

GUIDELINES FOR PEOPLE WISHING TO COMMEMORATE HOLOCAUST VICTIMS ON STUMBLING STONES

LITHUANIAN CENTRE FOR HUMAN RIGHTS, 2018



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INTRODUCTION

These guidelines are written for people wishing to commemorate persons who used to live in Lithuanian cities, towns and villages, and contributed to the creation of the Lithuanian state, and who perished in the Holocaust.

By producing these guidelines, the Lithuanian Centre for Human Rights hopes that this material will assist teachers, municipal employees, organisations and individuals to commemorate Jewish, Roma or other victims of National Socialism.

These guidelines provide brief information about persons who were commemorated on Stumbling Stones, or Stolpersteine, that were laid in Lithuania in 2016-2017 and offer comprehensive information about what is required to lay a Stumbling Stone.

STUMBLING STONES

Stumbling Stones (Stolpersteine in German, meaning literally “stumbling stones or blocks”) are commemorative plaques laid in footpaths or street pavements to commemorate the victims of National Socialism.

There are currently over 60,000 such memorial plaques laid around the world, jointly comprising the largest open-air memorial museum.



Gunter Demnig laying a Stumbling Stone for Isaac Rudashevsky in Vilnius, I. Budzeikaitė photo.

These Stumbling Stones symbolically bring back people who perished in concentration camps, or were killed at places of massacre, or tortured to death in prison or who otherwise suffered in the Holocaust, to the areas of cities and towns where they lived, studied or worked. In this way they remind the living that those who were murdered en masse were not abstract numbers but real people.

The first such plaque was installed in Cologne, Germany, in 1992. The originator of the Stolperstein idea, the German artist Gunter Demnig, engraved on the plaque the lines from the so-called Auschwitz order, by which the Reichsführer-SS Heinrich Himmler ordered the deportation of Roma people residing in Germany to the Auschwitz concentration camp.



The four Stumbling Stones for the victims of the Roma Holocaust, Ona Grachauskienė-Bagdonavičiūtė, Anastazija Jablonskienė-Bagdonavičiūtė, Ona Matuzevičienė-Bagdonavičiūtė and Zosė Matuzevičiūtė, in Panevėžys, R. Kratanas photo.

Two years later, the artist engraved the first plaques which commemorated particular individuals. The inscriptions consisted of their forenames and family names, their date of birth, and the date and place of their death. A year later, these memorial plaques were installed in the footways of Cologne, thus starting the art project that became an open-air memorial museum.

Now, more than twenty years after the start of the project, such Stumbling Stones can be found in over twenty countries. Lithuania became the 21st state to join this initiative.

STUMBLING STONES IN LITHUANIA

Twenty-six years after the re-establishment of the state of Lithuania, four Lithuanian cities - Vilnius, Kaunas, Panevėžys and Šiauliai - joined the Stolpersteine project.

The first Stumbling Stones in our country were installed by the Lithuanian Centre for Human Rights in the summer of 2016, in partnership with the Jewish Community of Lithuania, the Vilna Gaon Jewish State Museum, the Public Institution Roma Community Centre, the Lithuanian Roma Community, the Vilnius Old Town Community Association, the historians Ilya and Lara Lempert, and the collectors of living history of the Roma people, Vida Beinortienė and Sister Daiva Tumasonytė.



Stumbling Stone for Isaac Anolik later installed in Kaunas, Jūratė Juškaitė photo.

There are currently twenty-three Stumbling Stones installed in Lithuania: eight in Vilnius, nine in Kaunas, two in Šiauliai and four in Panevėžys. The majority of these Stumbling Stones were laid on 28-31 August 2016, during the visit to Lithuania of Gunter Demnig, the project's originator. The memorial stones in Panevėžys were installed two weeks later, on 13 September 2016.

On 6 June 2017, on the initiative of the Holocaust survivor Rūta Glikman, four more Stumbling Stones were installed to commemorate her family who perished in the Kovno Ghetto.

The Lithuanian Centre for Human Rights hopes that the participation of major Lithuanian cities in this open-air memorial will not only enable a meaningful commemoration of individual people but also offer an opportunity to change the public discourse of the Holocaust and its remembrance in Lithuania by making known people who lived among us, their personal histories and histories of their communities.

More information about the persons commemorated on memorial stones in Lithuania and about the exact locations of the memorial plaques can be found here: www.atminimoakmenys.lt.

HOW TO COMMEMORATE? GATHERING INFORMATION ABOUT PERSONS TO BE COMMEMORATED

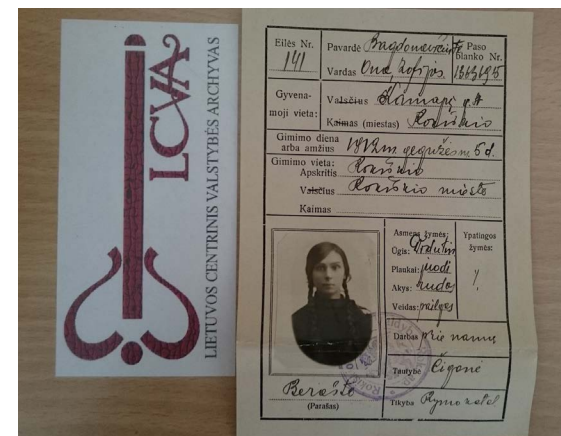
If you wish to commemorate persons or groups of people who fell victim to the Holocaust, the starting point should be the collection of as much information about them as possible. This can be done with the help of regional museums, representatives of the Jewish community, as well as archives, where a lot of information has been preserved.



Archive record about Fania Lewando, Office of the Chief Archivist in Lithuania.

Gathering the facts about the life of a person whom you propose to commemorate may reveal the conditions in which that person, their family and relatives lived before World War II, and provide deeper insight into the way people lived in that period of history. The process of collecting such information and making "discoveries" can inspire schoolchildren to become interested in local residents who fell victim to the Holocaust and who in their lifetime contributed to the improvement of their city or town, and to learn more about their neighbours who walked the same streets as they do now on their way to school.

It is important to understand that the Stumbling Stones commemorate persons who perished in the Holocaust. The majority of memorial plaques have Jewish names engraved on them. However, Stumbling Stones also honour Sinti and Roma, homosexual people, Jehovah's Witnesses, disabled people, as well as people who were subject to medical experiments, anti-Nazi resistance fighters and other people killed during the Holocaust.



Archive record about Ona Matuzevičienė-Bagdonavičiūtė, Office of the Chief Archivist in Lithuania.

The following information is required when seeking to commemorate a person:

1. Their date of birth. When gathering information, you should be aware that often the same person can be called by different names in different sources. In such cases, it is best to rely on the most trusted sources, such as a copy of their passport or a family certificate;
2. Their place of residence, study or work. If there are several, most often the last place where the person lived, studied or worked is inscribed on the stone;
3. Their place of imprisonment (if they were imprisoned), and the precise date (year, month, day) of their deportation to a concentration camp and what concentration camp they were deported to;
4. The precise date when the person was killed (only the year is usually engraved on the Stumbling Stone);
5. The place and precise date (year, month, day), if it is known, of the person's murder, or the place and date of their death if they were released. There may be instances when there is no precise information about the person's murder or death. In such cases, an inscription **"Fate Unknown"** is usually engraved on a Stumbling Stone. The order in which the information is to be recorded on the Stumbling Stone can be found in the section "Inscriptions on the Stumbling Stones".



Stumbling Stone for Samuel Petuchauskas in Šiauliai, Kamilė Knystautaitė photo.

When commemorating people who perished in places of imprisonment due to lack of food or poor health, the originator of the Stumbling Stones idea, Gunter Demnig, engraves the word "Killed", because such a person did not die a natural death. The word "Died" is only used when the person was released and died later. Ghettos are considered a place of imprisonment.

When collecting information about persons to be commemorated, it is recommended that you acquire copies of documents to support that information. It is important to note that a useful source of information may be lists of prisoners interned in ghettos in various cities. However, the person's place of residence within the ghetto is not a suitable place for a Stumbling Stone, unless it coincides with their usual and **freely chosen** place of residence. The originator of the Stumbling Stones idea believes that people should be commemorated in areas where they lived, studied or worked when they were free.

When organising the commemoration of a person who fell victim to the Holocaust, municipal institutions, organisations or other individuals not related to the person are advised to seek information about relatives of those persons (if such information is available) to inform them about their wish to commemorate that person and to seek their permission to do this.

Once such information has been obtained, it is recommended that you seek permission from the city or district municipality to commemorate a person or persons by laying a Stumbling Stone and contact the foundation that produces the Stumbling Stones, the Stolpersteine Foundation (please see the section "Production of Stumbling Stones").

GETTING PERMISSION FROM INSTITUTIONS TO LAY A STUMBLING STONE

The process of getting permissions can take from two to twelve months. The length of time usually depends on the level of support from local municipalities or parish councils (seniūnija).

Once all the information has been gathered, it is recommended that you apply to the department of cultural heritage or the administration of your city or district municipality for help in getting the official permissions necessary to lay a Stumbling Stone¹. Once you have secured the support of your local decision-making institutions, they can help you to obtain permissions, especially in cases when commemoration is initiated by school communities. Every municipality has a different procedure for getting permissions. Below you will find some templates, based on examples from Vilnius, Kaunas, Šiauliai and Panevėžys.

The following permission request letters and documents should be submitted when seeking permission:

1. A permission request letter should be sent to the committee of the appropriate municipality that deals with issues of commemorating persons in the city or district municipality. It is recommended that you add to the permission request letter the information which you have been able to collect, as well as information about the Stumbling Stones (the idea behind the Stumbling Stones, their size, width, their structure and the process of laying). Please add copies of documents which you may have discovered. Please also provide information about the inscription prepared for the Stumbling Stone and the location where it will be laid. A template of a permission request letter can be found in Addendum No.1 and on the website: www.atminimoakmenys.lt. Endorsement of commemoration from such a committee or similar body is very significant. It is therefore particularly important to explain to them the idea behind the laying of Stumbling Stones in footways and street pavements. In every municipality, the further process of getting permission

¹ In Vilnius the initial request was submitted to the Committee of Names, Monuments and Memorial Plaques of Vilnius Municipality (Vilniaus miesto pavadinimų, paminklų ir atminimo lentų komisija), the Vilnius Municipality Council's Committee for Culture, Education and Sport (Vilniaus miesto savivaldybės tarybos Kultūros, švietimo ir sporto komitetas) and Department of City Development of Vilnius Municipality (Vilniaus miesto savivaldybės administracijos Miesto plėtros departamentas); in Kaunas, to the Working Group for the Project for Names and for Commemoration (Pavadinimų sumanymo ir atminimo įamžinimo darbo grupė); in Panevėžys, to the Commission for Commemoration of Famous People and Historical Dates and Events of Panevėžys Municipality (Žymių žmonių, istorinių datų, įvykių įamžinimo Panevėžio mieste komisija) and to Panevėžys Municipal Council (Panevėžio miesto savivaldybės taryba).

depends on the structure of the municipality. The final decision is usually made by the Director of Administration.

- Once you have secured permission from your municipality, a permission request letter should also be submitted to your regional department of the National Land Service under the Ministry of Agriculture. You can find the appropriate department on the website of the Service: <http://www.nzt.lt/go.php/lit/Struktura-ir-kontaktai>. A template of a permission request letter to be submitted to the National Land Service can be found in Addendum No.2 and on the website: www.atminimoakmenys.lt.
- In case you wish to lay a Stumbling Stone in a place that is protected as cultural heritage, it is obligatory to submit a permission request letter to the Department of Cultural Heritage under the Ministry of Culture. A template of a permission request letter to be submitted to the Department of Cultural Heritage found in Addendum No.3 and on the website: www.atminimoakmenys.lt.

PRODUCTION OF THE STUMBLING STONES

Stumbling Stones are produced by **STIFTUNG - SPUREN - Gunter Demnig**: <http://www.stolpersteine.eu/en/contacts/>.

The contact person is Anne Thomas, email: international@stolpersteine.eu.

The price of a Stumbling Stone is 120 EUR (the making of the stone and delivery). Only one person can be commemorated on each stone. If you wish to invite the artist to visit your city or town and to lay the stone himself, additional costs might be incurred. You can also install the stone yourself, but it is obligatory to inform the Foundation and get their permission.

INSCRIPTIONS ON THE STUMBLING STONES

To avoid mistakes and to ensure that the Foundation staff can properly engrave the names and family names of the persons to be commemorated on the Stumbling stones, the Foundation requires the information to be sent in a specific order.

It is usual to inscribe on the top part of the Stumbling Stone the following information:

- HERE LIVED / WORKED / STUDIED (to choose one)

- The full name and family name (including the maiden name of a woman)
- The person's date of birth (only the year is engraved)
- The year (full date, if known) and place of internment
- The full date and place of murder/death.

For the originator of the Stumbling Stones idea, Gunter Demnig, everyone who died in a ghetto or a concentration camp of exhaustion, hunger, illnesses or lack of resources is considered as having been murdered. In other instances "Perished" is used. If a person was deported to a concentration camp, the year of deportation must also be provided.

All the inscriptions are written in Arial typeface, font size 12, while a person's name and family name are written in Arial typeface, font size 16.

If you are unsure about the inscription, once you have prepared it, you can send an enquiry to **STIFTUNG - SPUREN - Gunter Demnig Foundation**, which produces the Stumbling Stones, by email to the address: international@stolpersteine.eu.

Below you can find a few examples of inscriptions engraved on Stumbling Stones which have been laid:





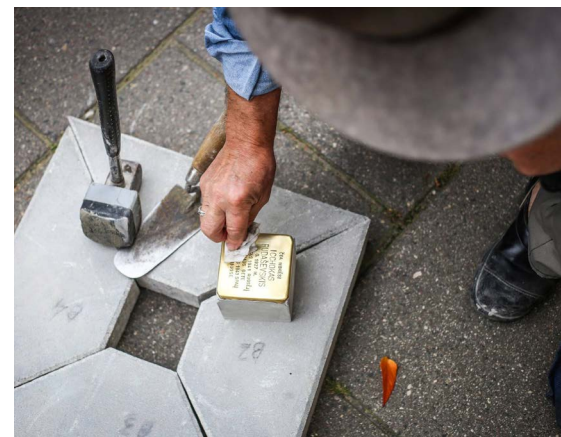
Stumbling Stones in Panevėžys, R. Kratanas photo.

PROCESS OF LAYING STUMBLING STONES

The artist Gunter Demnig is usually glad to come and lay the Stumbling Stones himself. However, you would have to cover the cost of the artist's flights and accommodation. Even if the artist comes to lay a Stumbling Stone himself, he would need at least one more person to help him with the installation. You would also have to ensure that you have all the necessary materials for installation.

Depending on the pavement tiles or cobblestone slabs that are installed, it is necessary to ensure that you have the appropriate kind and colour of tiles or slabs, or concrete, that will be laid around the Stumbling Stone.

Below you will find a couple of examples how the pavement tiles were cut to insert a Stumbling Stone. However, please note that it is easier to put slabs around the stone. One Stumbling Stone is equivalent to a small pavement slab.



Gunter Demnig is about to lay a Stumbling Stone for Isaac Rudashevsky, I. Budzeikaitė photo.

Materials needed for installing a Stumbling Stone:

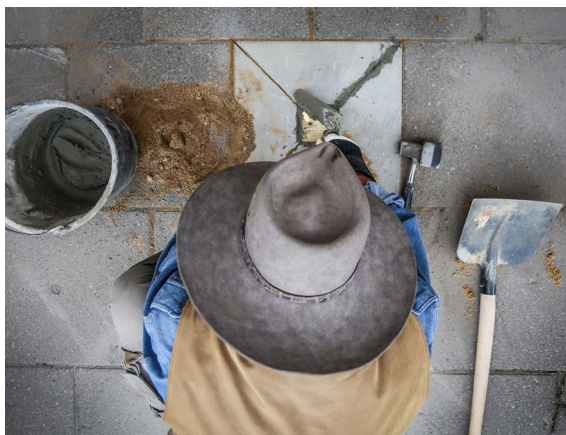
1. Powdered concrete
2. Sand
3. Water
4. A rubber hammer
5. A broom
6. A shovel
7. A cloth for cleaning

Steps for laying a Stumbling Stone: Usually the artist himself or the person laying the Stolperstein first ensures that the Stumbling Stone is at the appropriate height to be on the same level as the footpath, and if not, places some sand beneath it.



I. Budzeikaitė photo.

Then the Stumbling Stone is laid, spreading powdered concrete around it and pouring water on its top. Once the concrete begins to dry, some sand is scattered on the stone, so that the sides of concrete become the colour of the sand.



I. Budzeikaitė photo.

Lastly, the stone is wiped so that there are no traces of concrete or sand on it. The artist usually also cleans the stone with a wet cloth.

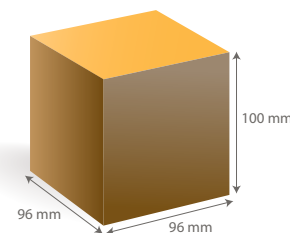


Gunter Demnig cleans the Stumbling Stones for the Lazersonai family, Elijus Kniežauskas photo.

If you wish to see what an actual installation process looks like, please visit the Facebook page of the Lithuanian Centre for Human Rights or look up „Stolperstein Installation“ on YouTube.

When laying a Stumbling Stone, it is important to bear in mind that:

- It is a 100-mm-high stone cube with a brass top plate of 96 x 96 mm. The hole in the ground into which the stone is to be installed should not be deeper than 12 cm and wider than 10x10 cm. If a Stumbling Stone is being inserted into the place of a small pavement slab, there is no need for any additional digging.



- A Stumbling Stone is always installed into a footpath in front of the place where the person to be commemorated voluntarily resided or the place where they studied or worked. Although footways are public spaces, it is advisable to inform the residents of the building before laying the stone.
- The originator of the Stolperstein idea, Gunter Demnig, usually lays the Stumbling Stones in front of the entrance to the building or underneath the building number, in the place that would be most easily visible to

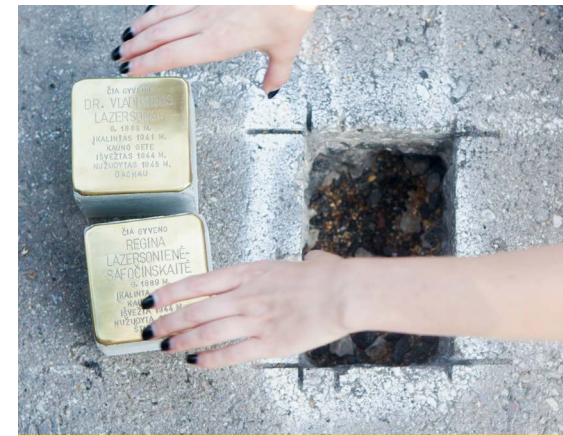
passers-by. The Stumbling Stones are never laid in places where nobody would see it nor are they installed on building walls.

- Stumbling Stones commemorating members of the same family are laid in the same location but based on the principle that each member of the family will be commemorated on a separate stone.
- Where possible, it is advisable to request help from the local building authorities or professionals involved in street maintenance to ensure proper removal of the rubble and prepare the hole. This should be done ahead of the date set for laying.



UAB "Grinda" workers assist Gunter Demnig in preparing the pavement for installation of a Stumbling Stone in Vilnius, I. Budzeikaitė photo.

- If no professional help is available, please ensure that the artist Gunter Demnig has access to electricity, as well as an extra pair of hands to help remove rubble in cases when it is more complicated to remove the pavement tiles. If a Stumbling Stone is being laid into an asphalt surface, the cutting may require special equipment, as may also be the case when laying the Stumbling Stones in places where it is difficult to extract pavement or footpath slabs.

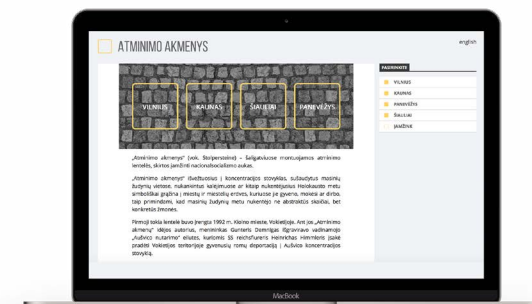


Checking if the cavity fits the Stumbling Stones, E. Kniežauskas photo.

When installing the Stumbling Stones in the summer of 2016, the Lithuanian Centre for Human Rights requested help from companies that provide maintenance services to municipalities.

DISSEMINATION OF INFORMATION ABOUT STUMBLING STONES AND PROMOTING THE REMEMBRANCE OF COMMEMORATED PERSONS

Once a Stumbling Stone has been laid, please send the information about the persons commemorated to the Lithuanian Centre for Human Rights, which is responsible for administration of the website www.atminimoakmenys.lt. If possible, please attach photos of the people who were commemorated and of the Stumbling Stones.



Please send the information by email to info@lchr.lt.

The website www.atminimoakmenys.lt collects all the information about people commemorated on the Stolpersteine, including information about those who took the initiative to lay them, thus enabling access to comprehensive information about this project in one place.

When laying a Stumbling Stone at your place of residence, it is recommended that you widely inform the community, invite people to witness the process of laying the Stolperstein and make the public aware. If possible, please also invite the local press.



Yossi Shem-Avi thanks Gunter Demnig for installing Stumbling Stones for his aunt and grandparents, the Shemevich family, I. Budzeikaitė photo.



Stumbling Stones opening ceremony in Panevėžys, R. Kratanas photo.



Stumbling Stones opening ceremony in Vilnius, I. Budzeikaitė photo.



Professor Markas Petuchauskas (on the right) participates in the opening ceremony of a Stumbling Stone for his father Samuel Petuchauskas, K. Knystautaitė photo.



Stumbling Stones opening ceremony in Kaunas, by the Stone for Isaac Anolik, E. Kniežauskas photo.

Addendum No 1. Sample Permission Request Letter addressed to the Municipal Administration

Each municipal administration has its own procedure for dealing with issues relating to the commemoration of persons by laying a Stumbling Stone.

To the Director of Administration
of (Name) Municipality
Committee for Placing Memorial Signs
(insert the name of the appropriate municipal committee)

LETTER OF REQUEST FOR PERMISSION TO LAY A STUMBLING STONE

(date)
(city)

I am writing to the Director of Administration of (name) municipality to request permission to commemorate (names and family names of the persons), who lived in Lithuania before World War II and who fell victim to the Holocaust, by dedicating to them and laying (number) Stumbling Stones, which would be inserted into the footway in the city/town/village of (name).

The importance of commemoration

The Stumbling Stones or Stolpersteine comprise the largest open-air memorial museum in the world, currently comprising 60,000 objects in over twenty countries. They are memorial plaques dedicated to the memory of victims of National Socialism and laid in footways or street pavements. The Stumbling Stones symbolically bring back persons who perished in concentration camps, were killed at places of massacre, or tortured to death in prisons or who otherwise suffered in the Holocaust, to areas of cities and towns where they lived, studied or worked. In this way they remind the living that those who were murdered en masse were not abstracts numbers but real people. They also tell the actual stories of these people, enabling us to remember the histories of our cities and towns through their one-time residents.

In Lithuania, the first Stumbling Stones were laid in 2016 to commemorate Jewish and Roma people who fell victim to the Holocaust in four Lithuanian cities - Vilnius, Kaunas, Šiauliai and Panevėžys.

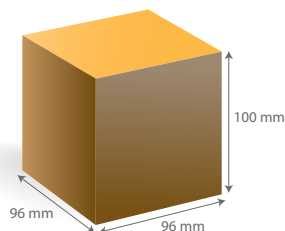
Costs

The initiator of the commemoration will be responsible for covering the costs of making the Stumbling Stones and having them delivered to Lithuania.

I would like to kindly request the Municipality to provide assistance in laying the Stumbling Stones by nominating persons who might help in securing all the necessary materials, preparing the ground and installing the Stumbling Stones. [If you do not require such help, please state who will cover the costs of organising the actual installation.]

Description of the Stumbling Stone

The Stumbling Stone is 96 mm x 96 mm with a depth of 100mm, as indicated in the diagram below. The Stumbling Stones are usually laid in footways directly in front of the entrance to the building where a person lived, studied or worked. A Stumbling Stone is a cube – its top part is a brass plaque, while the lower part, which is inserted into the ground, is made of concrete.



The process of laying a Stumbling Stone

A pavement slab must be removed to prepare space for the installation of a Stumbling Stone. A Stumbling Stone is usually installed in the centre of a pavement tile, laying slabs the colour of the footway or pieces of the tile around it, using concrete and water for fixing.

Addenda:

Addendum No.: Descriptions of persons recommended for commemoration in the Stumbling Stones and archival documents – (number) pages.

Addendum No.: Inscriptions on the Stumbling Stones (the same as provided to the Stolpersteine Foundation in Lithuanian) – (number) pages.

Addendum No.: Letters of Recommendation (please list, if there are such letters)

Letter of Request for Permission to Lay a Stumbling Stone and Addenda – (number) pages in total.

(First name, Family name) (signature)

.....
(Name of the represented institution, if required)

Addendum No 2. Sample Permission Request Letter to the National Land Service under the Ministry of Agriculture

The National Land Service

under the Ministry of Agriculture

(name of the appropriate district department)

Email:

LETTER OF REQUEST FOR PERMISSION TO LAY A STUMBLING STONE IN (NAME OF CITY OR LOCATION)

(date)

(city)

I am writing to request permission from the National Land Service under the Ministry of Agriculture, Department of (name of department), to commemorate the persons listed below, who lived in Lithuania before World War II and who fell victim to the Holocaust, by dedicating to them and laying (number) Stumbling Stones which would be inserted into the footway in the city/town/village of (name).

(Please list the persons you wish to commemorate and include the precise addresses where the Stones are to be laid)

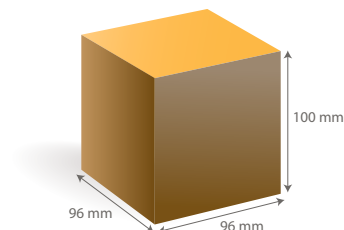
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Addendum No.: The letter of endorsement granted by the city/district municipality for laying a Stumbling Stone - (number) pages

Addendum No.: Descriptions of persons recommended for commemoration on the Stumbling Stones - (number) pages

Addendum No.: Inscriptions on the Stumbling Stones (the same as provided to the Stolpersteine Foundation in Lithuanian) - (number) pages.

The Letter of Request for Permission to Lay a Stumbling Stone and Addenda - (number) pages in total.

(First name, Family name) (signature)

Addendum No 3. Sample Permission Request Letter addressed to the Department of Cultural Heritage under the Ministry of Culture

Department of Cultural Heritage

under the Ministry of Culture

(name of the appropriate district department)

Email:

LETTER OF REQUEST FOR PERMISSION TO LAY A STUMBLING STONE IN (NAME OF CITY OR LOCATION)

(date)

(city)

I am writing to request permission from the Department of Cultural Heritage under the Ministry of Culture, Department of (name of Department), to commemorate the persons listed below, who lived in Lithuania before World War II and who fell victim to the Holocaust, by dedicating to them and laying (number) Stumbling Stones in the footway of city/town/village of (name).

(Please list the persons you wish to commemorate and include the precise addresses where the Stones are to be laid)

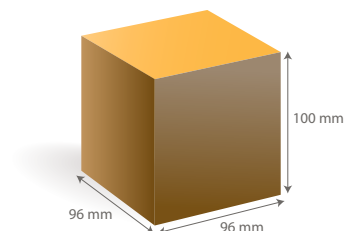
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studied or worked. A Stumbling Stone is a cube - its top part is a brass plaque, while the lower part, which is inserted into the ground, is made of concrete.



The process of laying a Stumbling Stone

A pavement slab must be removed to prepare space for the installation of a Stumbling Stone. A Stumbling Stone is usually installed in the centre of a pavement tile, laying slabs the colour of the footway or pieces of the tile around it, using concrete and water for fixing.

Addenda:

Addendum No. : The letter of endorsement granted by the city/district municipality for laying the Stumbling Stones - (number) pages

Addendum No. : Descriptions of persons recommended for commemoration on the Stumbling Stones - (number) pages

Addendum No. : Inscriptions on the Stumbling Stones (the same as provided to the Stolpersteine Foundation in Lithuanian) - (number) pages

The Letter of Request for Permission to Lay a Stumbling Stone and Addenda - (number) pages in total.

(First name, Family name) (signature)

.....
(Title of the represented institution, if required)