

# Care & Feeding of Maps

*Tips for Managing Your Depository Map Collection*

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## Introduction



*Stacks of duplicate USGS topo maps in the UGA Map Library*

## Introduction

*Where do depository maps come from?*

- Close to 600 cartographic classes from various agencies or ~6% of items distributed through the FDLP
- Map-producing agencies include:
  - USGS
  - BLM
  - Census
  - CIA
  - NOAA
  - NGIA
  - Park Service
  - NRCS
  - TVA
  - FAA

## Introduction



*UGA Map Library - map cases as far as the eye can see...*

- Housing
- Arrangement
- Security
- Preservation
- Resources

## Housing

### *Maps & map cases*



15 drawer map case & Moon globe

- Things to consider with maps & map cases
  - Flat vs. folded
  - Number of maps per drawer
  - Weight – map cases are heavy!
  - Height – how high to stack map cases

## Housing

### *Flat vs. folded*

- Filing maps flat in a map case is ideal
  - Maps are fragile by nature; filing flat means less wear & tear
  - Folds create weak spots
  - Fold maps only when necessary to fit in drawers
    - File with the fold towards the front of the drawer
    - Folded maps = fewer maps/drawer
  - Larger-dimension map cases can hold more maps flat without folding

## Housing

### *In the drawer*

- Use map folders to keep maps together
- Number of maps per drawer can vary
- Don't overload drawers!



*USGS topo quads in  
.010 Buffered Lig-free  
Type I folders*

## Housing

### *When not to file flat*

- Very small maps that may get lost in large drawers
- Folded maps you don't intend to retain permanently
- Maps with attached covers
- Maps that accompany text

*REMINDER - maps that never get unfolded may eventually become brittle & impossible to unfold without damaging the map itself – file flat whenever possible!*

## Housing



*CIA map in a file cabinet*

## Housing

### *Map cases are heavy!*

- A fully-loaded 15-drawer map case can weigh upwards of 2000 lbs (a **TON!**)
- Large map collections are often housed in basements or sub-basements due to load-bearing issues
- Check with building supervisors &/or campus architects when deciding where to put map cases in your library

## Housing

### How high can you go?

- Safety issues with tall stacks of map cases
  - Consider sightlines
  - Anchor taller stacks to walls &/or each other
  - Consider limiting access to top drawers to staff only (*user + ladder = lawsuit!*)



25-drawer stack – almost 7' tall

## Housing

### Compact flat files (aka floating map cases!)



Compact flat files with atlas shelving –  
Osher Map Library, University of  
Southern Maine

- Works like compact shelving
- Saves space – more map cases per square foot
- Load-bearing may become an issue



## Arrangement

### *Why catalog maps?*

- Saves staff time in answering reference questions
- Provides more than one access point per map
- Increases use of maps
- Helps with circulation and inventory control
- Aids in preservation

Larsgaard, Mary L. and Katherine L. Rankin. "Helpful Hints for Small Map Collections."  
*Public Libraries*. 35:173-179, 1996



## Arrangement

### *Sudoc vs. LC?*

- Sudoc
  - Arranged by agency
  - Only used for Federally-produced maps
  - Keeps your depository maps separate from the rest of your maps
- LC
  - Arranged geographically
  - Can be used for all types of maps
  - Allows your entire map collection to be filed together



## Arrangement

*The LC G schedule for atlases, globes & maps*

- Atlases: G1000 – 3122
- Globes: G3160 – 3171
- Maps: G3180 – 9980

*Classification  
numbers for  
Georgia maps*

- General: G3920
- By subject: G3921
- Regions, etc: G3922
- Counties: G3923
- Cities & towns: G3924



## Arrangement

*In the drawer*

- Arrange collection by type of map (i.e. topo quad, single sheet, sets) &/or by amount of use
- Use map folders to keep like maps together
- Write call numbers in pencil at the bottom of the map – be consistent with call number location
- Arrange maps so they're oriented the same way in the drawer (more or less)

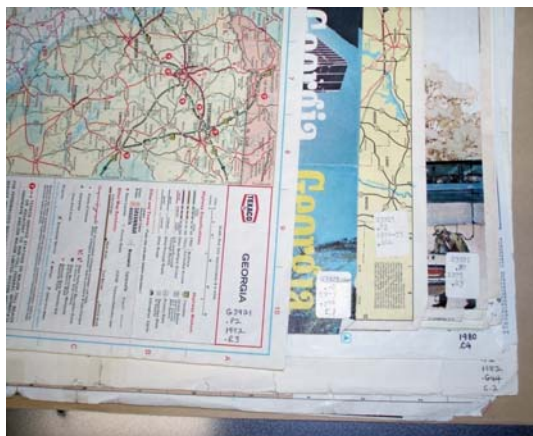


## Arrangement



*Maps in multiple sizes in a drawer*

## Arrangement



*Call numbers on maps*

# Security

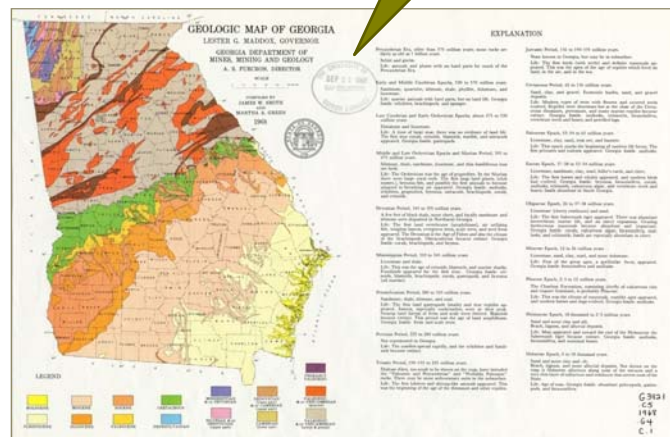
## Keep your maps safe

- Property stamp maps upon receipt & process in staff-only areas
- Catalog maps & note unique aspects in the record
- Configure furniture & equipment so it doesn't impede sightlines
- Keep rare/valuable maps in closed stacks
- Do not allow unsupervised access to the map collection

MAGERT Task Force on Security for Cartographic Resources. "Map Collection Security Guidelines."  
MAGERT Electronic Publication 8 (2010)

# Security

UGA Libraries  
property stamp



11 x 17 Geologic Map of Georgia with property stamp

## Preservation



## Preservation

*Maps are fragile by nature*

- Proper storage & retrieval helps preserve maps
- Cataloging makes it easier to find maps without having to dig through drawers
- Separate old/rare/brittle maps & retrieve them for users
- Standard page repair methods can be used on sheet maps

## Preservation

### *Encapsulate to preserve maps*

- Encapsulation makes brittle/damaged maps usable
- Completely reversible
- Makes maps thicker = fewer/drawer
- Encapsulation supplies for maps include:
  - Archival polyester (Mylar) - .003" thick, available in sheets, rolls, envelopes & sleeves
  - Double-coated tape
  - Bone folder
  - Scissors/cutters

## Preservation



*Encapsulating a 1936 Shell Oil Company Road Map of Georgia*

## Preservation

*Brittle folded maps can be rehydrated*



*Rehydration supplies*



*Folded maps in rehydration chamber*

Musser, Linda and Anne Behler. "Building a Map Humidifier: How to FLATTEN Your Maps!"  
*Western Association of Map Libraries. Information Bulletin 37.2 (2006): 64-68.*

## Preservation

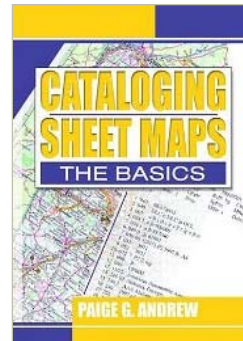
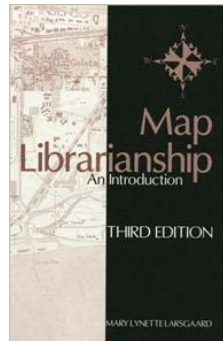
*Circulate with care or not at all*



*Use mailing tubes to circulate maps*

- Circulate maps in marked tubes with instructions
- Wide diameter tubes work best
- Don't circulate old, rare or encapsulated maps

## Resources



*Essential reading for map librarians and librarians  
with map collections*

## Resources

### *Online resources & listservs*

- [Map Librarian's Toolbox](#) – Western Association of Map Libraries (WAML)
- [Map Cataloger's Toolbox](#) – University of Buffalo Map Collection
- MAPS-L – the Maps & Air Photo Systems Forum

## Resources

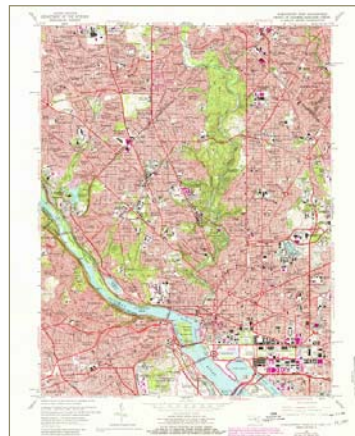
### *Map & Map Library Associations*

- ALA Map & Geospatial Information Round Table (MAGIRT)
- Cartographic Users Advisory Council (CUAC)
- North American Cartographic Information Society (NACIS)
- North East Map Organization (NEMO)
- Western Association of Map Libraries (WAML)

## Questions?



Washington West DC-MD-VA 1945



Washington West DC-MD-VA 1965, photorevised 1980

Historical USGS 7.5-minute topo quads downloaded from the National Map

# Care and Feeding of Maps: Tips for Managing Your Depository Map Collection

## Selected Resources

### Map Collection Management

- Armstrong, HelenJane. "Compacting Your Collection: Innovative Strategies in Map Storage." *Special Libraries Association. Geography and Map Division. Bulletin* 167 (1992): 2-20.
- Campbell, Lyn. "Transport, packing and storage of maps." *The Globe* 40 (1994): 38-39.
- Carlucci, April. "Physical Considerations of the Storage of Printed Cartographic Materials in Libraries, or, My Life in a Map Case." *Cartographic Journal* 42.3 (2005): 245-54.
- Larsgaard, Mary L. and Katherine L. Rankin. "Helpful Hints for Small Map Collections." *Public Libraries* 35 (1996): 173-79. Also available as *MAGERT Electronic Publication 1* (1996).  
<[www.ala.org/ala/magert/publicationsab/larsg.htm](http://www.ala.org/ala/magert/publicationsab/larsg.htm)>
- MAGERT Task Force on Security for Cartographic Resources. "Map Collection Security Guidelines." *MAGERT Electronic Publication* 8 (2010).  
<[www.ala.org/ala/mgrps/rts/magert/publicationsab/MAP%20COLLECTION%20SECUR.pdf](http://www.ala.org/ala/mgrps/rts/magert/publicationsab/MAP%20COLLECTION%20SECUR.pdf)>
- Map Librarian's Toolbox*. Western Association of Map Libraries. <<http://www.waml.org/maptools.html>>
- March, Gregory H. "Using AutoCAD to Help Relocate a Map Collection: the University of Tennessee Libraries' Experience." *Journal of Map and Geography Libraries* 5.2 (2009): 157-73.
- Musser, Linda and Anne Behler. "Building a Map Humidifier: How to FLATTEN Your Maps!" *Western Association of Map Libraries. Information Bulletin* 37.2 (2006): 64-68.
- Snow, Cason. "Maps for the Ages: an Overview of the Preservation of Sheet Maps." *Journal of Map and Geography Libraries* 6.2 (2010): 112-28.

### FDLP

- Federal Depository Library Handbook. Appendix C: Important for Map Librarians*.  
<[www.fdlp.gov/administration/handbook/153-appendixc](http://www.fdlp.gov/administration/handbook/153-appendixc)>
- Schular, Michele D. "A Guide to the Cartographic Products of the Federal Depository Library Program (FDLP)." *MAGERT Electronic Publication* 6 (2005).  
<[www.ala.org/ala/mgrps/rts/magert/publicationsab/electronicpubs/fdlpguide.cfm](http://www.ala.org/ala/mgrps/rts/magert/publicationsab/electronicpubs/fdlpguide.cfm)>

### Map Librarianship

- Larsgaard, Mary L. *Map Librarianship: An Introduction*. 3rd ed. Littleton, CO: Libraries Unlimited. 1998.
- MAGERT Education Committee. "Map, GIS and Cataloging/Metadata Core Competencies." *MAGERT Electronic Publication* 7 (2008).  
<[www.ala.org/ala/mgrps/rts/magert/publicationsab/MAGERTCoreComp2008.pdf](http://www.ala.org/ala/mgrps/rts/magert/publicationsab/MAGERTCoreComp2008.pdf)>
- Perry, R.B. Perry and C.R. Perkins, eds. *The Map Library in the New Millennium*. London: Library Association Publishing, 2001.



## **Map Cataloging**

Andrew, Paige G. *Cataloging Sheet Maps: the Basics*. New York: Haworth Information Press, 2003.

Andrew, Paige G. and Mary Lynette Larsgaard, eds. *Maps and Related Cartographic Materials: Cataloging, Classification, and Bibliographic Control*. New York: Haworth Information Press, 1999. Co-published simultaneously as *Cataloging & Classification Quarterly* 27 (1999).

*Cartographic Materials: a Manual of Interpretation for AACR2, 2002 revision*. Prepared by the Anglo-American Cataloguing Committee for Cartographic Materials, Elizabeth U. Mangan, editor. 2nd ed. Chicago: American Library Association, 2003.

Kandoian, Nancy A. "Cartobibliography for Catalogers: Reference Materials to Support the Identification of Early Printed Maps." *Journal of Map and Geography Libraries* 3.2 (2007): 45-78.

Lubas, Rebecca L. "The Evolution of the Bibliographic Control of Maps." *Cataloging and Classification Quarterly* 35.3/4 (2003): 437-46.

*Map Catalogers' Toolbox*. University of Buffalo Map Collection.  
<[library.buffalo.edu/maps/mapresources/map\\_cat\\_tools.php](http://library.buffalo.edu/maps/mapresources/map_cat_tools.php)>

## **Map Library Journals**

*base line* – Newsletter of the ALA Map and Geospatial Information Round Table (MAGIRT) v.1-28 (1981-2007); online only v.29 (2008) – present  
<[www.ala.org/ala/mgrps/rts/magert/publicationsab/baseline/baselinea.cfm](http://www.ala.org/ala/mgrps/rts/magert/publicationsab/baseline/baselinea.cfm)>

*Information Bulletin*. Western Association of Map Libraries – v.1 (1970) – present

*Journal of Map and Geography Libraries* – v.1 (2004/05) – present

## **Map and Map Library Associations**

*ALA Map and Geospatial Information Round Table (MAGIRT)* – [www.ala.org/ala/magert](http://www.ala.org/ala/magert)

*Cartographic Users Advisory Council (CUAC)* – [cuac.wustl.edu](http://cuac.wustl.edu)

*North American Cartographic Information Society (NACIS)* – [www.nacis.org](http://www.nacis.org)

*North East Map Organization (NEMO)* – [libweb.lib.buffalo.edu/nemo](http://libweb.lib.buffalo.edu/nemo)

*Western Association of Map Libraries (WAML)* – [www.waml.org](http://www.waml.org)

## **Listservs**

MAPS-L – the Maps and Air Photo Systems Forum –  
[www4.uwm.edu/libraries/AGSL/welcome\\_to\\_maps\\_l%20forum.cfm](http://www4.uwm.edu/libraries/AGSL/welcome_to_maps_l%20forum.cfm)

MapHist – the Map History Discussion List – [www.maphist.nl/index.html](http://www.maphist.nl/index.html)