

Map Cataloging Workshop Schedule
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Maps and cartographic materials (e.g., maps, charts, satellite and aerial photographs, atlases) constitute a large body of important items that have value in all fields of life and learning. Libraries may have special collections or just small files of maps. Either way, these items generally are not given the full access that books and standard format items do. Sometimes this is because there are not enough maps to catalog regularly, or there is no policy regarding this format. No matter what the reason, few institutions have map catalogers, or specialists in working with cartographic materials alone.

This workshop is intended to provide basic to intermediate instruction on cataloging maps and cartographic materials. By use of examples and discussion, attendees will be able to catalog such items. At the end of the workshop, participants will:

- *learn about the MARC maps format and what items are included

- *learn procedures for cataloging maps, including:

- how to read map data to determine its form and content
- how to describe the physical map and interpret this description into MARC format
- how to create notes
- how to formulate LC call numbers
- how to create subject headings and subdivisions
- how to find map and geographical information (both print and online resources)
- how to develop resources to assist with map cataloging (both published tools and personal ones).

This workshop will also be useful for librarians who need to handle map and geography reference questions.

Through the use of examples and short exercises with real maps, participants will be able to practice and develop a feel for what is needed to produce catalog records. Examples will include both common and unusual pieces, which will be matched to catalog records to help visualize the creation of the records.

The workshop will follow this outline:

1. Maps and Cartographic Resources: Description of the format and related items
2. Categories of maps (i.e., topographic, planimetric, etc.)
3. Description of Maps
 - a. Key data (i.e., author, agency, dates, etc.)
 - b. Projection
 - c. Scale (and how to determine if it is not indicated)

- d. Geographical coordinates (latitude/longitude)
 - e. Important features of the map not covered in author/title/responsibility statements
4. The MARC Record
 - a. Order of fields
 - b. Essential fields
 5. Devising Call Numbers
 6. Selecting and Creating Subject Headings
 7. Locating and Developing Resources to Assist in Map Cataloging
 - a. Print Resources (e.g., gazetteers, geographical dictionaries, guides, and atlases)
 - b. Computer Resources (both on a PC and on the WWW)
 - c. Personal files and databases (paper and computer)
 8. Additional Topics and Summary

Materials covered in the workshop will include the key tools, such as AACRII, Cataloging Service Bulletins, LC Schedule G, LC Subject Headings, LC Map Cataloging Manual, and others. Participants will also be shown resources developed by associations of map librarians, and resources developed by the instructor to assist in map cataloging.

Note: Participants may wish to bring a map (either unique or common) that can be cataloged on site. The instructor will be bringing examples and the corresponding catalog records along with various tools used to catalog.