

USC  
SHOAH  
FOUNDATION  
INSTITUTE

FOR VISUAL HISTORY  
AND EDUCATION

# INDEXING GUIDELINES

## TABLE OF CONTENTS

<b>Introduction</b>	<b>3</b>
<b>Archival Collection</b>	<b>4</b>
<b>Synopsis of the Cataloguing and Indexing Process</b>	<b>5</b>
<b>Indexing and System basics</b>	<b>6</b>
<b><u>A. Indexing People</u></b>	<b><u>7</u></b>
1. Creating and Indexing PIQ persons	8
2. Indexing Famous and Infamous People	8
3. Indexing Roles and Agents	9
<b><u>B. Indexing Geographic Locations</u></b>	<b><u>10</u></b>
1. Specific Location index terms	10
2. Country-time index terms	10
3. Indexing specific years and time periods	11
<b><u>C. Indexing Movement of People</u></b>	<b><u>12</u></b>
1. Ghettoization	12
2. Deportation	13
3. Transfer	15
4. Means of Transport and Forced Marches	16
5. Migration	17
6. Flight	19
<b><u>D. Indexing Common Experiences</u></b>	<b><u>20</u></b>
1. Incarceration	21
a) Camps	21
b) Prisons	22
2. Restrictive Housing	23
a) Ghettos	23
b) Judenhäuser	24
c) Enforced Residence	25
d) Transnistria/Romanian Colony	25
e) Yellow Star Houses	26
f) Yellow Star Houses vs. Protected Houses	27
g) Soviet Exile	27
h) Deportation Centers	28
3. False Identity	28
a) Living under false identity	28
b) Passing under false identity	29
4. Hiding / Hiding and Evasion / Evasion	30
<b><u>E. Proposing Index Terms</u></b>	<b><u>31</u></b>
<b><u>F. Creating and Indexing Still Frames</u></b>	<b><u>32</u></b>
1. Photographs, documents and artifacts	32
2. Introduction of friends and/or family members	33
3. Interviewee still frame	34
4. Prisoner tattoos and scars	34
<b><u>G. Taking Notes</u></b>	<b><u>34</u></b>
Technical Problems	34

## 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)<sup>1</sup> 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.

---

<sup>1</sup> The words "keyword(s)", "keyphrase(s)" or "index term(s)" are used interchangeably throughout this document.

## ARCHIVAL COLLECTION

The USC Shoah Foundation Institute's visual history archive consists of interviews with individuals whose experiences fall under the following primary categories (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:

Pertinent biographical information is entered first, as well as names of relatives from a hardcopy Pre-Interview Questionnaire (PIQ)<sup>2</sup> into a database. This process is referred to as cataloguing and the application to enter the data is referred to as the Cataloguing Application or 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 indexing a testimony.

---

<sup>2</sup> Before each interview, the interviewer filled out a Pre-Interview Questionnaire containing biographical information on the interviewee as well as names of family members and other relevant individuals important to the interviewee's experience.

## INDEXING AND SYSTEM BASICS

Index terms will allow end-users to access portions of testimony dealing with topics of their choice. While listening to the testimony, choose and apply keywords as topics arise during the course of the narrative. Choose index terms that describe best the content as provided by the interviewee.

- Index terms should represent major topics discussed in the testimony. Most of the topics discussed in a testimony usually concern the experiences of the interviewee (primary experiences).
- Experiences of individuals other than the interviewee should be indexed based on the historical importance of the story or the story's importance in the narrative of the testimony.
- Discussions of history (that is any geopolitical content superfluous to the interviewee's experience) should be catalogued using "general" history index terms. (e.g.: "history: Poland.") General history terms are currently located in the KW Container called **General History** in the Keyword Hierarchy.
- There is no need to reapply a term unless a discussion is interrupted and then resumes.
- There may be portions of testimony to which no keywords need to be applied.

- 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 which allows the indexer to view, in the Indexing Interface, the names of every individual who has been entered through the Cataloguing Interface for a particular testimony.
- Once a testimony is opened and you start listening to a testimony, the system will automatically divide the testimony into small one-minute segments.
- As soon as a keyword is pulled into the "Keywords for this segment" box, the keyword will automatically be associated with that one-minute timeframe. The purpose of these timeframes is to identify the approximate location of a discussion (the keyword may have been dragged over in the beginning, middle or end of a discussion).<sup>3</sup>
- All fields will clear every minute as the system creates new segments (other than the people list, and the keywords used in this testimony).

---

<sup>3</sup> The timeline on the Indexing Interface will only display pink segment marks when a segment is populated with either keywords and/or notes.

- Only an action by the indexer will cease the tape such as pausing, stopping or logging out. The indexer will also have the option of setting a preference, which will enable the system to stop the tape when he or she clicks on a prior segment.
- Upon exiting the Indexing Interface, the system will ask for a status to be assigned to that testimony. It is imperative that the status assigned accurately marks the current stage for indexing that testimony.

Relevant statuses are:

- Cat index in progress<sup>4</sup>
- Cat index end: PKW (meaning work is complete, though there are proposed keywords)
- Cat index end: No PKW (meaning work is complete, and there are no proposed keywords)

## A. INDEXING PEOPLE

Whenever relevant and/or significant content exists, the individual's name and/or the relationship to the interviewee should be indexed in the course of the testimony. Do not index fleeting mentions of people.

People are classified in two broad categories:

- **PIQ persons.** All the names from the Pre-Interview Questionnaire for each testimony have been entered into the PIQ database and are accessible in the Indexing interface. These names are unique to each testimony. Names, either encountered during the testimony or extant on the PIQ form are to be entered using the Cataloguing Interface.
- **Famous and Infamous People.** Certain famous and infamous figures connected to the Holocaust and Jewish life can be found in the Keyword Authority. These persons are accessible and searchable in all testimonies of the archive.

**Important:** All individuals named by the interviewee in a Holocaust and/or prewar Jewish life context in the testimony should be added to the database by entering them on the persons spreadsheet in the Cataloguing Interface. When relevant content also exists, they should be indexed in the testimony.

---

<sup>4</sup> "Cat" here is used to reflect the indexing status. Terminology has yet to be changed in the application.

## 1. CREATING AND INDEXING PIQ PERSONS

Individuals whose names are mentioned by the interviewee in the context of the Holocaust and/or prewar Jewish life should be created by adding them to the PIQ persons' spreadsheet. They will then appear as **PIQ person objects** in the Indexing Interface.

- It is important to correctly define the person's relationship to the interviewee. Always choose the relationship based on **the original or primary way** in which the interviewee came into contact with that person, e.g. "teachers," "friends," "soldiers, German," "kapos."
- **If a prewar relationship exists, that should usually take preference over a later wartime relationship** -- for example: aid givers. If the survivor discusses a friend who provided them with aid, the relationship type should be "friends," rather than "aid givers," since the two originally knew each other as friends and not as "aid giver" and "aid recipient." Similarly, a camp guard who provided aid would be created as a "camp guard," rather than "aid giver," since the primary way in which the interviewee came into contact with the person was through their role as a camp guard.
- Please note that **familial relationships always supercede all other roles**. For example, if the interviewee's uncle is the head of the town's Judenrat, the correct relationship choice is still "uncles, paternal," not "Judenrat members."

## 2. INDEXING FAMOUS AND INFAMOUS PEOPLE

Certain famous and infamous figures connected to the Holocaust and/or Jewish life are located in the **famous and infamous people** container in the Keyword Hierarchy.

**Examples:** Hitler, Adolf  
Wallenberg, Raoul

- Only index famous and infamous figures when direct interaction with the interviewee or a significant secondary experience is discussed. Do not index famous figures for merely historical discussions.
- If the famous or infamous person does not yet exist in the keyword authority, propose them.
- If the interviewee had a personal relationship with a famous individual *outside* of a relationship based on the role for which that person became famous during the Holocaust (e.g. relative, prewar teacher, etc.), it is necessary to also create that person and index the PIQ person object for the segment.

### 3. INDEXING ROLES AND AGENTS

In addition to indexing people using PIQ person-objects or “famous people” index terms from the Keyword Authority, people’s roles are also indexed using generic relationship keywords in the following situations:

- a) **The discussion concerns a family member whose name is not provided.** The Thesaurus contains most family relationships as generic keywords (e.g. sisters, fathers, extended family members).

**Example:** DF recalls sharing a room in a DP camp with his sister. (*unclear which sister*)

**Index term:** sisters

**Important:** Do not index generic family relationship terms when names are known/given and PIQ person objects can be indexed.

- b) **The role of an individual is discussed in detail.**

**Example:** DF speaks of his rabbi, who used to tutor him before the war. (*no name is provided*)

**Index term:** rabbis

If the individual is identified by name, a PIQ person object should also be created and indexed.

**Example:** GH recalls what her grade school teacher Thomas Blau taught her about Palestine.

**Index term:** teachers

**PIQ person-object:** Blau, Thomas < > teachers

- c) **The individual is responsible for an act being indexed.**

**Example:** GH recalls how a German guard brutalized his father in the Warsaw ghetto.

**Index terms:** brutal treatment in the ghettos  
ghetto guards, German

**Note:** Where multiple descriptors for a person apply (e.g. “kapos, German,” “kapos, female,” “prisoner functionaries, female,” “camp guards, Ukrainian,” etc.), index as many as are specifically discussed. Do not index civilian groups (e.g. Poles, Ukrainians, Lithuanians, etc.).

## B. INDEXING GEOGRAPHIC LOCATIONS

Index geographic locations when:

- **Events being described occurred in that location**
- **The location is being discussed or described in detail**
- **A landmark clearly identifying the location is shown in a photograph.**

There are two types of index terms used to index places:

### 1. **Specific location index terms** (e.g. cities, ghettos, camps, forests, etc.)

**Examples:** Lublin (Poland)  
Łódź (Poland : Ghetto)  
Saarland (Germany : Administrative Unit)  
Auschwitz (Poland : Concentration Camp)(generic)  
Naliboki Forest

For a comprehensive list of specific location index terms, please look under **Places** in the Type Hierarchy or in the **World** container in the Keyword Hierarchy.

- Be as specific and as accurate as possible when indexing.
- If, after a thorough search of the Thesaurus, you cannot find a location index term, or cannot ascertain if an existing term in the Thesaurus is the location discussed, propose the location (e.g. Espoonlahti (Finland)).
- You can also use broader geo terms (e.g. administrative units, countries) or generic terms (if one exists, e.g. "Kaufering (Germany : Concentration Camp) (generic)) when you cannot determine the specific location.

### 2. **Country-time index terms.**

**Examples:** Hungary 1939 (September 1) - 1941 (June 21)  
Germany 1944

For a comprehensive list of country-time index terms, please look in **Places > countries > countries by time** in the Type Hierarchy, or look in the **World** container in the Keyword Hierarchy.

### 3. INDEXING SPECIFIC YEARS AND/OR TIME PERIODS

#### a) Specific Years

For events that occurred in combatant countries between September 1, 1939, and May 8, 1945, indexers should use single-year country-time index terms (e.g. "Germany 1944," "United States 1943," "Hungary 1941"), where appropriate.

**Note:** Nazi domination or an environment of official Holocaust-related persecution began at a date earlier than September 1, 1939, in several countries or regions. Single-year country-time index terms can be used within the indicated time periods for the following countries:

- Germany (January 31, 1933–May 7, 1945)
- Austria (March 13, 1938–May 7, 1945)
- Sudetenland (Czechoslovakia) (October 2, 1938–May 7, 1945)
- Bohemia and Moravia (March 15, 1939–May 7, 1945)
- Saarland (January 13, 1935–May 7, 1945)
- Free City of Danzig (June 1933–May 7, 1945)

**Important:** In most cases, single-year terms for 1939 are applicable only for the period from September 1, 1939, to December 31, 1939. In most cases, single-year terms for 1945 are only applicable for the period from January 1, 1945, to May 7, 1945.

#### Use a single-year index term when:

- The interviewee describes an event (personal or historical) that took place within a given year and specifically states the year.
- The interviewee describes a known historical event (e.g. "Kristallnacht") even if they do not mention the specific year.

#### b) Time Periods

For all other periods in time (prewar and postwar) use the appropriate country-time index term (e.g. "Hungary 1939 (September 1) - 1941 (June 21)").

- Use the smallest country-time index term applicable to represent the time period being discussed. Do not, however, use several narrow index terms in place of a broader (longer time span) country-time index term.
- Wartime: Use a time period (rather than a specific year) when an interviewee talks about events that happened during the war years but does not indicate the exact year/date.

## C. INDEXING MOVEMENT OF PEOPLE

In indexing movement, we distinguish between two broad categories: forced movement and voluntary movement. Movement is only indexed when sufficient content exists.

**Important:** If the interviewee crosses international borders during their movement, apply the appropriate country-time index terms with the movement terms you are indexing.

### **FORCED MOVEMENT:**

1. ghettoization
2. deportation from/deportation to
3. transfer from/transfer to

### **VOLUNTARY MOVEMENT:**

1. migration from (country), migration to (country)
2. flight (within a country)
3. flight from (country), flight to (country)

## **INDEXING FORCED MOVEMENT**

### **1. Ghettoization and Ghettoization Procedures**

**Index term:**           **ghettoization**

Ghettoization is the forced concentration of Jews into delineated areas of cities/towns in order to segregate and isolate them from the non-Jewish population. This term should be used only when an interviewee was moved into a ghetto in the city in which he or she lived.

**Example:** HK recalls he was forced to leave his apartment in Łódź and move into the newly established ghetto.

**Index term:**           **ghettoization procedures**

Ghettoization procedures are the processes by which Jewish residents were concentrated and forced into delineated areas of cities/towns in order to segregate and isolate them from the non-Jewish population. This term should be used when an interviewee discusses the *procedural aspects* of their movement into a ghetto within the city in which he or she lived.

## 2. Deportation

**Hierarchy note:** For the list of terms relating to deportation, see the **deportation experience** container located in the **transport experience** container in the Keyword Hierarchy.

**Deportation** is the forcible relocation of individuals and/or communities from one geographic location to another geographic location. In the context of the Holocaust, deportation usually refers to the efforts of Germans and their allies to physically remove Jews and other ethnic groups from their homes and communities to other occupied territories or to ghettos, concentration camps, and/or death camps.

By the Institute's methodology, the term also refers to the forcible expulsion of certain national groups in areas controlled by the Soviet Union, as well as to the transport of "enemy aliens" to Allied internment camps.

Use the location specific "deportation from" / "deportation to" in the following situations:

**a) city to ghetto (ghetto located in a different city)**

example index terms:

- **deportation from Berlin (Germany)**
- **deportation to Warsaw (Poland : Ghetto)**

For cities or ghettos that are not named by the interviewee, use the generic "**deportation from cities**" and "**deportation to ghettos**" terms.

**b) city to camp (concentration, death, internment)**

example index terms:

- **deportation from Lublin (Poland)**
- **deportation to Auschwitz I (Poland : Concentration Camp)**

**Important:** The generic "**deportation to camps**" term applies to all camps except refugee/DP camps. Only use this term when the name of the destination camp is not made clear, keeping in mind that the name of the camp is often clarified by the survivor in the course of the testimony.

**c) city to prison (prison located in different city)**

example index terms:

- **deportation from Antwerp (Belgium)**
- **deportation to prisons**

In the rare instance that the name of the prison is known, use (or propose) the specific term, e.g. "deportation to Montelupic (Cracow, Poland : Prison)." In all other cases, default to "deportation to prisons" and the index term for the city in which the prison is located. If the incarceration is in a prison in the same town in which the interviewee is first taken into custody, use the appropriate "arrests" or "roundups" term.

**d) ghetto to camp**

example index terms:

- **deportation from Mukacevo (Czechoslovakia : Ghetto)**
- **deportation to Auschwitz II-Birkenau (Poland : Death Camp)**

**e) city to city**

example index terms:

- **deportation from Łódź (Poland)**
- **deportation to Lublin (Poland)**

**f) city to region**

example index terms:

- **deportation from Lwów (Poland)**
- **deportation to Siberia (USSR)**

City-to-city deportation or city-to-region deportation occurs when survivors are forcibly moved from their homes and communities to other occupied territories, such as another city (e.g. the deportation of Jews and Poles from the "Warthegau" to territories further east).

**g) region to city, ghetto, or camp**

example index terms:

- **deportation from Palestine**
- **deportation to Famagusta (Cyprus : Internment Camp)**

When multiple stops during a deportation are discussed without sufficient content to index any specific one, or the survivor gives an overview of the route of the prisoner transport, use the index term "**deportation routes**"

### 3. Transfer

**Hierarchy note:** For a complete list of terms relating to transfer, see the **transfer experience** container located in the **transport experience** container in the Keyword Hierarchy.

A transfer is the relocation of an individual or group from one ghetto, camp, prison, or Allied internment camp to another ghetto, camp, prison, or Allied internment camp. Unlike deportations, which reflect the movement of people to situations that reflect increasing levels of concentration or incarceration, transfers are the movement of people between locations of equal or lesser levels of concentration and incarceration.

Use the location specific "transfer from" / "transfer to" in the following situations:

**a) ghetto to ghetto**

example index terms:

- **transfer from Łódź (Poland : Ghetto)**
- **transfer to Warsaw (Poland : Ghetto)**

For ghettos that are not named by the interviewee, use the generic **transfer from ghettos** and **transfer to ghettos** terms.

**b) camp to camp**

example index terms:

- **transfer from Auschwitz I (Poland : Concentration Camp)**
- **transfer to Bergen-Belsen (Germany : Concentration Camp)**

For camps that are not named by the interviewee, use the generic **transfer from camps** and **transfer to camps** terms.

**c) camp to ghetto**

example index terms:

- **transfer from Auschwitz I (Poland : Concentration Camp)**
- **transfer to Theresienstadt (Czechoslovakia : Ghetto)**

**d) prison to camp**

**e) prison to prison**

**f) prison to ghetto**

Methodology note: **For prisons that are not named by the interviewee, use the generic "transfer from prisons" term.**

When multiple stops during a transfer are discussed without sufficient content to index any specific one, or the survivor gives an overview of the route of the prisoner transport, use the index term "**transfer routes**"

## 4. Means of transport and Forced Marches

### a) Means of Deportation and Transfer

Understanding the ways in which the German government allocated limited wartime resources to the deportation and transfer of Jews and other groups is an integral facet of Holocaust studies. The Institute has therefore included in its cataloguing methodology the indexing of means of transport. There are two terms that denote means of transport:

- **deportations, means of transport**
- **transfers, means of transport**

**Methodology note:** In addition to the “means of transport” terms, there are several terms that indicate specific ways in which people were moved during the war (e.g. on trains, freight trains, trucks, ships, etc.). Include these terms when the specific mode of transport is discussed.

Example index terms:

- **deportation from Mukacevo (Czechoslovakia : Ghetto)**
- **deportation to Auschwitz II-Birkenau (Poland : Death Camp)**
- **deportation, means of transport**
- **trains, freight**

For a list of vehicles used for transporting people, see the **means of transport** container located in the **transport experience** container of the Keyword Hierarchy.

Means of transport terms are only used when the interviewee is sent to camps and ghettos under German or Axis administration. The terms should *not* be used in instances of Soviet deportations to gulag camps or Siberia, nor should they be used in conjunction with deportations or transfers to Allied internment camps.

### b) Forced Marches and “Death Marches”

Forced marches and “death marches” are compulsory marches over an extended distance. Use the term **death marches** only when the interviewee specifically states it. Otherwise, use **forced marches**. Both terms are content-driven.

Use “forced marches” or “death marches” in combination with the appropriate transfer keywords

Example index terms:

- **transfer from Gross Rosen (Germany : Concentration Camp)**
- **forced marches**

For a complete list of terms relating to forced marches, see the **forced march experience** container located in the **transport experience** container in the Keyword Hierarchy.

## INDEXING VOLUNTARY MOVEMENT

### 5. Migration

Migration is defined as legally or illegally leaving or entering a country before, during, or after the war for any reason other than an attempt to evade perceived or actual Nazi and/or Axis persecution.

**Important:** For most countries, September 1, 1939, is considered the start of the war. After that date and until the war's end, "**flight**" terms should be used as the default movement. According to USC Shoah Foundation Institute methodology, an environment of official Holocaust-related persecution and/or Nazi and/or Axis domination began at a date earlier than September 1, 1939, in several countries. "Flight," therefore, should be the default movement term within the indicated time periods in the following countries or regions:

- Germany (January 31, 1933–May 7, 1945)
- Austria (March 13, 1938–May 7, 1945)
- Sudetenland (Czechoslovakia) (October 2, 1938–May 7, 1945)
- Bohemia and Moravia (March 15, 1939–May 7, 1945)
- Saarland (January 13, 1935–May 7, 1945)
- Free City of Danzig (June 1933–May 7, 1945).

This section will clarify use of the following migration-related terms:

- **migration from/to** and **migration routes**
- **illegal immigration** and **illegal emigration**

For a list of migration-related terms, see the **migration experience** container located in the Keyword Hierarchy.

#### a) Migration From/To

When sufficient content exists, index movement through all applicable countries with the appropriate country-time containers. Note that the country-time container of the point of origin needs only be applied if not already indexed for the immediately preceding discussion.

For example, for a discussion of moving from France to Australia after the war:

Example index terms:

- **migration from France**
  - **migration to Australia**
  - **France 1945 (May 8) – 1958 (September 27)**
  - **Australia 1945 (May 8) – 1948 (May 13)**
- 
- For brief discussions of locations traveled through within a country during a migration, do not index the locations. Instead, use the index term **“migration routes (domestic)”**
  - When survivors name the countries through which they traveled, but do not discuss events in those countries in any significant detail, do not index migration terms or country-time containers. Instead, use the index term **“migration routes (international)”**

**Note:** If the interviewee states the name of the ship on which he or she traveled, please index or propose the ship’s name. For example, if the interviewee talks about traveling on the Exodus, then include the “Exodus (ship)” term in the segment.

#### **b) Illegal Immigration and Illegal Emigration**

**Illegal immigration** is the act of entering a country unlawfully or without the government's authorization.

**Illegal emigration** is the act of leaving a country unlawfully or without express governmental consent.

Apply these terms in conjunction with movement index terms, for example, for a discussion of illegally entering Palestine from Italy:

- **migration from Italy**
- **migration to Palestine**
- **illegal immigration**

If the interviewee explicitly states that his or her illegal immigration was a part of an “aliyah” to Palestine, then the term **“Aliyah Bet”** should be used.

## 6. Flight and Flight From/To

Flight is the voluntary act of legally or illegally leaving a place in an attempt to evade perceived or actual persecution in a Nazi and/or Axis dominated country. Throughout the war, Jews and non-Jews alike fled their homes to evade the threat of persecution and improve their chances for survival.

This section will clarify the following flight-related terms:

- a) **flight** [within a country] and **flight routes (domestic)**
- b) **flight to/from** [across international borders] and **flight routes (international)**
- c) **flight attempts**
- d) **illegal border crossings**

**Note:** For a complete list of flight-related terms, see the **flight** container located in the **struggle for survival** container in the Keyword Hierarchy.

### a) Flight

The index term "flight" constitutes the voluntary act of legally or illegally leaving a place in an attempt to evade perceived or actual persecution. The interviewee must remain within the pre-1939 boundaries of the country in which the flight began, however, for "flight" to be applicable.

For example, an interviewee may discuss their attempt to flee from Warsaw following the German invasion of Poland in 1939.

Example index terms: **Poland 1939**  
**flight**

- Also index the place of origin and/or destination, if relevant content for that location exists.
- When survivors name the locations through which they traveled while fleeing, but do not discuss events in those places in any significant detail, use the index term "**flight routes (domestic)**"

### b) Flight from / Flight to

By USC Shoah Foundation Institute standards, flight from/to is defined as leaving one country and entering another in an attempt to evade perceived or actual persecution in a Nazi and/or Axis dominated country. It is to be used in instances when a person legally or illegally leaves or enters a country during the war.

Example index terms: **flight from Germany**  
**flight to the United States**

- Make sure the relevant country-time containers are also indexed.
- When survivors name the countries through which they traveled while fleeing, but do not discuss events in those countries in any significant detail, use the index term **“flight routes (international)”**
- Migration to/from” terms should be used during the wartime period if the interviewee is moving between non-combatant countries.

#### c) Flight attempts

Flight attempts are defined as unsuccessful efforts to leave a place in order to evade perceived or actual persecution in a Nazi and/or Axis dominated country. Such unsuccessful efforts can involve failed attempts to leave a place or failed attempts to enter a safe area, e.g. efforts by people to flee from the Netherlands to England following the German invasion in 1940.

Example index terms: **Netherlands 1940  
flight attempts**

#### d) Illegal border crossings during flight

When applicable, the index term “illegal border crossings” may be used during a flight experience, e.g. when interviewees discuss crossing the border into Soviet-occupied Poland during the early years of the war.

Example index terms: **Poland 1939  
flight  
illegal border crossings**

### D. INDEXING COMMON EXPERIENCES

The following section explains how the USC Shoah Foundation Institute indexes the most common Holocaust experiences. It also includes a reference where particular keywords are found in the Keyword Authority and gives examples of frequently used terms.

In many of the examples below, you will see a note about **explicitly associated terms**. This simply means, that for the experience, the keyword authority contains terms that combine a locator and an experience, e.g. “brutal treatment in the camps.” This is done so that end users may find the content they are looking for more easily. “Brutal treatment in the camps” enables them to look for this experience through a simple search, without having to look through all camp terms in conjunction with “brutal treatment.”

**Important:** While the below examples of index terms do not often repeat a term for each experience (e.g. executions in the camps, executions in the ghettos, etc.), a similar term is probably available in the appropriate locator. Please consult the Keyword Authority for a full list of terms. If a term does not yet exist, please propose it.

## 1. INCARCERATION

### a) Camps

#### **German and Soviet concentration camps, death camps, POW camps, Allied internment camps**

##### German camp system:

USC Shoah Foundation Institute Indexing and Cataloguing methodology defines concentration camps as locations where people were incarcerated on the basis of their political and/or religious beliefs or ethnicity, under German or Axis authority, usually without regard to due process and customary norms of arrest and detention. The type classifies a variety of camps under the extensive German camp system even though not all camps instituted under the Nazi regime were officially designated concentration camps. Examples of what the label concentration camp covers include forced labor camps, transit camps, as well as former internment centers/camps that eventually fell under German authority.

A camp geo index term should be indexed when an interviewee arrives in a camp. If the name of the camp is not known, index the appropriate generic term (e.g. "concentration camps, German").

##### **Locator/explicit association: "...in the camps"**

There are many index terms for marking camp experiences that contain the locators "...in the camps," or "camp..."

##### **Examples of frequently used keywords:**

<b>Experiential</b>	<b>People</b>
* <b>Appell in the camps</b>	* <b>Blockälteste</b>
* <b>camp intake procedures</b>	* <b>camp commandants</b>
* <b>forced labor in the camps</b> (also index the specific type of forced labor, e.g. forced labor: armaments and munitions)	* <b>camp guards, [nationality]</b>
* <b>punishments in the camps</b> (also index the specific type of punishment, e.g. beatings, if known)	* <b>kapos, [nationality/ethnicity]</b>
	* <b>prisoners [nationality/ethnicity]</b>
	* <b>prisoner doctors</b>

Please consult the **incarceration > camp life and operations** in the Keyword Hierarchy for terms related to the concentration camp experience

Internment camps in Great Britain and France :

Internment camps in Great Britain and France were prison camps for the confinement of enemy aliens, political prisoners, and others deemed to be a security risk to these governments. In our Keyword Hierarchy, the label of these terms is slightly different than other concentration camps, but the content terms used to index the experiences of interviewees are the same as for other concentration camps.

Soviet concentration camps:

Soviet concentration and internment centers were places where political prisoners and members of national or minority groups were confined for reasons of state security, exploitation, or punishment, usually by executive decree or military order. Since the early 1930s, these camps were also known as corrective labor camps (GULAG). During Stalin's time, camps were located all over the country, including Moscow and other major cities. However, the majority of them were located in remote areas of the Soviet Union. Soviet camps had all the attributes of concentration camps such as a fence with barbed wire, watch towers with guards, and separate barracks for males and females. If compensated at all for the forced labor they performed, inmates were paid small or often symbolic sums. When indexing the testimonies of Soviet concentration camps, use the "camp" experience index terms.

**b) Prisons**

A generic "prisons" term should be indexed when an interviewee arrives in a prison. If the name of the prison is known (this is rare), propose (e.g. Montelupich (Cracow, Poland : Prison)).

**Locator/explicit association: "...in prisons"**

There are many index terms for marking camp experiences that contain the locators **"...in prisons,"** or **"prison..."**

**Examples of frequently used keywords:**

<b>Experiential</b>	<b>People</b>
* <b>brutal treatment in prisons</b>	* <b>prisonguards, [nationality]</b>
* <b>food in prisons</b>	* <b>prison personnel</b>
* <b>executions in prisons</b> (also index the specific killing method, e.g. hangings, if known)	* <b>SS/SD personnel</b>

Please consult the **incarceration > prison life and operations** in the Keyword Hierarchy for terms related to the concentration camp experience.

## 2. Restrictive Housing

Restrictive housing is a general term that encompasses a variety of situations in which Jews were forced to reside in designated areas. The following terms all refer to a specific type of restrictive housing:

- a) **Ghettos**
- b) **Judenhäuser**
- c) **Enforced residence**
- d) **Romanian Colony**
- e) **Yellow Star Houses**
- f) **Soviet Exile**
- g) **Deportation centers**

If interviewees are forced to live in a designated area, however, and none of the specific restrictive housing terms (listed above) apply, then the term “restricted housing” should be applied.

For a complete list of terms related to restrictive housing, consult **the restrictive housing experience** container in the Keyword Hierarchy.

### a) **Ghettos**

Throughout the Holocaust, Jews were forced into designated areas of cities in order to segregate them from non-Jewish populations.

**Movement and Ghettos:** The term “ghettoization” will be used in cases where people were moved into a ghetto in the same city in which they reside. In cases where interviewees were deported to ghettos in other cities, please use a “deportation from (city)” and a “deportation to (ghetto)” term.

Note: The term “ghettoization” is not to be used with “Yellow Star Houses” (Budapest, Hungary) and “Judenhäuser” (Germany and Austria).” For these two experiences, no movement term is necessary.

### Locator/explicit association: "...in the ghettos"

There are many index terms for marking camp experiences that contain the locators "...in the ghettos," or "ghetto..."

#### Examples of frequently used keywords:

Experiential	People
* food in the ghettos	* ghetto functionaries
* ghetto passes	* ghetto guards, [nationality]
* housing conditions in the ghettos	* ghetto inhabitants
* selections in the ghettos	* Judenräte members
* punishments in the ghettos	* Jüdischer Ordnungsdienst
(also index the specific method of punishment, e.g. beatings, if known)	

Please consult the **restrictive housing > ghetto life and operations** in the Keyword Hierarchy for terms related to the concentration camp experience.

#### b) Judenhäuser

Judenhäuser (German for "Jewish houses") were a type of restricted housing in Germany and Austria in which Jews were forced to reside after they were deprived of the right to own property.

The keyword applicable to this experience is: **Judenhäuser** (index this at the start of the discussion).

**Locator/explicit association:** There are not specific locator terms for this experience. Use generic (non-locator associated keywords) to index these experiences.

#### Examples of frequently used keywords:

Experiential	People
* humiliation and harassment	* Gestapo members
* roundups of Jews	* Hitler Youth members
* living conditions	* soldiers, German

### c) Enforced Residence

Enforced residence was a system of detention maintained by governments such as the Italian and Vichy governments during the 1930s and World War II in which individuals or whole families were held under police surveillance in private houses in remote villages.

The keyword applicable to this experience is: **enforced residence** (index this at the start of the discussion).

**Locator/explicit association:** There are no specific locator terms for this experience. Use generic keywords to index these experiences.

#### Examples of frequently used keywords:

Experiential	People
* arrests of Jews	* government officials, [nationality]
* clandestine economic activities	* police and security forces, [nationality]
* hunger	

### d) Transnistria

Transnistria - the area of southwestern Ukraine between the rivers Dniester and Bug – was under Romanian administration from 1941 to 1944. Jews from the Bessarabia and Bukovina regions of north eastern Romania were deported to Transnistria. The local Jewish population was partially exterminated and those who survived were put into ghettos and camps. Deportees from Romania were incarcerated in ghettos, camps, and in a third form of enforced residence - the Romanian colony. These were typically isolated areas and abandoned facilities unfit for human habitation. They were not regularly guarded and in some instances they were housed with non-Jews. Any Jew leaving the area without authorization risked execution. The conditions under Romanian occupation in Transnistria varied from extremely harsh in camps and some colonies to relatively bearable in some of the ghettos.

Keyword applicable to this experience is: **Transnistria** (index this at least once in the testimony)

## Examples of frequently used keywords:

Experiential	People
<ul style="list-style-type: none"><li>* deportation from Cernauti (Romania : Ghetto)</li><li>* deportation to Transnistria</li><li>* Atachi (Romania : Deportation Center)</li> <li>* refugees, Romanian</li><li>* refugees, Jewish</li> <li>* ghetto inhabitants, Romanian</li><li>* ghetto inhabitants, Ukrainian</li><li>* ghetto inhabitants, Jewish</li><li>* inter-Jewish relations</li><li>* social relations in the ghettos</li> <li>* Romanian colony</li><li>* means of adaptation and survival</li><li>* acquisition of food and drink</li> <li>* Jewish orphan rescue, Transnistria</li></ul>	<ul style="list-style-type: none"><li>* soldiers, Romanian</li><li>* police and sec. forces, Romanian</li></ul>

### e) Yellow star houses

After the German invasion of Hungary in March 1944, the Jews of German-occupied Budapest were forced by German and Hungarian authorities to relocate to specially selected buildings throughout the city identified as Yellow Star Houses. Each house was marked with a yellow Star of David on a black background.

The keyword applicable to this experience is: **Yellow Star Houses**

**Locator/explicit association:** There are not specific locator terms for this experience. Use generic (non-locator associated keywords) to index these experiences.

### Examples of frequently used keywords:

Experiential	People
<ul style="list-style-type: none"><li>* evasion of roundups</li><li>* sanitary and hygienic conditions</li><li>* protection papers</li></ul>	<ul style="list-style-type: none"><li>* Arrow Cross members</li><li>* SS/SD personnel</li></ul>

**f) Yellow Star Houses vs. protected houses:** Yellow Star Houses are distinguishable from protected houses. Protected houses were buildings in Budapest where only Jews under the protection of the legations of the neutral states (Sweden, Switzerland, Portugal, and Spain) and the Vatican resided between July 1944 and November 1944.

The keyword applicable to this experience is: **protected houses (Budapest)**

### g) Soviet exile

In the 1930s the Soviet government often forced individuals, families, or groups to resettle in one of the eastern regions of the USSR such as Siberia or Central Asia, often for an unspecified period of time. After the Soviet invasion of Poland in September 1939, hundreds of thousands of inhabitants of the annexed portion of Poland were forced to move to northern Russia, Siberia, and other regions of the Soviet Union. The exiles often settled in collective farms where they lived in regular houses and worked in agriculture, woodcutting, mining, etc. They could freely move inside the settlement, but could not leave it. They were supervised by the Soviet authorities and regularly checked by the NKVD. The exiles were allowed to live with their families. The ability to remain with family members is one of the main characteristics distinguishing this experience from the Soviet camps. (If an interviewee talks about incarceration in a Soviet concentration camp, see the "Concentration Camps" section).

The keyword applicable to this experience is: **Soviet exile**

**Locator/explicit association:** There are not specific locator terms for this experience. Use generic (non-locator associated keywords) to index these experiences.

### Examples of frequently used keywords:

Experiential	People
<ul style="list-style-type: none"><li>* environmental conditions</li><li>* forced labor conditions</li><li>* life under communism</li><li>* release from Soviet exile</li></ul>	<ul style="list-style-type: none"><li>* Soviet political police members</li></ul>

## h) Deportation Centers

**Methodology:** Secured areas, often located near railroads, where Jews who were deported from a city or ghetto were sometimes detained temporarily prior to their movement to a ghetto or concentration camp. Brickyards, synagogues, sports stadiums, and other structures were used as deportation centers. The use of deportation centers was common to the Hungarian experience, but such structures were also utilized in Transnistria and in Western Europe (e.g. the Jewish Theater in Amsterdam).

**Locator/explicit association:** When indexing a deportation center experience, index the content keywords that contain the locator "during deportations."

### Examples of frequently used keywords:

Experiential	People
* deportation conditions	* police and security forces, [nationality]
* interaction with family members during deportations	
* resistance during deportations	

For a complete list of terms relevant to deportations, consult the **deportation experience** container in the Keyword Hierarchy.

## 3. False Identity

### a) Living under false identity

**Methodology:** Under USC Shoah Foundation Institute indexing methodology, "living under false identity" is defined as *ongoing and active efforts* to present oneself in the broader population over a period of time as a non-Jew (for Jewish interviewees). Such an individual may have also held some sort of protected status, or disguised him/herself as someone whom the Nazis and their allies would deem socially and racially acceptable. Survivors employed a number of tactics to protect their true identities such as acquiring false papers, assuming a false name, altering their physical appearance, adopting a "low-profile" existence, etc.

The basic keyword used to index this experience is: **living under false identity**

For example, if a Jewish interviewee discusses his or her experiences living as a Christian in Budapest during the German occupation:

Example index terms:           **Hungary 1944**  
  **Budapest (Hungary)**  
  **living under false identity**

**Locator/explicit association:** There are not specific locator terms for this experience. Use generic (non-locator associated keywords) to index these experiences.

**Examples of frequently used keywords:**

Experiential	People
<ul style="list-style-type: none"><li>* <b>aid: protection of false identity</b></li><li>* <b>adoption of Christian religious practices</b> (a disguise assumed by many Jews during the war)</li><li>* <b>false names</b></li><li>* <b>false papers</b></li></ul>	<ul style="list-style-type: none"><li>* <b>civilian laborers, [nationality]</b></li></ul>

**Important:** “Living under false identity” and “hiding” are experiences that share some similarities and can overlap. It is possible that you may have to index both types of index terms in the course of the same experience. It is important to remember that the defining element in “hiding” is physical concealment. A person who lived under a false identity may have stayed in his/her apartment for weeks at a time in order not to draw attention to himself/herself. In this case, index “living under false identity”. However, people who lived under a false identity also sometimes physically concealed themselves in times of danger or discovery. Index this as “hiding” or “evasion”, depending upon the length of time the person conceals himself/herself. See the “hiding” section in the guidelines for further information.

Please consult the **struggle for survival** container in the Keyword Hierarchy for terms related to the false identity experience.

**b) Passing under false identity**

We consider “passing under false identity” to be *periodic and sometimes passive efforts* to move at large in a clandestine fashion by presenting oneself in the broader population as a non-Jew (if Jewish interviewee), as someone with some sort of protected status, or as someone whom the Nazis and their allies would deem socially and racially acceptable.

Those persecuted by Germans and their allies employed a number of tactics to “pass” among the broader population such as removing an identifying badge or armband, speaking a different language, changing modes of dress, etc.

The basic keyword to index this experience is: **passing under false identity**

“Passing under false identity” and “evasion” are two experiences that can overlap. It is possible that both terms may be applicable in an experience. See the section on “hiding” and “evasion” for more information.

Please consult the **struggle for survival** container in the Keyword Hierarchy for terms related to the false identity experience.

#### 4. Hiding / Hiding and Evasion / Evasion

Under our methodology, we consider “hiding” to be some form of physical concealment for a period of time, either in order to survive or to engage in an unsanctioned activity. The basic keywords applicable to this experience are:

- **hiding**
- **hiding in forests**
- **hiding in mountains**
- **hiding in swamps**

For example, if an interviewee tells how her family hid in the Czechoslovakian mountains in 1944.

Example index terms:           **Czechoslovakia 1944**  
  **hiding in mountains**

#### **Locator/explicit association: “...in hiding”**

There are many index terms for marking hiding experiences that contain the locators “...in hiding,”

#### **Examples of frequently used keywords:**

##### **Experiential**

- \* **acquisition of food in hiding**
- \* **aid: assistance in hiding and/or evasion in hiding**
- \* **fear of discovery in hiding**
- \* **hiding places**
- \* **interaction with family members**

If a survivor discusses hiding in a location outside of a particular city, do not index the city, but the appropriate geographic region, province, or district (e.g. Silesia, Naliboki Forest, Carpathian Mountains, San River, etc.), if known.

#### **Hiding vs. Evasion**

“Hiding” and “evasion” are two survival strategies employed by interviewees to elude Nazi persecution. These two concepts, though distinct, can overlap. “Evasion” can take many forms, one of which is physical concealment. A key element in determining whether to index the keyword “hiding” or “evasion” is the amount of time a person spends in a location.

For example, if a person spends a week hiding in an attic or basement, index "hiding." By contrast, "evasion" is an attempt to elude an immediate or transient danger of persecution and is usually a temporary measure.

When this is the case, index "**evasion**" instead of "**hiding**"

For example, if an interviewee recounts how his family evaded a German raid on their building in Berlin in 1941 by hiding in the attic:

Example index terms:           **Germany 1941**  
  **Berlin (Germany)**  
  **evasion**

The concepts of "hiding" and "evasion" have been combined for camps and ghettos due to the difficulty of concealing oneself for a protracted period of time in those locations.

For discussions of hiding and evasion in these situations, use either of the following keywords:

**hiding and evasion in the camps**  
**hiding and evasion in the ghettos**

**Hierarchy Note:** Please consult the "Hiding" container in the Keyword Hierarchy for terms related to the hiding experience.

## **E. PROPOSING INDEX TERMS**

Index terms should be proposed only after a thorough search of the Keyword Authority has been conducted. If an index term is proposed and it is similar to an already existing term, format the proposed index term in the same manner as the already existing term.

For example, "prisoners, Polish" exists in the Keyword Authority. Propose, therefore, "prisoners, Bulgarian," not "Bulgarian prisoners."

## F. CREATING AND INDEXING STILL FRAMES

### 1. PHOTOGRAPHS, DOCUMENTS AND ARTIFACTS

Whenever a photo, document or an artifact is displayed (usually during the final portion of the testimony), create a still frame by clicking the "still frame" button. This marks one frame of video that can be utilized as a still picture.

Also create stills for any close-up views provided. Remember to always take a still of the entire photo or object.

In addition to creating a still frame, you should also index the items shown.

a) Choose a term from two broad categories denoting what the item is and when it was created or procured:

photographs (stills) (year(s))  
documents and artifacts (stills) (year(s))

**Note:** For a complete list of terms, see the **photographs (stills)** and **documents and artifacts (stills)** containers, respectively.

b) If applicable, index what the item is more specifically, for example:

badges and armbands (stills)  
camp and prison artifacts (stills)  
churches (stills)  
class photographs (stills)  
concentration camps (stills)

**Note:** For the complete list of specific terms, see the **stills** container in the Keyword Hierarchy.

c) Index who is featured in the photo or people directly connected to the object, for example:

photographs of survivor (stills)  
PIQ person-object index terms

- Create all people mentioned in the context of the Holocaust or prewar Jewish life during the photo section on the PIQ spreadsheet. When relevant content exists, also index them.

- Because of time constraints, it is not always possible to index all people. Therefore, it is important, that family photographs are always indexed with the appropriate of the following terms:

**Family members photographs (prewar)** (pre-1939 in all territories)

**Family members photographs (wartime)** (1939-1945)

**Family members photographs (post-liberation)** (to cover the immediate post-liberation refugee & DP experience, approximately 1945-1950. This may naturally include material still technically wartime)

**Family members photographs (postwar)** (to cover post-refugee/postwar experiences)

**Family members photographs** (no time frame specified)

**Important:** you do not have to reapply terms for consecutive stills for which the same index term would be utilized.

- If a substantive story is told on the audio track, the story may also be indexed according to the guidelines followed for the body of the interview.
- If the photograph shows a noteworthy landmark of a city or town, then the town index term can be included.
- If the photograph is of a soldier in uniform or of a military decoration or medal, then an "armed forces, nationality" index term should be used in addition to "military and police uniforms photographs (stills)" or "military decorations and medals (stills)."
- If the photograph was taken under odd or rare circumstances (for example, in a camp or ghetto during the war), then aspects of those circumstances should be indexed (such as the camp or ghetto name).

## 2. INTRODUCTION OF FRIENDS AND/OR FAMILY MEMBERS

The portion of the testimony during which the interviewee introduces friends and/or family members also requires a still frame. When family members are introduced in separate groupings, you should create a still frame for each new group of people.

These segments should include the following index terms:

- introduction of friends and/or family members
- PIQ person-object index terms for people introduced

#### 4. THE INTERVIEWEE STILL FRAME

At some point in the testimony, create a still frame of the interviewee by clicking the "interviewee still frame" button (once available). Try to avoid capturing the interviewee in the middle of strong displays of emotion and choose a respectful image from the testimony.

#### 3. PRISONER TATTOOS AND SCARS

When interviewees show prisoner tattoos, scars, etc, a still frame should also be created. Also index the appropriate "prisoner tattoos (stills)" or "wounds and scars (stills)" index term.

#### G. TAKING NOTES

You may find taking notes in the "notes field" helpful as the testimony plays. An indexer is provided latitude to write as much or as little as is felt comfortable while the tape plays. Given that taking notes is voluntary, and that the possibility exists that end-users may have access to this material at some point in the future, the indexer **is hereby advised to refrain from inappropriate editorial comments.**

If one chooses to take notes:

- Keep in mind that the "notes" field will automatically clear after each minute.
- One may return to a prior segment note simply by clicking on that segment in the "all segments field" (sequence of segments).
- **REMINDER: Notes may be seen by the end-user**

#### NOTING TECHNICAL VIDEO/SOUND PROBLEMS

For any technical issues with video and/or audio, please use the keyword "technical problem and/or interference in picture and/or sound" in the segment where those issues occur.