the USC Shoah Foundation Institute aims to leave the task of interpretation to the end user. However appropriate value judgements and emotionally loaded words may seem in a context of Nazi persecution, they are not reflected in the index terms. For example, "living conditions in the camps" is a neutral term applied to survivors' descriptions of the often horrendous conditions they faced in concentration camps. Keywords are chosen to facilitate the end user's access to the content of the testimonies, not as commentary on the events of the Holocaust.

The following are instructions intended to guide the decision-making processes while entering the data from a hardcopy PIQ using the Cataloguing Interface.

CATALOGUING BASICS

The information entered using the Cataloguing Interface will allow end-users to perform a testimony-level search across the archive using specific biographical criteria.

Before entering a new PIQ, the hardcopy must be checked for several things.

- Does it have a release form signed by the interviewee?
- Does it have an addendum indicating that the testimony is to be delayed or blocked?

Upon entering the Cataloguing Interface, it is necessary to choose the appropriate Experience group. Depending on the experience of the survivor, one of the following experience forms is chosen from the drop-down list in the interface:

- Eugenics Policies Survivors
- Homosexual Survivors
- Jehovah's Witness Survivors
- Jewish Survivors
- Liberator and Liberation Witnesses
- Political Prisoners
- Rescuers and Aid Providers
- Sinti and Roma Survivors
- War Crimes Trials Participants

It is very important to look at the hardcopy PIQ to determine the appropriate experience *before* choosing a form in the interface, as each interviewee may belong to one and only one experience.

While these guidelines are based upon the Jewish Survivor experience group questions, the same general principles and methodology apply to all experience groups.

A. METHODOLOGY BASICS

The Institute's indexing methodology is based on a working relationship between the Indexing Interface and the Cataloguing Interface. The Indexing Interface is designed to allow indexing of video testimony while the Cataloguing Interface is designed to facilitate the entry of written information from the hardcopy PIQ. The two systems are linked, facilitating the names associated with a particular testimony to be both viewed and applied to segments, using the Indexing Interface as is appropriate and dictated by the methodology.

Types of answer fields in the Cataloguing Interface:

1. Keyword answers:
These fields require you to drag and drop keywords into the answer box.

2. Multi-keyword answers:
These fields accept more than one keyword answer.

3. Yes/No answers:
These fields require you to select either yes or no. Please skip the question entirely if it was not answered on the hardcopy PIQ instead of choosing the option "Leave blank" from the pop-up box.

4. Person Object Boxes:
These pop-up boxes should be used to enter data about the interviewee only! Here you may enter name aliases, date of birth, etc. for the interviewee. Note that some of the information entered in the Person Object Box will automatically appear in the Person Spreadsheet mentioned below.

5. All Person Spreadsheet:
All other persons noted in the hardcopy PIQ or during the interview should be entered using the spreadsheet (use of the All Persons Spreadsheet, instead of the Person Object Box, is recommended for entering people other than the interviewee – please see **People** below).

6. Location Object Boxes:
These are pop-up boxes in the All Persons Spreadsheet that allow you to fill in connected keyword answers for geographic locations related to places of birth and death.

7. Plain Text:
Plain text fields are free-entry fields that are an answer type to some questions and also available as adjuncts to all keyword entry fields. Use plain text fields to:
        -add additional information not included in the keyword answer
        -enter dates
        -clarify or maintain geographic locations as they are written on the PIQ

8. Choice groups:
Choice groups are the lists of keywords that come up when you click on an answer box that requires a keyword answer. The choice groups are somewhat tailored to each question and the keywords will vary according to what question is being answered. The search feature in these lists allows you to search on actual terms in addition to variants.

Keywords (KWs) preceded by a "(u)" should not be used; they are unverified keywords that should not be part of the choice group. Keywords succeeded by "(generic)" may be used when the more specific location cannot be determined, e.g. the keyword "Auschwitz (Poland : Concentration Camp)(generic)" may be used when it is not possible to distinguish the camp as Auschwitz I, II, or III.

Use only Keywords from Choice Groups that are revealed once the answer box is highlighted. If the appropriate Keyword does not appear on the list, propose it as an addition to that list.

9. Proposing keywords:
When you are uncertain, it is better to propose a keyword than it is to assume usage of an extant term. However, keywords should be proposed only after a thorough search of the keywords in a choice group has been conducted, including a search of variants. If a term is proposed and it is similar to an existing term, format the proposed term to look like the already existing term. Comments about proposed keywords, such as "phonetic spelling," or "near XYZ city in Poland" are extremely helpful to the researchers and should be included when time permits.
Formats for proposing keywords (note the spaces around the colons):
City: Name of City (Country) e.g. Freising (Germany)
Ghetto: Name of Ghetto (Country : Ghetto) e.g. Cernauti (Romania : Ghetto)
Camp: Name of Camp (Country : Concentration Camp) e.g. Dachau (Germany : Concentration Camp)

10. Abbreviations:

a) d/k: (aka "interviewee does not know")

For Categories Requiring Keyword Answers

- In the question regarding camps or ghettos when "**d/k**" appears on the hardcopy PIQ, enter either **d/k** or the phrase "**interviewee does not know**" as a plain text answer.

Where "d/k" Appears in the Context of Personal Information
- Using the PIQ Person Object Box or the PIQ Location Object Box, indicate that the interviewee does not know the answer in the "notes about this Person" or "specific location" fields of those respective categories.
- For example, suppose the interviewer writes a name on the hardcopy PIQ such as: "First Name: d/k. Last Name: Jones." Do not enter "d/k" under the "first name" field; simply leave it blank. In the "notes about this person" field, indicate that the interviewee does not know the first name (e.g., "Ezekiel Smith does not know Mr. Jones' first name").

b) n/a – Not applicable

If "**n/a**" is noted on the hardcopy PIQ, enter **n/a** or the phrase "**not applicable**" in the plain text field for that answer.

c) Question Mark (?):

If the interviewer writes "**?**" on the hardcopy, do not enter the "**?**" into the PIQ interface. Instead, use personal judgment to determine whether or not to enter "**n/a**" or write, for example "**Ezekiel Smith is not sure**;" as a plain text answer. Here the option remains to simply leave the field blank.

If the hardcopy PIQ indicates the survivor is not sure of a geographic location, use the following phrase in the plain text field: "probably (name of the geographic location), but Ezekiel Smith is not sure." Do not use a KW or create a PIQ Location Object Box.

B. PEOPLE

1. Interviewee:

Using the Person Object Box, enter all names and aliases for the interviewee. <u>It is very important that the release name of the interviewee is entered exactly as it appears on the release form of the hardcopy PIQ. In addition, ensure that the preset interviewee name (the interviewee name that displays automatically upon entering the interface) is correct.</u> (See Appendix for guidelines regarding name changes.) The date of birth and the radio buttons for survivor status and gender are also part of the Person Object Box for the interviewee and need to be filled out or clicked to provide the appropriate information.

Names and Aliases

- Some versions of the hardcopy PIQ have a field for "Given Name." This is equivalent to the "Name at Birth" alias in the Cataloguing Interface.

- The "Last Name during the war" alias should be entered with only the last name. "Last name during the war" is specifically referring to the period between September 1, 1939 through May 8, 1945 in Europe, and September 2, 1945 for Shanghai and Asia.

- Many hardcopy PIQ versions ask for "Current Last Name," which means only the last name should be entered under the Current Name alias in the PIQ interface.

- Do not presume that a female's maiden name is also her name at birth, or that a female's name at birth is also her maiden name. If the maiden name is clear but not specifically given, enter it in square brackets [].

- Additional names may be listed by clicking the "+" sign and choosing the appropriate type of name from the drop-down menu (e.g.: "false name", "other name", or perhaps a second "Hebrew name").

- If a name is entered as "other name," enter an explanation in the plain text field associated with that alias name.

2. Family and Other People:

Within the Institute we use the terms "PIQ person" and "PIQ People" to refer to people who are listed on the hardcopy PIQ or mentioned during the testimony with whom the interviewee may have had a personal relationship. These people may have been, or may be, family members, domestic help, aid givers, aid recipients, teachers, employers, etc.

Using only the All Persons Spreadsheet, enter information about family and other people from the hardcopy PIQ. You only need to enter the information asked for in the columns of the spreadsheet. Do not enter this information by opening an insert.

a) Names

- Do not add people when only a title is given (e.g. maid).

- You may create a "PIQ Person" if you know or can presume the person's last name. Put the presumed last name in brackets [ ].

- When it is not possible to distinguish between multiple people with the exact same name and the same relationship to the interviewee (typically because first names are not given), use the following format:
  Brother: Mr. Smith - use for the name of the first person.
  Brother: Mr. Smith_1 - use for the name of the second person.
  Brother: Mr. Smith_2 - use for the name of the third person.

- If the interviewee's Hebrew name is given, enter all parts of the name in the First Name field only (e.g. all of "Abraham ben Moshe" would be entered in the First Name field).

- If only a last name of a family is given, write "Lastname family" in the last name field (e.g., "Smith family").

- Use the following formats for entering children's names when the first name is not known:

  - If only the last name of a baby is know, enter "baby" in the first name field, not in the title field.

  - If only the last name of a male child is known, enter "Master" in the title field.

- If only the last name of a female child is known, enter "Miss" in the title field.

A child is defined as someone who is thirteen years old or younger. If you do not know the person's age, do not enter them as children.

- A name may be added to the PIQ spreadsheet if only the first name is known so long as the relation to the interviewee is also known.

- Do not enter any aliases unless specifically stated on the PIQ or in the Testimony.

- Use an * after a name to denote a phonetic spelling.

b) Relationship to Interviewee

- It is important to correctly define the person's relationship to the interviewee. Choose the relationship based on the original or primary way in which the interviewee came into contact with the person. e.g. "teachers," "soldiers, German," "kapos," "aid givers." If a prewar relationship exists, that should usually take preference over a later wartime relationship. (e.g. a prewar friend should be created as "friend," rather than "aid giver.")

- Familial relationships always supersede all other roles.

- Do not presume a relationship is biological unless it is indicated explicitly on the hardcopy PIQ or during the testimony.

- Do not presume a maternal or paternal relationship unless it is explicitly stated on the hardcopy PIQ or in the testimony. For aunts and uncles, etc., the "maternal" and "paternal" qualifiers should only be used when there is a direct family relationship. Aunts and uncles by marriage should not be indexed as "maternal" or "paternal". For example, a woman who is clearly the interviewee's mother's sister would be "aunts, maternal" but her husband, who married into the family, would just be "uncles".

- If the interviewee is divorced from a spouse, use the relationship "husbands, ex" or "wives, ex." If the interviewee's spouse is deceased, select the relationship "husbands" or "wives." If the interviewee's ex-spouse is deceased, select "husbands, ex" or "wives, ex."

- If the hardcopy PIQ has a person listed under spouse, and the interviewee is not married to that person, create the PIQ Person as an "Other People" insert. Use the Relationship Type "friends."

- 3rd cousins and beyond are considered extended family members.

c) Cause of Death

This is a question in the All Persons Spreadsheet that pertains to people other than the interviewee and the choices are "Natural death," "Holocaust-related death," and "Other."

- "Natural death" covers most ways of dying, including diseases and illnesses, cancer, stroke, Alzheimer's, AIDS, etc.

- "Other" refers to being killed by unnatural causes that are unrelated to the Holocaust, such as a car crash, suicide, skiing accident, or non-Holocaust related drowning or murder, etc.

- "Holocaust-related death" refers to deaths directly or indirectly caused by the Holocaust. It can be used to indicate that someone died either in the immediate postwar period, or years later, from Holocaust-related causes. It is possible for someone to be a survivor and yet die a Holocaust-related death. The hardcopy PIQ or the interviewee (in the testimony) must explicitly attribute the death to the Holocaust.

3. All People:

a) Gender

- Only indicate gender if you are certain of it; please keep in mind that many names are not gender-specific. The indexer should verify the gender of the interviewee and other persons mentioned during the interview.

b) Dates and Numbers

- Use Arabic numerals as answers to questions seeking a number as the answer, e.g. 1, 2, 3, etc.

- Write out "first," "second," etc.

- Enter dates using the following format: month (first three letters), day of month, year (e.g. Apr 3, 1998). (Note: There is no period after the 3-letter month abbreviation.)

- If only the month and year are given, enter, "Apr 1998". (Note: There is no apostrophe after the month.)

- Although date fields, such as "Date of birth," are plain text fields, dates should follow the following format whenever possible: Oct 24, 1925

- If two or more birth dates are given for the interviewee, enter them both in the "Date of Birth" field, separated by "or." Example: "Jun 4, 1925 or Jun 7, 1925."

- If the dates given are a range, enter them in a single field, separated by "or." For example, if "1942-1943" is entered on the hardcopy PIQ, enter this in one field as: "1942 or 1943."

- If multiple months are given, enter these as two distinct dates in one field. Example: If "May 4 or June 4, 1942" is written on the PIQ, enter this as "May 4, 1942 or Jun 4, 1942."

- If a season is indicated, enter the season (unabbreviated and not capitalized), then the year (e.g. summer 1944). (Note: There is no apostrophe after the season name.)

- If qualified with "beginning," "early," "middle," "late," or "end," or other variations, enter the following:

  - beg 1939, or beg Jun 1939

  - mid 1939, or mid Jun 1939

  - end 1939, or end Jun 1939

- When the hardcopy PIQ indicates an entire decade, enter "1960s. Do not use an apostrophe when entering decades.

- If a date on the hardcopy PIQ is estimated, use the @ symbol in the PIQ interface to indicate approximately, around, or about. Leave a space between the @ and the year (e.g. "@ 1942" not "@1942").

  - For "1042?" use "@ 1942"

  - For "around 1918" use "@ 1918"

- If a person's age and date of death are provided (e.g., 13 years old when died in 1943), do the math to figure out the year of birth, and use the @ symbol before the year (e.g., @ 1930).

- If events or holidays are indicated, do a direct transcription (e.g., Rosh Hashanah 1944).

- Dates using the Hebrew calendar are to be transcribed directly (e.g., 25 Tamuz 5696). Research this date in the *Encyclopaedia Judaica* (EJ) and enter the correct date for both the Christian calendar and the Hebrew one. Enter the two dates with a "-" between them, (i.e., "21 Kislev, 5400 – Jun 6, 1987").

- If a major time period is indicated, use the standard: prewar, wartime, or postwar.

c) **Survivor (yes/no)**

- A survivor is anyone who suffered and survived persecution for racial, religious, sexual, physical, or political reasons while under Nazi or Axis control between 1933 and May 8, 1945; or who was forced to live clandestinely; or to flee Nazi or Axis onslaught during the war in order to avoid imminent persecution.

- A person is a survivor if he/she was alive at the point of liberation and/or on May 8, 1945. A person is a survivor if they died before May 8, 1945, but successfully fled from German or Axis countries.

  This definition would apply, for instance, to German Jews fleeing Germany before the war, as well as to Jews in eastern Poland who fled to Soviet territory after Sep 1, 1939, but before the German invasion of the USSR in June 1941. It would also include non-Jewish groups of victims such as homosexuals, Jehovah's Witnesses, the physically and

mentally disabled, Sinti and Roma, political prisoners and non-Jewish Poles, such as intellectuals and clergymen.

Individuals from the following Axis countries would be classified as survivors if they suffered persecution after the following dates (when anti-Jewish legislation appeared and not when each country took up official membership in the Axis):
- Italy - 1938
- Romania – 1938
- Hungary – 1938
- Bulgaria – 1940
- Czechoslovakia – 1939
- Yugoslavia – 1941

- Always assume that the interviewee is a survivor unless there is information on the hardcopy PIQ indicating otherwise.

- For other PIQ People, do not check "yes" unless information on the hardcopy PIQ or in the testimony clearly indicates that the person is a survivor. Choose "no" if the person died before or during the Holocaust, or if he/she could not have been a survivor to begin with according to our methodology (e.g. grandchildren, perpetrators, etc.) Leave the check box as "unspecified" if survivor status cannot be determined.

C. GEOGRAPHIC LOCATIONS

Be as specific and as accurate as possible with geographical terms, while still remaining true to the integrity of the information written on the hardcopy PIQ.

- When you are not certain, propose a term or use the next largest term (broader geo area) to cover it.
- If you are uncertain when entering PIQ short forms, use generics. For multi-keyword fields, such as "Camps," put any generic keywords used in their own column. The location will be corroborated from the testimony when it is indexed.

1. Place of Birth

The place of birth consists of two questions requiring keyword answers for the interviewee ("City of Birth" and "Country of Birth"), and a location object box (in the spreadsheet) for all other people.

Enter data in the following fields in the location object box:

Place name field: any geographic location that is not a city or Kibbutzim (e.g., provinces, voivodships, camps, etc.).

City field: a city or Kibbutzim only.

Country field: the corresponding country at the time of birth or death (except during wartime).

- The keyword that is used to index the "Country of Birth" should be selected based upon the borders as they existed at the time of birth. Please make it a practice to double click and open the keyword for the "city of birth" and read the timeline in the description field to determine the country at the time of birth.

- For the prewar and postwar time periods, use the term for the actual country to which a city, province, etc. belonged at the date indicated on the hardcopy PIQ.

- For the wartime period, use the immediate prewar country as it existed on September 1, 1939. For Austria, the date is March 13, 1938. For Czechoslovakia, start with October 2, 1938 in the Sudetenland, and March 15, 1939 for the rest of Czechoslovakia.

- November 11, 1918 is the date we are using for all border changes after World War One.

- If Austria is listed as a country on or before November 10, 1918, use the term "Austria-Hungary." Enter "Austria" into plain text.

- If Czechoslovakia is listed on the hardcopy PIQ as a country on or before November 10, 1918, use the keyword "Austria-Hungary." Enter "Czechoslovakia" into plain text.

- If Hungary is listed as a country on or before November 10, 1918, use the term "Austria-Hungary." Enter "Hungary" into plain text.

- If Poland is listed as a country on or before November 10, 1918, and if the actual country, city, or year of birth is not clear or is unknown, do not use a keyword to answer the question. Enter "Poland" into plain text.

- If Romania is listed as a country on or before November 10, 1918, and if the actual country, city, or year of birth is not clear or is unknown, do not use a keyword to answer the question. Enter "Romania" into plain text.

- If Yugoslavia is listed as a country on or before November 10, 1918, and if the actual country, city, or year of birth is not clear or is unknown, do not use a keyword to answer the question. Enter "Yugoslavia" into plain text.

- If Lithuania, Latvia, Estonia, or Finland is listed as a country on or before November 10, 1918, use the term "Russia/Soviet Russia." Enter the appropriate country into plain text.

- Use the term "Russia/Soviet Russia" until December 29, 1922. Use the Index Term "USSR" after December 30, 1922.

- Country abbreviations (with no periods): USA, UK, USSR. These abbreviations may be used in plain text answers.

To aid the research process, please include the information (listed below) in the comments field for all proposed City of Birth/Death keywords.

Use: POBI 1912   *For: Place of birth – Interviewee – DOB 1912*
Use: POBM 1896   *For: Place of birth – Mother – DOB 1896*
Use: POBF 1888   *For: Place of birth – Father – DOB 1888*
Use: POBSChana 1913   *For: Place of birth – Sibling Chana – DOB 1913*
Etc.
Substitute POD for Place of Death

2. Place of Death

The "Place of Death" question pertains to people other than the interviewee and is a location object box in the spreadsheet. If a specific type of location (e.g. camp or ghetto) is indicated in the hardcopy PIQ, enter that location in the "Place Name" field of the location object box.

Although older versions of the hardcopy PIQ ask for the city in the "Place of Death" question, in the context of the Holocaust, you are usually safe entering what has been written under city as a camp, if dates and other facts apply. If, for example, "Dachau" is written as a city listed as the "Place of Death" for a family member not from the city of Dachau, it would typically be safe to enter Dachau Concentration Camp as the place of death.

3. Ghettos and Camps

Both the ghetto and camp questions will accept multi-keyword answers. Also note, the "Camps" field should only contain concentration camps, prisoner-of-war camps, Axis internment camps, and forced labor camps. Temporary forced labor battalion encampments (as in Hungary), Allied internment camps, and refugee and displaced persons camps should not be indexed in the "Camps" field. When applicable, index the experiential terms for these as answers to the "Special Experiences/Situations" question.

D. OTHER INTERVIEWEE QUESTIONS

1. Religious Identity

The religious identity questions are distinguished by time period: prewar, postwar, and time period unknown. (There are very few occasions where time period unknown must be used; most PIQ versions ask for the time period.) The rule of thumb for religious identity is to default to the more specific term. For example, it is not necessary to index both "Jewish" and "Hasidism." The more specific "Hasidism" is adequate.

In addition, keywords such as "none" and "non-applicable" should only be used when they are actual answers on the hardcopy PIQ. Do not substitute them as answers to questions that were actually left blank on the PIQ.

2. Hiding, Resistance, Flight, Forced Marches, and Liberation

These are questions requiring either yes/no or keyword answers. If more than one keyword answer is necessary for a single keyword field, create a new column for additional entries.

- For hiding experiences, only one column should be used for each geo locality. Multiple keywords should be used for "type of hiding place" within each of these columns (e.g. if the survivor hid at a farm and in a hospital in Lodz, do not create two columns with Lodz, instead enter "farms" and "hospitals" under "type of hiding place" in the same column.) Create a new column for each new city or region by clicking the "+" sign at the top of the form.
- If the survivor was living under false identity in a location, the "type of hiding place" field should be left blank as it does not apply.
- For "Names of Resistance Groups . . .", only enter resistance groups that are relevant to the Holocaust; otherwise enter the information in plain text. An exception to this rule is made for Jewish resistance groups in Palestine; these groups can and should be indexed.

3. Other attributes

Although each interviewee can only be in one experience category (e.g. Jewish Survivor, Liberator, etc.), many people had alternate roles during the Holocaust. Use the choices here to convey the alternate experiential roles of an interviewee.

4. Special Events/Situations

The "Special Events/Situations" field is designed to capture interviewee experiences not asked for or catalogued elsewhere in the Cataloguing Interface. The choice group for this field includes, but is not limited to, keywords such as: "concealment of Jewish identity," "displaced person camps", "Kindertransport," "medical experiments in the camps," "escapes from the camps," and "prisons." Select all pertinent terms from the choice group, but do not propose new terms for this answer. The hardcopy PIQ should be checked one last time against the choice group to ensure all applicable, additional experiences are included.

During the viewing of the videotape, the indexer should select additional terms for this answer if the testimony indicates additional experiences described by our list of available keywords.

APPENDIX: NAME CHANGES

It is very important that the release name of the interviewee is entered exactly as it appears on the Survivor Release Agreement (SRA). In rare instances two or more release forms may be attached to the PIQ. The most current release form is considered the official document and is the one from which all release form information should be taken.

- In addition, ensure that the pre-set interviewee name (the interviewee name that displays automatically upon entering the interface) is correct.

There are occasions when the Survivor Release Agreement contains obvious mistakes. Below is a guide to when name changes can and should be made.

PROBLEM	ACTION TO BE TAKEN
Diacritics are missing in the database but are on the SRA	Diacritics will be added to the name in the database
First name and last name are reversed on the SRA	Name will be entered correctly in the database; first name in first name field, last name in last name field
First and last name are both in the last name field on the SRA	Name will be entered correctly in the database: first name in first name field, last name in last name field
Generational distinctions, e.g. Jr., IV, are on the SRA but not in the database	Generational distinctions will be added to the last name in the database
SRA was filled out by a family member or interviewer accidentally putting in their own information	New SRA will be sent to survivor to fill it out with his/her information
Parenthetical diminutives follow a first name on the SRA, e.g. Richard (Ricky)	Diminutive will not be added to the release first name; the information will be captured in PIQ entry as an alias
Parenthetical alternate versions of last name are on the SRA, e.g. Romanovski (Romanov)	Parenthetical alternate versions will not be added to the release name; the information will be captured in PIQ entry as an alias
The signature is legible and clearly does not match the release name written in the boxes on the SRA	Interviewee will be contacted before making a change; if this is not possible, the name written in the boxes on the SRA will prevail

The interviewee spells his/her name differently in the actual taped testimony than is written on the SRA	The written name on the SRA will prevail; a PIQ alias will be created for the alternate spelling given in the testimony
The release name is written one way on the SRA but the rest of the PIQ contains an alternate spelling	The name on the SRA will prevail; PIQ aliases will be created for alternate spellings given throughout the PIQ
More than one release name is given on the PIQ release form.	Only one release name may be designated for each interview. All other names are to be listed as aliases.
Names on SRA are given in non-Roman character sets (e.g. Cyrillic)	The following rules should be followed in the order given to ensure that names given in non-Roman character sets are transliterated and displayed appropriately to the end users. • The name should be transliterated using the ALA-LC Romanization Tables found at the Library of Congress Web site and entered as an alias. The acronym LOC should be used to designate the use of the ALA-LC Romanization Tables in the Notes field. • When reviewing the hardcopy PIQ, if it is clear that the interviewee has specified a particular transliteration for his or her name, that transliteration should be honored and entered as the release name and the ALA-LC Romanization Tables transliteration should be entered as an alias. • When the interviewee has not specified a preferred transliteration, or if it is unclear who has entered the transliteration of a name on the PIQ, then the ALA-LC Romanization Tables transliteration should be used as the release name. • All other transliterations that have been supplied by unknown persons (e.g. interviewers, regional coordinators, etc.) should be entered as aliases.

Names are duplicated on the SRA, e.g. both maiden name and married last name are entered in the last name field [no hyphen] and the maiden name is entered again as release maiden name	The SRA governs what is entered for maiden and last names, even if names are duplicated