



## Appendix C. Important For Map Librarians

*Maps have been a part of the Federal Depository Library Program (FDLP) since its inception. As an integral part of the FDLP, information regarding the treatment of and access to maps of all kinds has been included in several chapters of the Handbook. Those sections have been compiled to allow for easier access to map-related information. A list of resources related to map librarianship has also been included in this appendix.*

From Chapter 5: Depository Collections

### Selection of Maps

The selection of maps for your depository library will fall under the same general collection development policies that have been established for your larger institution. However, there are factors in the development of map collections which should be considered and which are specific to maps as a format.

The following factors impact the development and use of a map collection in a depository.

Circulation of the map collection;

Security of the map collection; some maps are rare and valuable and as such, they have been targeted for theft from some libraries;

**Extra clerical help REQUIRED for processing the number of maps which may be seasonal depending on the frequency of map distribution;**

Care in handling maps;

**Specialized supplies, equipment or furniture REQUIRED for processing, handling, storing, servicing, and using maps; Map cabinets, wall hangers, pigeon hole or other shelving devices may have to be purchased.**

For collection development purposes, maps of a library's local area and region are always in higher demand than those of other states and regions. If it is possible to select a series by state, a library in, for example, New Jersey should consider whether it really needs detailed coverage of Texas or

other far away states. Would state maps alone serve your library users' needs?

Consider the scale of the maps that you are considering for selection. A large scale map, such as the 1:24,000 topographical map, will have many more sheets and require more map case space than a map at the scale of 1:100,000 to cover the same geographic area.

**The availability of electronic maps MUST also be considered.** The advent of the “digital age” has led many Federal agencies to shift their map publishing and distribution efforts from print to a combination of print and electronic resources. Government-issued cartographic materials are now increasingly—and in a growing number of cases, exclusively—available in electronic format as scanned images and digital maps (both of which can be viewed online, printed or downloaded as an image file), or maps produced on-the-fly with Web-based mapping applications, also known as Geographic Information Systems (GIS).

A list of maps available for selection by depositories can be created using [Documents Data Miner 2](#) (<http://govdoc.wichita.edu/ddm2/gdocframes.asp>) by conducting a title search for “map” in the List of Classes database.

Your depository may wish to consider providing GIS services to your patrons. Geographic Information Systems (GIS) is a computer-based system that stores geographically referenced data linked to textual attributes (a database) and allows for mapping, display, analysis, and modeling. The majority of GIS data from the Federal Government is available for selection in CD-ROM form. These CDs are divided into three main types 1) those with an internal GIS, 2) those with GIS files that can be used with third party software without the need to be processed, or 3) both. In addition, GIS data is available through online resources. Prime examples include [Geodata.gov](#) (<http://gos2.geodata.gov/wps/portal/gos>) and [The National Map](#) (<http://nationalmap.gov/>). Software by various companies can be used to view, analyze and display data.

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## From Chapter 6: Technical Services

### Map Processing

This record keeping requirement does not mean that a shelflist card must be generated for each piece. For instance, the holdings record for some map series could be comprised of a basic shelflist record for the map series plus checking-off the appropriate quadrangles of maps received on the index map.

Your depository should also mark all out of date or superseded material that is retained in the collection as “superseded” or “not current”. Aeronautical and nautical charts should also be stamped "Not to be used for navigational purposes."

### Map Shipments

Maps from the U.S. Geological Survey (USGS) are sent in shipments separate from the regular depository boxes. Shipping lists or packing slips just for the maps are enclosed.

There are five sequential numbering schemes for the materials distributed from GPO: paper (P), microfiche (M), separates (S), and electronic publications (E). USGS ships maps directly from their distributor and provide their own shipping lists, which indicate the GPO item number, map title, and scale information.

### Claiming Maps

To file a claim for missing microfiche or USGS maps, circle the missing titles on the microfiche or USGS shipping list and provide your depository number and mailing address. Then mail or fax the shipping list to the appropriate microfiche contractor or USGS.

## From Chapter 8: Preservation

Identification of valuable publications takes time and effort. While there are no quick lists, there are several starting places. First, give special consideration to materials pertaining to your own state or locale. If you can encapsulate only a few maps, select those of your own state. Select reports and other volumes on the same basis; and

don't forget small circulars, etc. as they are the most likely to be lost over the years.

## From Chapter 9: Housing

If your depository selects and receives maps, they are subject to the same processing procedures as other depository materials. Whether the maps are housed directly in the library or housed off-site, it is your library's responsibility to ensure that maps which arrive through the FDLP are handled according to the practices established in this Handbook.

You can house sheet maps and charts in sturdy, acid-free map cases. The best method of storing maps is flat in map cabinets or vertically in plain files. Rolling maps is acceptable but makes access and use more difficult. Only those maps pre-folded by the publisher may be stored folded.

**As with any paper materials, maps NEED year-round temperature and humidity control with proper air circulation and limited exposure to ultraviolet light.**

Clearly labeled and well-arranged maps can be identified and selected from map cabinets with the least wear and tear. In most situations, you will want to keep map indexes near the maps. In situations where the maps are not directly accessible to the user, you might want to house the map indexes along with other reference materials.

Map drawers that are too full increase the weight on each map as they are pulled out, filed, and re-filed increasing the chances that maps may be torn or damaged. Maps will receive better care by making sizeable workspaces available to users using the maps, as well as providing sufficient space for staff to re-file the maps.

You should take care not to obscure important images or information when labeling and stamping maps. Also avoid applying adhesive labels, security strips, or stamps on the back of a map where it can bleed through and obscure information on the front of the map. The lower edge is an ideal place to record call numbers. Searching through a stack of maps labeled at the bottom edge is more efficient and distresses maps the least.

Your depository maps are sometimes housed in a different location some distance from the rest of the depository collection. **If the location of the map collection is not under the administrative control of your depository library, a selective housing memorandum of understanding MUST be initiated between your depository and the selective housing site.** See Appendix D in this Handbook for more information.

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## Selective Housing

Ownership of the material and the responsibility for meeting FDLP standards remain the same, whether the publications are routed through your depository library or mailed directly to the selective housing site, as can be the case with U.S. Geological Survey (USGS) maps.

## Additional Resources

### Books

- Andrew, Paige and Mary Larsgaard. *Map and Related Cartographic Materials: Cataloging, Classification and Bibliographic Control*. Binghamton: Haworth Information Press, 1999
- IS U.S. Serial Set Index. Part 14, Index and Carto-Bibliography of Maps, 1789-1969*. Washington, D.C.: Congressional Information Service, 1975-1998.
- Demers, Michael N. *Fundamentals of Geographic Information Systems*. New York: John Wiley & Sons, 2005.
- Drazniowsky, Roman. *Map Librarianship: Readings*. Metuchen, N.J., Scarecrow Press, 1975.
- Guide to U.S. Government publications*. Farmington Hills, MI: Gale Group.
- Larsgaard, Mary. *Map Librarianship: An Introduction*. Englewood, Colo.: Libraries Unlimited, 1998.
- Moffat, Riley Moore. *Map Index to Topographic Quadrangles of the United States, 1882-1940*. Santa Cruz: Western Association of Map Libraries, 1985.
- U.S. Geological Survey. *Publications of the Geological Survey 1879-1961*. Washington: Government Print. Office, 1964.
- Thompson, Morris M. *Maps for America: Cartographic Products of the U.S. Geological Survey and Others*. Reston, Va.: U.S. Geological Survey, 1987.

### Journals and Newsletters

- Baseline*. Map and Geography Round Table
- Meridian*. Map & Geography Round Table.
- Coordinates*. Map & Geography Round Table.
- Bulletin*. Special Library Association, Geography and Map Division.
- Information Bulletin*. Western Association of Map Libraries
- Cartographic perspectives : Bulletin of the North American Cartographic Information Society*
- Bulletin*. Association of Canadian Map Libraries and Archives.
- Journal of Map and Geography Libraries*. Binghamton: Haworth Information Press.

### Organizations

- American Library Association. [Map and Geography Round Table](http://www.ala.org/ala/mgrps/rts/magert/index.cfm)  
(<http://www.ala.org/ala/mgrps/rts/magert/index.cfm>)
- Special Library Association. [Geography and Map Division](http://units.sla.org/division/dgm/)  
(<http://units.sla.org/division/dgm/>)

[Western Association of Map Libraries](http://www.waml.org/) (http://www.waml.org/)  
[North American Cartographic Information Society](http://www.nacis.org/) (http://www.nacis.org/)  
[Cartographic Users Advisory Council](http://cuac.wustl.edu/) (http://cuac.wustl.edu/)  
[Association of Canadian Map Libraries and Archives](http://www.ssc.uwo.ca/assoc/acml/acmla.html)  
(http://www.ssc.uwo.ca/assoc/acml/acmla.html)

#### Electronic Discussion Forums

MAPS-L  
SLA-DGM

#### Miscellaneous Resources

[Western Association of Map Libraries Map Librarian's Toolbox](http://www.waml.org/maptools.html)  
(http://www.waml.org/maptools.html)  
[Army Map Service Indexes](http://www.lib.berkeley.edu/EART/ams.html) (http://www.lib.berkeley.edu/EART/ams.html)  
[National Needs and Offers List](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)  
(http://www.access.gpo.gov/su\_docs/fdlp/tools/needs\_of/index.html)