

## GUIDE FOR USING THE JGPBCI LIBRARY COLLECTION

The Jewish Genealogical Society of Palm Beach County's genealogy Library reference collection is located in the Rose Merry L. Plough Media Resource and Reference Center in the Phyllis and Harvey Sandler Center for Jewish Life Enhancement, Levis Jewish Community Center (JCC) Campus, at 95th Avenue, S., Boca Raton, Florida. (*See directions below.*)

The Library will be open during the hours noted below. Volunteers will be on hand to assist you in using our facility.

### LIBRARY VOLUNTEERS AND HOURS (subject to change)

**The Library will be available 4 days per week**

| Day       | Time                | Support Person                    | Telephone                    |
|-----------|---------------------|-----------------------------------|------------------------------|
| Tuesday   | 11:00 AM to 2:00 PM | Mona Morris                       | 561-245-8182                 |
| Wednesday | 9:00 AM to 12:30 PM | Irv Skorka                        | 561-498-0799                 |
| Thursday  | 12:30 PM to 4:30 PM | Howard Kaufman                    | 561-395-1705                 |
| Friday    | 12:30 PM to 4:30 PM | Jackie Fineblit<br>Sylvia Nusinov | 561-738-6724<br>561-483-1060 |

**Parking is available at any spot in the Sandler Center lot or in the lots of the two adjacent buildings.**

Our collection is divided into five separate categories: Our Research Books (which includes Jewish Community Books), JGS Society Newsletters and Journals, Jewish Community Publications, Miscellaneous Source Material and items in the Jonas Collection.

All JGS and JCC members and visitors wishing to use our collection are required to sign in on our **Sign in Sheet** located in the **Blue Loose Leaf Book** on the right side of the desk. Members and visitors are cautioned to use **pencils rather than pens** when doing research at the Library. For those who are not familiar with our collection, there are separate listings of the five databases in a catalog in an **Orange Folder** on the desk. **Only JGS members will be able to use the catalog located in our computer files.**

The collection of our Reference Books consists of over 370 hard and soft cover books making up the body of our genealogical reference collection. Each has been assigned a call number generally consisting of three or several numbers and 3 letters. They are arranged on the shelves in numerical order followed by alphabetical order.

Example:

002.6 VOL  
002.7 ROS  
002.7.1 FEL  
002.7.2 GOR

The books are divided by major subject. Attached is a listing of the call numbers and the corresponding subject.

Those books that are oversized are identified as such in our catalog and are located on the on the lower shelf in the bookcase on the left.

**YELLOW MARKERS** are provided so that any book that is removed from the shelves may be more easily returned to its proper place. **Please remove only one book at a time from the shelves.** The markers can be found on the right side of the desk in the clear file.

Also arranged on the bookshelves are the grey storage boxes in which various JGS societies' Newsletters and Journals are stored. Electronic files of these documents and journals, if available, may be found in the computer files. **Only JGS members will be able to use this catalog located in our computer.** There are 2 listings of these documents, one alphabetized by NAME and a second alphabetized by the name and geographical location of the society issuing it. By this means, a researcher wishing to look up a Newsletter of a JGS Society, for example, Cincinnati, and not knowing the name of the Newsletter, would see from the listing that it is called, "Ancestry". Each report shows the number of the box in which the material is stored. These are 3-digit numbers starting with 001. As each box is filled, an extension is added to its number for the next box, i.e.; 001.1. The latest issue of "Avotaynu", for example is in Box 002.3. The boxes are arranged on the shelves in numerical order, and whenever several different issues are stored in the same box, they are separated by cardboard dividers.

The materials labeled Jewish Community Publications consist of pamphlets, newsletters and other types of literature produced by Jewish organizations other than genealogical societies. These materials are filed in boxes according to the States in which the organizations are located, and they are stored in boxes labeled **Community Histories**.

***DIRECTIONS: The Levis JCC is located in Boca Raton, Florida. It is on 95th Ave. S. off Glades Road, between Lyons Road and U.S. 441 (S.R. 7). Turn left at the 95th AVE South traffic light on Glades Road. At the guard gate, indicate that you are visiting the Sandler Center (Show ID). Go around the first traffic circle, continue to the second circle, and bear left. The Sandler Center is the third building on the right after the second traffic circle. The library is the first room on the right.***

## Genealogy Reference System

- 000 Genealogy, General
  - 001 Genealogy
  - 002 Ships
  - 003
- 100 Computer, Using
- 200 Dictionary/Encyclopedia
  - 201 Dictionary
  - 202 Encyclopedia
- 300 Community
  - 301 Continents
  - 302 Countries
  - 303 States
  - 304 Cities
  - 305 Towns
- 400 Holocaust
- 500 Yiskor Books/Remembrances
  - 501 Yiskor Books
  - 502 Rememberances
- 600 Census
- 700 History
- 800 Travel
- 900 Meetings/Seminars