The easiest access to our online catalog is via our website https://www.lbi.org. To begin your search simply click on the search bar located in the top right corner. You will be presented with the option to search the entire catalog, only our digitized materials, or just search the website.

Type in keywords, names, places, topics, or titles you would like to search for in our catalog in the search bar. The website will display materials in a list. To narrow down your search, you may use the advanced search button or the “Tweak my results” sidebar located on the right to tag and untag different categories.

Once you find material you would like to view, click on the item to display the bibliographical description. This record will also inform you of the call number, the number
used to identify the item in our archives, and let you know if the collection or material has been digitized through the link “online access.”

If the material has been digitized, the links tab at the bottom of the bibliographical record will display an option to view the item. By clicking on the digital form link, you will either be taken to single digital images - or if the collection is larger, you will be taken to another website where you will be able to view a so-called finding aid.
This finding aid website will also display more detailed information as to the arrangement of the collection.

On the right, you will find a sidebar “Collection organization” that you will be able to click on and choose what series and folder you would like to view. The links there will take you to the digitized version of the materials.

When you click on “Collection organization” on the right side and then on a “folder” (only then) you will get access to “view the folder.”
If you click on “view the folder” you will get access to the digitized documents which can look like the following image:

**CENTER FOR JEWISH HISTORY**

Records of the Administration of the Berlin Community

AR 18
JEWISH COMMUNITY OF BERLIN (RECORDS OF EXECUTIVE COMMITTEE)

---

**Other options of accessing our collections**

- Search all holdings directly through our [Online Catalog](https://www.lbi.org) which also provides links to already digitized collections and an advanced search option.
- Browse digitized collections through our [DigiBaeck website](https://www.lbi.org).
- Access larger archival collections directly through their [Finding Aids](https://www.lbi.org) which feature scope, historical, and biographical notes.
- Browse digitized periodicals at [LBI's Periodicals at Internet Archives](https://www.lbi.org).
- Browse a selection of digitized arts works and objects in the [Edythe Griffinger Art Catalog](https://www.lbi.org).
- Monitor additions to the archives here: [New Archival Collections](https://www.lbi.org).
- Monitor [New Additions to the Art and Object Collection](https://www.lbi.org).

**Other important links**

- Please contact LBI's [Dr. Robert Ira Lewy Reference Service](https://www.lbi.org) for collection related questions.
- See also our [Reproductions and Permissions](https://www.lbi.org) policies and order form.