APPROACH LETTER TO INSTITUTIONS NEW TO KTIV

The National Library of Israel (NLI) is committed to helping preserve and make accessible the historical treasures of the Jewish people.  The Jewish materials to be found in Catalunya are of great significance for researchers and scholars of Jewish texts world-wide.

KTIV: The International Collection of Digitized Hebrew Manuscripts, uses innovative research and discovery tools to preserve the written heritage of the Jewish diaspora throughout the ages and makes it freely accessible for research and personal use.

A delegation of experts from the NLI Manuscripts and Archives Departments, will be visiting Catalunya later this month, the week of 22 January.  We will be meeting with the General Directorate of Cultural Heritage at the Ministry of Culture, to discuss general cooperation with heritage institutions holding Jewish materials.  We will be very happy to coordinate a meeting during our visit with the representatives of your collection in order to present the project and propose, or examine, possibilities for cooperation.

We would also like to offer any professional collegial assistance that may be useful for your work with these manuscripts and other materials.

APPROACH LETTER TO INSTITUTIONS ALREADY ON KTIV

The National Library of Israel (NLI) is committed to helping preserve and make accessible the historical treasures of the Jewish people.  The Jewish materials to be found in Catalunya are of great significance for researchers and scholars of Jewish texts world-wide.

The KTIV: The International Collection of Digitized Hebrew Manuscripts, uses innovative research and discovery tools to preserve the written heritage of the Jewish diaspora throughout the ages and makes it freely accessible for research and personal use.

 We are very pleased that *your organization* has already signed an agreement on *xxxx* with the KTIV programme, and we would like to renew contact with you in order to discuss the possibility of photographing additional Hebrew manuscripts from your collection, if any have been discovered since we were in contact.

 A delegation from the NLI Manuscripts and Archives Departments, will be visiting Catalunya later this month, to learn more about Jewish collections and would like to discuss with you the possibility of extending our agreement to include any additional materials which may have been discovered since we were last in touch with you.   We will also be meeting with the General Directorate of Cultural Heritage at the Ministry of Culture, to discuss general cooperation with heritage institutions holding Jewish materials.

We would also like to offer any professional collegial assistance that may be useful for your work with these manuscripts and other materials.

FOLLOW UP NOTE FOR ORGANISATIONS THAT AGREE TO MEET WITH US, TO SEND THEM IN ADVANCE OR DURING OUR VISIT

In principle, we are interested in the following:

1. To present the Ktiv site and its capabilities to you, and to share with you the potential advantages of your joining the project.
2. To present you with the list of Hebrew manuscripts in your collection that were photographed in the 1950s as part of the cooperation between \_\_\_\_\_\_ and the National Library of Israel.
3. To receive from you a list of additional Hebrew manuscripts that are in your collection that we may be unaware of and/or to receive permission from you to look during the visit or on a future visit, together with you, for items in your collection that we are unaware of.
4. To discuss the possibility of receiving photographic copies of these manuscripts or to photograph them ourselves. The NLI can send a photographer at its own expense. Alternatively, if you have your own photographic service, the NLI can cover the cost of the work.
5. To request that the NLI receive a free copy of the photographed manuscript for the purpose of long-term preservation.
6. To investigate different possibilities of making these photographed manuscripts accessible through the KTIV website.
7. To offer you the NLI’s cataloguing services for the manuscripts that will be included in the project.
8. To discuss signing a cooperation agreement for as long as you are interested in participating in the project.