

Map Cataloging Workshop

David J. Bertuca, Map Librarian
University at Buffalo Libraries

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
- ✦ Procedures for cataloging maps. You will learn how to:
 - ▶ Read map data to determine its form and content
 - ▶ Describe the physical map and interpret this description into MARC format
 - ▶ Create notes
 - ▶ Formulate LC call numbers
 - ▶ Create subject headings and subdivisions
 - ▶ Find map and geographical information (both print and online resources)
 - ▶ 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 AACR2, 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.

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Note: Students are encouraged to use in some assignments a map (either unique or common) that can be cataloged during the course. The instructor will show examples and the corresponding catalog records along with various tools used to catalog.

9. Resources to be used during course:

OCCL Connexion (or other MARC-format utility)

Cataloger's Desktop

AACR2

Cataloging Service Bulletin

LC Map Cataloging Format Manual

Classification Plus (call numbers, subject headings)

Library of Congress Subject Headings (LCSH)

LC Schedules for Call Numbers (Schedule G)

Gazetteers and Geographical Resources

Online Map Cat tools (e.g., toolboxes, cataloging help sites, institution help sites)