# Guidelines for Using
# Slugs, Flags, and Title Sheets

## Iraqi Jewish Archive Preservation Project
## National Archives and Records Administration

### Slugs for Bound Materials (in Arabic and English):

- Page(s) missing
- Pages cannot be separated for imaging
- Fragment found with item
- Back
- Back of each page is blank and not imaged

### Flags (not imaged - in English only):

- For each IJA number (colored flags)
  - Glass
  - Glass - use spacers
  - No Glass
  - Handle Only With Conservator
- For each folder or book (colored flags)
  - Front/back/top/bottom sheets for orienting the camera operator
- Within IJA number (small Permalife sheets for bound volumes,
      colored flags otherwise)
  - Foldouts/Oversized
  - This page is not blank
  - Pages missing - [INSERT SLUG]
  - Pages cannot be separated - [INSERT SLUG]
  - Photo cannot be separated - [INSERT SLUG]
  - Roll back - photo cannot be separated - [INSERT SLUG]
  - Visible fragment from bookbinding - [INSERT SLUG]
  - Fragment/insert found with book - [INSERT SLUG]
  - Fragment/insert found with item - [INSERT SLUG]
  - Following page(s) blank - [INSERT SLUG]

### Title sheet (to be imaged):
- For archival materials it will be in English.
- For books published in Hebrew, it will have both the Hebrew title and an English transliteration.
- For books published in Arabic, it will have both the Arabic title and an English transliteration.