

CATALOGUING MAPS:

Guidance notes for the occasional map cataloguer.

These guidance notes are aimed at cataloguers unfamiliar with cataloguing maps and who only come across them occasionally. The most likely scenarios for this are individual sheet maps within a collection, or maps in books, either printed as part of the item, or tipped-in. These maps in books are important to record because they may be the only map in a collection covering that place at that time. More prosaically they often have a collectability and monetary value that makes them vulnerable to theft, so a good record is imperative. It is assumed that the cataloguer already is familiar with AACR2, DCRM(B), MARC21 or equivalent and any local cataloguing rules. The intention of these notes is to give guidance on the more peculiarly “map” elements and terminology that may be unfamiliar to the occasional map cataloguer.

For fully illustrated examples please refer to “Cartographic Materials: a manual of interpretation for AACR2 2002 revision”.

People tend to look for maps by place first and then by date. It is unusual for them to look for a map by its title. The exception to this would be some well known early (16th & 17th century) mapping. It is important therefore to include good geographic subject headings and descriptions in your record.

CARTOGRAPHIC RECORDS

Remember to change the “type” field in the leader to “e” for printed maps and “f” for manuscript maps. This will generate the different fields which better describe cartographic materials. Atlases are also described as cartographic items and should be type “e”.

MAPS IN BOOKS

The decision to separately catalogue maps within books should be made at a local level according to institutional policy. Please note if a full catalogue record is adopted this may affect your LMS circulation module and retrieval. An analytical title entry within the body of the bibliographic entry may be sufficient to make the map findable and record its presence. If a full catalogue entry is required please follow the guidelines below.

ESTABLISHING A TITLE

AACR2 states that the title of a map is that found on the map itself (rather than on the cover or outside). If the title is only found anywhere else, add that location in a note. e.g. “Panel title”. “Cover title”. “Title from paste-down label on box”.

If there is no title on the map at all, make one up! It is best if this is descriptive of the region shown.

ESTABLISHING THE “AUTHOR”

On older maps, very often one person would undertake several of the functions, surveyor, draftsman, engraver and publisher. Add a name entry for anyone mentioned on the map!

DATING A MAP

If there is no clear date on the map there are a number of ways you can provide a one:

- If it is in a book, use its publication date (if it has one!)
- Identify the atlas in which it was originally published.
- Search other catalogues to see what they have used
- Use internal evidence:
 - construction of railways, bridges, county boundaries
 - known dates of work of mapmaker

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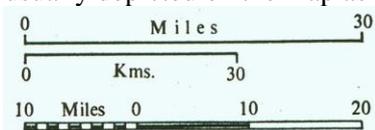
- publisher's address
- costumes or artistic style of cartouche, or generally style of the map

It is not unusual for the same map to be used in several books, or in subsequent editions of one book, e.g. travel guides. If this is known to be the case, the date of the map should be given as the earliest known example. Maps for inclusion in reports e.g. civil engineering plans, often have a date earlier than that of the publication. They were often also sold individually.

There is also a difference between the date of publication and the date of the map content. There is always a time lag between the survey and the publication. With early maps it is very common for a map publisher to refresh the imprint but leave the plate otherwise unchanged. It is important therefore when using maps to recognise that there may be a big difference between the published date and the date of the information within the map. There are examples of plates being re-used over more than 70 years!

SCALE

Scale is usually depicted on the map as a scale bar, as a ratio or as a representative fraction.



e.g.

One inch to one mile.

1:63,360

It is necessary to record this as a representative fraction in the record. In old maps where the lengths of measurement are not statute miles these can be hard to calculate.

Scale Finder is available for free download at: <http://freemappingtools.yolasite.com/scale-finder.php>

This was designed by a map curator for daily cataloguing use and is probably the most useful of the scale calculators available for our purposes for that reason. It includes unusual measurements.

If there is no obvious scale it is usually possible usually to work one out using either the latitude/longitude grid or distances between places on the map, however it is time consuming and probably of limited help to your readers, so you can use the "Scale not given" option.

COORDINATES

Although coordinates are part of most standard descriptions, in practice they are rarely included because they are so time consuming to calculate. For most purposes they are not necessary, and if a programme of geo-referencing is undertaken they can always be added later!

PHYSICAL DESCRIPTION

Maps are measured to the neat line i.e. the extent of the cartographic coverage only. If there is a large discrepancy between this and the sheet it is printed on it is worth adding this to the description. Any border information or illustration can be mentioned in a note.

300 ‡a 1 map : ‡b hand col. ; ‡c 25 x 33 cm., on sheet 40 x 50 cm.

500 ‡a Heraldic shields in border.

HAND COLOURED

An item coloured before issue is “*hand coloured*”; an item coloured after issue in a manner unique to that item is “*annotated*”. In reality however it is often impossible to determine if the colouration was added after issue, so it would still be recorded as hand coloured, with annotation being used if there are e.g. extra boundaries or routes hand drawn on to the map, or extra information written on to the original map.

A note can be added to describe the level of colouration: “Hand coloured boundaries” or “Hand shaded counties”.

A map is coloured if it is in more than one colour. For the sake of the record being a due facsimile it is worth recording in a note if the map is printed in a colour other than black, or on coloured paper.

NOTES

Relief

Relief is how the height of the land is shown on the flat map.

Notes about relief depiction must be included in the description to match the coding in the 008 field. The relief methods are noted in order of prominence, except *pictorially* always heads the list. The note begins with the standard phrase “*Relief shown ...*” or “*Depth shown ...*”. Use the standard terms below:

- **CONTOURS** A line joining points of equal vertical distance above or below a datum. When the only contour lines on an item are those which separate different gradient tints, the term *contours* is not included as a separate method of depicting relief.
- **GRADIENT TINTS** or hypsometric tints. A colour applied to the area between two contours when relief is depicted by a system of layers.
- **HACHURES** Short lines, following the direction of maximum slope, which indicate relief.
- **PICTORIALLY** Generalised drawings of hills, mountains etc.
- **SHADING** A relief method that provides an apparent three-dimensional configuration of the terrain by the use of shadows.
- **SOUNDINGS** The underwater equivalent of spot heights. Other methods of showing relief underwater are referred to by the same name as the land counterpart. (Usually in fathoms)
- **SPOT HEIGHTS** Points on a map indicating altitude for that particular spot.

Geographic coverage

It is not always clear from the title or even from the subject headings the exact area shown on the map. It is often useful to add a 522 “Geographic coverage” note where this is the case. e.g. Mainland Scotland only (i.e. no islands are shown).

Or “Part of England, from Birmingham in the west to Norwich in the east.” This can also be a useful place to use natural language descriptions of the area shown, rather than the LCSH, e.g. “Teesside” rather than Tees River Valley Region, or to include a historical place name.

Meridian

Record the prime meridian if stated on the map and other than Greenwich.

Orientation

Whenever north is positioned at an angle of 45° or more from the top of the map a note is included to indicate the orientation. e.g. *Orientated with north to ...*

SUBJECT HEADINGS

Although it is possible to add topic headings as well as place headings it is the geographic area which is most important. The subject of the map is secondary if it is the only map of that place in the collection! Use the form subfield ⚡v Maps.

Useful links:

Map Curators' toolbox (Map Curators' Group, British Cartographic Society):

<http://www.cartography.org.uk/default.asp?contentID=641>

Don't be afraid to ask for help. Map Curators discussion list:

<https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=lis-maps>

Useful map references:

FRENCH, Josephine (ed.) *Tooley's dictionary of mapmakers*. Riverside, Calif.: Early World Press, [1999-2004]

SHIRLEY, Rodney. *The mapping of the world: early printed world maps 1472-1700*. Riverside, Conn. : Early World Press, 2001.

Van der KROGT, P. (comp.) *Koeman's Atlantes Neerlandici*. 't Goy-Houten: HES Publishers, c1997-

WORMS, Lawrence & BAYNTON-WILLIAMS, Ashley. *British map engravers: a dictionary of engravers, lithographers and their principal employers to 1850*. London: Rare Book Society, 2011.

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