



## Why does the Leo Baeck Institute charge fees for reproduction and licensing?

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The Leo Baeck Institute—New York|Berlin charges reproduction fees for high-resolution scans as well as licensing fees for use of archival and library material in publications such as books, journal articles, as well as for use online and in exhibits. This is standard practice for non-profit archives and libraries that are dependent on private funding. Licensing fees help cover some of our costs for accessioning, processing, cataloging, preserving, digitizing, storing, and making the material accessible.

For those who do not need high-resolution images, we are committed to placing as much of our archival and library material online in low resolution for easier, free access for private study, research, or educational purposes for material in the public domain and in fair use copyright situations.

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## What activities do reproduction and licensing fees help support?

\* **Accessioning.** Material donated to the Leo Baeck Institute library and archives must be accessioned both physically and digitally. For archival material, this includes storing it in a quarantine room with good security and climate control, followed by going through the papers, manuscripts, diaries, newspaper clippings, letters, etc., plus any objects, reading through them, organizing them, and placing them in acid-free boxes and folders. We then write a finding aid for researchers. Books need to go through a detailed workflow as well to be entered into the online catalog - they need to be described accurately, their condition noted, and at times also rehoused in acid-free folders and boxes.

\* **Preservation.** All library and archival material are stored in a climate-controlled environment, which requires a set humidity and temperature level, and demands the use of an extensive HVAC system. Shelving, boxes and folders, a state-of-the-art security system, a state-of-the-art fire extinguisher system, must all maintain a required preservation benchmark. This level of preservation ensures that we can keep our material safe from environmental erosion and dangers, as well as concerns about theft and privacy.



\* **Access.** When a scan request is received, staff members must look through our extensive catalog to find the correct collection, as well as track the material through the whole process on various databases. Collections that are not digitized require staff members to pull the material and then scan each individual page. The images then often need to be edited, and physical materials reshelfed.

\* **Digitization.** The Leo Baeck Institute has an expansive digitization program with manifold components. Our goal is to provide our users with our complete archival collection online, in low resolution, for research use. This digitization project also scans and makes accessible some of the rare library material, as well as the periodical collection. Costs for our digitization program include paying outside vendors who scan the material following professional standards, the transportation of material to and from digital vendors, and the cost for them to store the material in a preservation-secure environment during the digitization process. Finally, LBI staff accession the digital images into our electronic system and catalog, a process that further involves some necessary editing and reformatting.

\* **Reference, Scan Orders, and Permissions.** Answering questions, scanning material, and providing publishing permissions to researchers are all regular tasks of the archival and library departments. Staff respond to reference questions by identifying material that might be helpful, and then accessing the material either online or physically. Often numerous collections, periodicals, and books need to be accessed and studied to provide answers to patron questions. Often, staff scan materials the researchers are interested in.

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