

How to Build a Jewish Genealogy Library from Scratch

1. Decide on a location to house the collection. (A home garage, a Jewish Community Center, a Synagogue)
2. Get permission in writing to house the collection there. Get permission to use their printer.
3. Figure out how much space you need in that location.
4. Create a mission statement.
5. Create an Operations statement – Circulation Policy. (when your library will be open, when it will be staffed and what your circulation policy will be)
6. Create a budget for what you plan to spend to create the collection. Create a book fund. The library should pay for the initial purchases necessary to create the library and initial purchase of books. These are suggestions and not everything is necessary to get started.
 - Shelving
 - Furniture
 - Computer
 - Printer
 - Barcode Scanner if automating the library collection
 - Library Automation Program or spreadsheet program like Excel or Sheets which are free
 - Library Supplies
 - Databases
 - Books
 - Bookends
 - Magazines and Journals
 - Multimedia
 - Classification system book if you are using a Judaic classification system (Library of Congress and Dewey Decimal come standard on most Library Automation Programs)
7. Purchase the shelving.
8. Acquire a Computer to automate the collection on. Acquire a printer to print out the various kinds of labels needed. Acquire a barcode scanner to scan the UPC codes on the back of the books when cataloging.
9. Decide on a Library Automation Program. (ResourceMate, Library World, Library Thing, Excel, etc.) and purchase the Library Automation Program.
10. Create an account with a Library supply company and figure out what supplies you need, how much of each item you will need. Purchase the supplies. (Demco, Brodart, Vernon, Library Store) (spine labels, barcode labels, spine label protectors, pockets, book cards, library stamp, shelf markers) Buying supplies from an office supply company usually give you inferior products.
11. Use other JGS Library collections to create an acquisitions list. Purchase the books and multimedia. (Avotaynu, Jason Aronson, KTAV, Josey Bass, Genealogical Publishing Company, YIVO, various Jewish Genealogical Societies around the world, Ancestry, New York Genealogical and Biographical Society, Schocken, Yad Vashem, etc.) (The largest collection of books will come from Avotaynu.)
12. Decide on a library classification system to use. (Elazar Judaic classification system, Weine Judaic classification system, Library of Congress, Dewey Decimal)
13. Pick what subject headings you wish to use. (Library of Congress, Sears) (Library of Congress comes standard on most Library Automation Programs)

14. Catalog the new books and other items with the Library Automation Program you purchased using the barcode scanner or typing in the ISBN by hand.
15. Process the new books and other items with the supplies you purchased from the library supply company.
16. Organize books and the other items you purchased for the collection on the shelves.
17. Place the shelf markers on the shelves in the correct places.
18. Clean up the authority files if needed.
19. Create a section on your Jewish Genealogy Societies website so the Library section will have its own space.
20. Load the Online Public Access Catalog onto your Jewish Genealogy Societies website so patrons can search your catalog.
21. Link the databases you have purchased to the Library section of your website.