

information Bulletin



WESTERN ASSOCIATION OF MAP LIBRARIES

Department of Geography
University of California
Berkeley, CA 94720

"... to encourage high standards in every phase of organization
and administration of map libraries ..."

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Editor 1971/72 Stanley D. Stevens, Map Librarian, University Library,
University of California, Santa Cruz, CA 95060

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THE ESTABLISHMENT OF A UNIVERSITY MAP LIBRARY

by

Carlos B. Hagen
Head, Map Library UCLA

Introduction This report on the establishment of a map library is prepared at the request of the University Library at the University of California at Santa Cruz (UCSC), a branch of the University of California which, in about thirty years, plans to have an enrollment of 27,500 students-- bringing its size up to that of UCLA and UCB. In view of this growth, and because of the varied curricula which will be offered, there is no doubt that the library should have a good and adequate map collection in order to serve the needs of its faculty and student body.

In this report, I will not attempt to discuss the details of map acquisition, storage, technical processing, etc. Each of these aspects of library work would require a lengthy report of its own, which is at the present time unnecessary. It would, however, be an excellent idea if a staff member of the library at UCSC could spend some time at the UCLA Map Library, learning the many and varied aspects of the work of such a library, and at the same time acquiring information and addresses that would be useful later for actual acquisition and processing materials at UCSC.

In this report, I will discuss the general considerations involved in running a map library-- some of the important details in planning such a facility, and especially, those errors which should be avoided. In this last regard, UCSC is in an ideal situation. Starting from scratch, and with no interests or departmental feelings involved, UCSC can profit from the errors of other institutions and eventually form a first-class map library free from the faults and limitations suffered by other similar libraries throughout the country.

Administration In almost all of the American universities, map libraries are attached either to libraries or geography departments and in the past both situations have proven somewhat harmful to the normal developments of the collections.

EDITOR'S NOTE: This article, written in December of 1965, was sub-titled "A Report to the University Library, University of California at Santa Cruz". Because of its universal application to all map libraries, the Editor asked Mr. Hagen and the University Librarian, UCSC, for permission to print it here - both have kindly consented. Since it was written, the ultimate size of the enrollment at Santa Cruz has been cut by the Regents to an enrollment of 10 to 15,000 students. This paper has been reprinted in its entirety, but the following attachments have been omitted because of their availability elsewhere: 2pp of suggested floor plan from Catherine Bahn's "Map Libraries-Space and Equipment", Geography and Map Division Bulletin, December 1961; 1 table, also from Bahn, listing maps per drawer, weight, and area information; 8pp of Hamilton map case information from the Company's catalog; 4pp of loan regulations and methods used at the UCLA Map Library.

When a map library is subordinated to a library system, it generally suffers from the extreme "book approach" most librarians take towards all materials. With unfortunate frequency, tradition bound librarians show an amazing lack of interest--not to say dislike--for modern non-book materials, be they maps, sound recordings, films, slides, and so on, and cartographic materials have become one of the perennial victims of such attitudes. Maps are cumbersome and bulky and like most of the special materials they become step children of the library. Map acquisitions, for example, are hampered by strict rules. Most librarians insist on applying the same treatment to maps as to books, and try to obtain them through dealers, a method which is totally wrong and unsuccessful.

The cataloging is laborious, and when done according to all the existing rules of cataloging, the amount of labor is generally so increased as to cost the library many times more than the maps themselves while producing an enormous and ever-increasing backlog of work.

Maps rarely circulate in this situation, and are considered somewhat akin to rare books. I have seen many cases where professors are forced to buy their own maps so that they may use them more freely.

Besides creating an unhealthy resentment in geographers and other map users toward the map library, the practices described above produce an overall condition of stagnation and atrophy within the map collection.

When a map library is attached to a geography department, though maps are much better understood, other, equally serious evils frequently occur. The acquisition patterns seldom reflect campus-wide, and even less, off-campus needs. They inevitably reflect the areas of interest of the stronger members of the Geography Department, a pattern that most departmental authorities consider normal. Such a pattern can no longer be justified. A campus-wide facility must satisfy the needs of all campus users, and in some areas even off-campus clientele. On the other hand, a modern map library must encompass not only maps but other related materials as well, such as aerial photographs, city plans and guides, specialized periodicals and reference sources. All of these materials as well as maps are being increasingly used by non-geographers.

Moreover, it should be remembered that as a general rule, geography departments generally have low budgets, and thus do not have a great deal to spend on a map library. I know of cases of map libraries attached to geography departments in some major universities whose yearly budget seldom exceeds a few hundred dollars.

The circulation pattern of a departmental map library generally restricts outside users, but permits practically unlimited access to departmental faculty and students. It is a common practice in such a situation for even the graduate students to have keys to the library, preventing any security or controlled circulation, and creating an unfair situation for other campus and outside users of the facility.

Also, often some geographers show little regard for obsolete maps. When a map library is under the geography department, it is a common practice to

periodically dispose of maps that have become obsolete for practical purposes. I know the case of one map library where most of the maps disposed were old topographic sheets, of a type that can no longer be obtained at any price, and which could represent a unique source of study for the history of any given area.

The solution to the administrative problem and to the situations described is, in my opinion, to strike a happy medium. This means a map library should be administered by a library system to insure an adequate budget, controlled access and circulation, equal rights to all users of the facility, and the preservation of at least one copy of its holdings regardless of the date or opinion of the users. But it must be immediately pointed out that the library administration should be fully aware of the enormous differences between maps and books, and leave considerable freedom to the person who administers this library in matters regarding acquisition, processing and storage.

The map library should also work closely with its varied clientele in order to insure an orderly growth reflecting the entire needs of the particular campus, and even those of the surrounding community as universities and the community are becoming nowadays increasingly interdependent. In this regard I think the UCSC campus is again in a fortunate position. On the one hand the library has already shown a keen interest in maps and other special materials, together with a desire to avoid traditional and not always successful methods of acquisition and processing. On the other hand, due to the peculiar structure of the campus, not having departments means the absence of strong feelings and interests that do not always work toward the overall interests or benefit of the campus community.

Physical Facilities

Scope of the library. I think that from the very beginning, a decision should be made as to whether the library would be devoted only to maps, or whether it also would handle geography books. In my opinion, the latter might be a satisfactory arrangement for UCSC, and perhaps the map section of the University Library could be placed adjacent to the stack section holding the geography and earth sciences books--thus combining maps with books on geography.

Space allocation. We must start with one basic principle: maps need plenty of space; space to store, process and be used. This basic fact has unfortunately been neglected by almost all the universities in the United States. The result is that the large majority of map libraries are now crowded into limited spaces with narrow aisles, overloaded with map cases piled up to eight feet high--all of which makes for inefficient filing and retrieval of materials, and a depressing environment in which to work.

One practical number we should always remember is 2,000 square feet. That area is what is required under normal conditions for the storage of 100,000 maps. We must also remember that the general rate of growth of map and geography libraries is on the average, a doubling in size every twenty years.

Once again, UCLA can serve as a good example of what not to do at UCSC. At our university there were, unfortunately, never adequate or far-sighted,

enough plans for the establishment of a large map library commensurate with the importance of the campus and surrounding community. Rather than being the result of a carefully and well-organized plan, our map library came into being mostly as the only and urgent answer to satisfy the increasing pressures and needs not only of our own faculty and students, but to outside users from business and industry as well. Thus we find ourselves now compelled to store about a quarter of a million maps in 2,000 square feet. This is complicated even more by the fact that we have to store classified maps subject to restricted use, and besides the needs of our campus, we also have to accommodate large numbers of outside users from the community and other local colleges and libraries. Thus we have been forced to pile our map cases seven feet high, losing about 1,000 square feet of working space and creating a serious lighting problem. Far graver than lighting or a loss of work area, however, is the increase in accidents that occur as people must use wheeled ladders to reach the upper cases. We generally have about a dozen minor accidents a year--a situation which gives us much cause for concern.

For the map library at UCSC, I recommend an allocation of 5000 square feet. That, in my opinion, will provide adequate storage and working area for at least the first ten years. For layout plans, please refer to attachment number 1.

Location. I strongly advise placing the map library on the ground floor. This location is essential because of the considerable weight of steel map cases, which would require special and costly strengthening of the building structure if placed on the upper floors. For data on loads, please refer to attachment #2.

Map storage. I strongly recommend Hamilton steel cases for the storage of maps. We have used hundreds of them with very satisfactory results, and of late, this equipment has become almost standard for most map libraries in the United States. The three sizes most in use are those we commonly refer to as "small" (5J5), "medium" (6J5), and "large" (7J5). The size best suited for our purposes is the "large". We have found it extremely convenient as it allows us to place large folders, one on top of the other, or for smaller maps, to place small folders side by side. For specifications on these cases, please refer to attachment number 3.

For actual storage of maps in the drawers, I recommend what we have been using very successfully for years, that is manila folders made at standard sizes from "3X Jute Pattern" paper.

Area for restricted materials. Although this would be a relatively young library, I advise the allocation of space for storage of restricted materials. I should mention for example, that many of the maps sent by the Army Map Service under the depository system are subject to some severe restrictions of use and should be provided with adequate storage facilities.

Teaching aids. In the case of UCSC, space should be provided for special teaching materials such as globes, plastic models, and rolled wall maps. The latter can easily be stored either vertically or horizontally using custom made pigeon-hole cases.

Wall space. Ample wall space should also be provided for book cases intended for vertical file materials such as city plans, folded road maps, tourist maps and travel guides. At the UCLA Map Library we have over 30 book cases (7 x 3 x 1 ft.) for this purpose, and we have already reached the limit of our capacity. At the time of planning the facility the walls in the map storage area should be left with as few obstructions as possible. That is, thermostats, electric and telephone outlets, sink connections, and so on, should be provided, but they should be located in places not interfering with the eventual placement of large rows of map and book cases attached to the walls.

Reading room. Adequate space should be provided for a reading room well equipped with reference materials such as dictionaries, gazetteers, reference sources, etc. The reading room should also have provisions for the placement of light tables and drafting tables and associated equipment. I recommend for this room an area of 800-1000 square feet.

Office space. From the beginning separate office space should be allocated for the person in charge of the library. Besides the librarian, the office should also accommodate one or two additional desks for assistants. The office if possible should be adjoining the reading room area, but separated from it by a partition so as to insure the necessary privacy. The office space should have an area of 300-400 square feet.

General storage space. This is a requirement that for a map library is essential. A map library always has duplicate maps, extra pieces of cases and special equipment, empty map boxes and tubes, empty crates, etc. The use of these materials is infrequent and it is convenient to place them out of way and sight, but when the need arises, they have to be on hand. Space adjoining the map library should be provided for these things that, like most of the materials associated with a map library, are large, bulky and highly specialized. I recommend for this purpose a room of at least 200-300 square feet.

Locks and keys. The map library area should comply with all the security regulations of the library building. Only keys in the hands of the library staff and the Building and Grounds custodial staff should open the doors. The area for restricted materials should be considered as a maximum security area and should be keyed off all master keys in the same manner as it is customary for the rare book areas in most library systems. At the time of construction the architects and engineers should be requested to design this area for the storage of materials up to the SECRET level, so as to provide adequate facilities for the storage of materials that the library might acquire in the future.

Noise control. A map library can be a noisy place especially when steel drawers are opened and closed, maps are unpacked and processed, folders are cut and so on. The ceiling and upper part of the wall in the entire library area should therefore be provided with acoustical tiling. Ambient noise level should not be higher than 40db. Reverberation time 1.5-2 sec. with a high rate of decay.

Temperature and humidity control. Air conditioning is one of the most essential elements for the storage of maps. The standard requirements for the

adequate and long range storage of such materials is an air temperature of 65° - 75°F with a humidity of 30% to 50%.

Lighting. Lighting is another essential element in a map library. For the storage area the minimum desirable level of lighting a table top should be no less than 50 foot candles. In the reading room the lighting level at table top should be between 65 and 70 foot candles.

Electric and telephone outlets. These are essential elements for a map library if we consider the relatively large area such a facility covers. Much electrical equipment is required in connection with the normal operations of a map library. (Light tables, electric erasers, electric typewriters, electric adding machines, etc.) The same could be said of extension telephones, outlets for which should be provided at various places in the library. I recommend therefore a generous distribution of wall electric and telephone outlets, as long as they do not interfere with wall space intended for the eventual placement of map and book cases. The location of a public telephone booth near the library would be desirable.

Other electrical specifications. A master switch to control the lights in both the stacks and reading room should be installed near the main entrance of the library. This master switch should be, however, independent of the lights in the office area. A class buzzer in an area near the reading room is desirable so as to inform the students using this facility of the beginning of classes or class periods. An electric wall clock should be installed in a visible place in the reading room. In view of the large area of the library and the difficulty in making alterations after construction, a conduit should be installed connecting the several rooms of the facility so as to make possible the subsequent installation of a standard intercom system. Similarly, special provisions for antenna connections should be made at the time of construction so as to make possible the eventual transmission of library materials through the campus TV network.

Plumbing. A map library has heavy use for a sink in connection with routine library work involving the unpacking and marking of maps, handling of these and other materials, and other such processing duties. I strongly recommend providing the map stacks with a small sink and counter with a formica top. A drinking fountain should be provided immediately outside the library.

Heat sensitive fire detection system. It is essential that the overhead water sprinklers be removed from any library area as their presence is a much greater hazard than fire itself. These sprinklers should be replaced by a heat sensitive fire alarm system like those installed in recent years in most modern libraries. These units should, of course, be connected directly to the campus fire alarm system.

Additional equipment. Space and budget should be provided for equipment and furniture connected with the map library. At the present time, I recommend a light table, a drafting table with some basic drafting tools, a planimeter (for the measuring of areas on maps), and at least two or three pocket stereoscopes for the reading of aerial photographs. Details on drafting equipment can also

be obtained at our map library by the UCSC employee who will spend some time here. Later on, and if the need justifies it, a map library might be provided with some additional equipment to be used in connection with maps. Such could be the case of a map projector to enlarge or reduce maps and a calculating machine (for operations connected with map projection and military and geodesic grids.) We have found that the addition of such equipment to a map library greatly increases the use of maps on the premises, thus diminishing the need for the user to take them out and expose them to wear and tear.

Circulation

There is no doubt that many times maps have to be used outside the library. Classroom use, seminars, and individuals' research, from class assignments and term papers to theses and dissertations fully justify this need.

The insistence of many librarians that maps not be circulated is something that, in many cases, causes considerable hardship and poor public relations for map libraries. At the UCLA Map Library, we circulate most of our maps. Three years of experience have shown us beyond a doubt that the circulation of maps is feasible. Our average losses amount to about 0.5% of the materials circulated, which we consider normal for any type of library.

As a general rule, we do not circulate the following materials:

1. Military maps subject to restricted use.
2. Reference materials.
3. Periodicals. These can be checked out for two hours for reproduction of articles by Xerox.
4. Maps subject to constant, intense use, such as our original set of California topographic sheets. In this case, we try to provide duplicates for circulation.
5. Rare or out-of-date materials that can no longer be obtained and whose loss would be irreparable to the library. Exceptions in this case can be made, of course, to faculty members.

For more detailed rules concerning our circulation procedures, refer to attachment number 4.

Materials in the UCSC Map Library

I recommend that the map library consider collecting -- now or in the near future -- the following materials:

1. Topographic Maps. These maps are generally prepared by a national centralized agency. A country or a state is generally covered by a number of series of topographic maps which range in scale from about 1:1,000,000 to 1:25,000 or even larger. To begin, I recommend the acquisition of some major international series such as the International Map of the World (IMW), the World Aeronautical Chart (WAC), and the

International Civil Aviation Organization (ICAO). These three series are at the scale of 1:1,000,000. As a second step, I recommend the acquisition of some national series in order to have most countries covered with topographic maps (local) at scales ranging from 1:1,000,000 to 1:500,000. The future development of the collection concerning these materials would work on a "as the need arises" basis. That is, the library would try to acquire more detailed maps for various areas of the world as faculty and student needs would seem to indicate. In terms of coverage for the United States, I recommend the acquisition of a complete set of topographic sheets for California, shortly afterwards expanding the collection to other western states, and then to the whole country.

2. Aerial Photography. Aerial photographs are an indispensable complement to maps, and I recommend the acquisition of a selected number of them, covering both domestic and foreign areas. The best type to obtain for purposes of usage and price are contact prints with stereoscopic overlap. Most of the time, these are of an average size of 10x10 inches at scales of anywhere from 1:20,000 to 1:10,000. If available, these should be on heavy paper with a matte finish. Some special areas, of course, might require larger sizes. I also recommend, as a first step, the acquisition of county index-mosaics for California and a complete set of prints for Santa Cruz county. Later expansion might be determined by college curricula and areas of special research.
3. Global and planetary photography. Under this group we should consider satellite pictures of the earth's surface and pictures of celestial bodies taken by lunar and planetary probes. In regard to possible free acquisition of massive quantities by universities, the state of this type of photography is, in my opinion, similar to that existing at the close of World War II. The Eisenhower Doctrine of "open skies" rejected by the Soviet Union ten years ago is presently a working reality, thanks to advanced satellite techniques. The numerous weather and observation satellites placed in orbit in recent years by the United States Armed Forces have been steadily producing millions of aerial photographs from all areas of the world. These photographs, from the point of view of defense and military purposes, are ephemeral and are continuously being superceded by newer, improved, more up-to-date pictures. These materials though obsolete for military purposes, are invaluable to earth science analysis and teaching. These materials are being accumulated at an enormous rate, and it is very possible that much of it may eventually be declassified and, like the aerial photographs of World War II, subject to massive destruction unless some institution comes to the rescue. In view of the transfer to UCSC of the Lick Observatory collection, and the natural emphasis the campus appears to put upon astronomy, I strongly recommend that this matter be explored at the proper levels and that adequate facilities for it be considered in the overall planning of the map collection.
4. Special and subject maps. For example, maps showing soils, vegetation, climate, transportation, census, and other geographic or socio-economic data.

5. Atlases. Not school atlases, but detailed national atlases and topical atlases, i.e. economic atlases, atlases of climate and population, etc.
6. City Plans. Detailed street plans of most American cities and of the principal cities of foreign countries.
7. City Guides. Booklets and guides describing cities, places of interest, hotels, public offices, transportation, etc.
8. Tourist Guides. Books and guides describing a country, state, province, or region with special information to the tourist or traveler such as the kinds of roads, hotels, travel facilities, etc.
9. Nautical and Aeronautical Charts. Charts intended for maritime and air navigation together with supporting data such as sailing directions, directories of ports and airports, tables of distances, etc.
10. Supporting Cartographic Materials. These are, for example, gazetteers, geographic dictionaries, cartobibliographies, technical reports on the cartography and mapping of a country or area, technical papers prepared for cartographic conferences, etc.
11. Rolled or Mounted Maps. These are maps intended primarily for class-room use or wall display as long as they can be handled by one individual. If the map needs special attachments, hanging devices, or has to be used in connection with optical equipment, it should be considered as part of the campus-wide audio-visual facility.
12. Original Historical and Old Maps. The high cost of these materials coupled with increasing facilities for inter-library loans and photo duplication, and the strained budget of an emerging campus make the acquisition of such materials a very questionable matter. As a general rule, I would recommend for most cartographic materials a cut-off date of around 1900. The library should, of course, be open to gifts of historical interest, and if the gift is large and important enough, retribute the donor with adequate facilities for the storage and use of the collection. Besides this, UCSC could collect historical materials pertaining to the local area (Santa Cruz county and the Santa Cruz-Monterey area); that is, if the campus community shows enough interest in such a project.
13. Globes, Terrain Models or Other Such Teaching or Display Materials. These materials should be acquired on a limited basis, mostly to satisfy the teaching needs of the faculty. The same limitations would apply here as do in the case of wall maps; that is, if the item cannot be handled by one person, it should then be entrusted to the audio-visual facility or to Buildings and Grounds.
14. Reference Sources. The map library should have a small, but specialized collection of reference materials, such as, a good collection of foreign language dictionaries, cartographic glossaries, etc.

15. Periodicals. I strongly recommend to start, as soon as possible, subscriptions to a number of domestic and foreign periodicals on cartography and mapping. We have learned in three years of operation that these materials greatly enhance the value of a map collection.
16. Expendable Materials. Finally, a word should be said about these materials. These are, for example, topographic sheets to be used for field work or maps used by students for coloring or other classroom exercises. As an important matter of principle, I recommend that the library stay away from handling these materials and leave them in the hands of a bookstore. The library should, of course, give the bookstore information on the acquisition and handling of such materials.

Initial Acquisitions

For the initial stages of development, I recommend the following acquisition activities:

1. Depository Systems. The library should request from various domestic and foreign sources to be included in a depository system under which UCSC would automatically receive -- either for payment or free of charge -- copies of new maps issued by these agencies. The most important domestic depository systems are those of the Army Map Service, the U.S. Coast and Geodetic Survey, the U.S. Geological Survey, and the Aeronautical Chart and Information Center. The depository arrangements of the above organizations are granted generally to universities free of charge. Depository arrangements can also be established with a certain number of Western European countries and with Canada and -- this is important for UCSC -- Australia and New Zealand. Some of these foreign depository arrangements will be granted on a free or exchange basis, but most will require payment. The details of these systems and their implementation is something that should be worked out by the UCSC staff member assigned for training to the UCLA Map Library.
2. Wall Maps and Other Cartographic Teaching Aids. The acquisition of these materials at UCSC is of the utmost importance in view of the library's responsibilities to the campus. Many domestic and foreign sources offer such materials, and again, this is a matter that should be studied by the UCSC staff member after his period of training in our library.
3. Formation of a Map Information File. For any future acquisitions program, this is a fundamental requirement. The core of a map information file are catalogs, map indexes, and price lists from various domestic and foreign mapping agencies. To have such a file enables faculty and students to immediately determine whether the materials they want are published, and if so, their prices, technical characteristics, and the area they cover. The library, in turn, can immediately prepare acquisition orders for any area without having to write first for catalogs and price lists, something that, in the case of foreign countries, may take several months. The formation of comprehensive

map information files is an enormous task that requires years of continuous and exhaustive efforts and copious correspondence. The UCLA Map Library has now what is perhaps the largest and most up-to-date map information file on the West Coast. In view of this fact, I would recommend the following:

- a. That the UCSC employee, during his stay with us, place special emphasis on obtaining addresses and information that would eventually enable him to form a file of this type for UCSC. He should also be given funds for the Xeroxing of a number of items from our files, such as correspondence, hand-made indexes, out-of-print catalogs, etc.
 - b. Our library staff can act upon a given request and prepare detailed lists of map sources, prices, availability, etc. for any given area. All of this, however, means time and expense, and unfortunately one of our most pressing problems is a budget and labor shortage. I would recommend, therefore, that the UCSC Library allocate a small budget to pay our staff for comprehensive searches to be done for given areas. This is a program that I believe would work very well, especially during the "formative years" of the UCSC map collection. The cost of our services would be relatively low since I estimate that the cost of labor and photo-duplication to prepare a comprehensive list of map sources for an average size country would seldom be over \$20.00.
4. Atlases. The acquisition of atlases is a matter of top priority for any map library. For the first few years, I would recommend a concentration on a number of general and subject atlases for the world, continents, and some of the more important countries. In the future, the library should continue to acquire new works or additions of this type plus an increasing number of national atlases, both general and subject. The acquisition of this material should again be undertaken by the person trained in our library.

Areas of Emphasis

To have special areas of emphasis is essential for any modern university library. The formation of exhaustive collections on certain areas or topics backs up effectively on one hand special research activities of the campus community; on the other hand, the library is thus tied up to the national bibliographic effort, especially through activities such as the Farmington Plan and the National Referral Center for Science and Technology. After examining the Master Plan of UCSC I can recommend the following areas or subjects of specialization for its map library.

1. Pacific Ocean Basin. The UCSC Library is already placing a strong emphasis on collecting printed materials on the Pacific Ocean Basin and including cartographic materials in this effort is, of course, a natural extension of responsibilities. Here in Southern California the UCLA Map Library, in order to satisfy pressing needs of both campus

and off-campus users, has also placed a strong emphasis on the Pacific Ocean Basin; also preliminary steps have been taken to start a major cooperative effort with the Pacific Information Center of the B.P. Bishop Museum in Honolulu, Hawaii. I strongly advise that UCSC should enter into this project which could thus become a tri-institutional venture. The use of modern methods of information retrieval and photo-duplication techniques could provide these three institutions of the Pacific with large amounts of information and materials on the Pacific Ocean Basin and make of this a most fruitful and exciting joint project. I urge, therefore, that conversations should be undertaken soon so as to insure a full implementation of such a project.

2. Hydrographic Materials. UCSC intends to place a great emphasis on marine biology and in this regard it already has outstanding facilities and projects underway. There is no doubt that the Map Library should fully complement these plans and begin to build, as soon as possible, a supporting collection of marine cartography. The initial emphasis should be on the marine cartography of California with extension shortly to the West Coast area. At a later date and if need arises, the emphasis could be extended to other areas. This emphasis is, of course, closely connected with the one on the Pacific Ocean Basin and both complement each other in an excellent manner.
3. Celestial and Global Aerial Photography. The transfer of most of the facilities of Lick Observatory to UCSC makes it necessary for the library to supplement the move with adequate materials. As a natural part of its duties the Map Library should collect lunar and planetary maps. There already exists a large quantity of materials on lunar cartography that should be acquired and similar materials on the planets are also becoming available. The difference between celestial cartography and celestial photography should be worked out between the Map Library and the Lick Collection. My suggestion at the present is that maps and high altitude photographs (taken through satellites or lunar and planetary probes) belong in the Map Library. Photographs obtained through telescopes belong in the Lick Collection. Also I strongly advise the Library to explore soon the possibilities of acquiring large quantities of global terrestrial photographs taken through satellites as I explain in detail in the section discussing the acquisition of global and planetary photography.

Acquisitions Budget

It is extremely difficult to estimate the budget of a map library during its first few years of existence. Since the library is starting from practically nothing, and since in most cases the maps would have to be acquired in large quantities (for example, complete sets of topographic sheets for given countries), I recommend that the initial allocations be generous ones so the library can start a good map collection. Later on, the budget will probably taper off to more stationary yearly amounts. Considering the quality of the library intended for UCSC, I would recommend a budget of no less than \$5,000 to \$8,000 per year for the first two or three years.

Classification and Cataloging

Around the turn of the century Cutter stated that maps differed very little from books and could be treated as such in libraries. This unfortunate statement is quite wrong, especially in the light of modern principles and techniques of mapping and map production, but it survived through the years in the midst of the library profession. The application of such "book approach" has caused considerable confusion not only in the field of map librarianship, but in all other areas of special materials as well. If today a library tries to apply the existing standard cataloging rules to special materials--be they maps, sound recordings, slides, films, and so on--three basic facts will soon be discovered; a) a highly specialized professional cataloger(s) will be needed, b) the process is cumbersome and time consuming; also, with the fast rate of output and acquisitions that prevails today in the area of special materials, unless enough labor force is assigned to the task, increasing backlogs of items to be cataloged (and thus withdrawn from circulation) will be created, c) due to modern techniques of mass production, special materials are generally quite inexpensive (a map, a slide, or an individual composition on tape or disc, for example, seldom costs more than one dollar) and if standard rules of cataloging are used the library will soon find that labor costs are far higher than the cost of the materials themselves.

For all of these reasons I propose:

1. The map library should adopt a logical and already proven classification system for its collection. To this effect I recommend the Library of Congress classification. The LC system for books is now almost the standard in the United States for major libraries and the schedule for maps is already being adopted by an increasing number of map libraries. Another important consideration is that the coding in this system is capable of a high degree of expansion or compression that makes it very well suited for automated machine handling.
2. Using the system of classification as a basis, the Map Library should design a system of simple cataloging applied to IBM punch cards and that could be undertaken by nonprofessional skilled labor. To this effect I recommend a system similar to the one I have already proposed. For full details on this matter please refer to attached report.*

Personnel

Since the Map Library is part of the University Library system, it needs campus-wide controlled access and use plus adequate reference services. This means that a person should be available during a good part of the day and perhaps in the evening to render adequate service to others. The situation is further complicated by the variety of cartographic materials the library may collect and the need to keep a good circulation control of the items loaned and returned.

* Hagen, C. B., An Information Retrieval System for Maps, University of California, Los Angeles, February 1964, 16p.

In addition to attending on the public, a map library also entails two other large and vital areas of responsibility: acquisitions and processing. I recommend, therefore, as initial staff, the hiring of a full-time worker, preferably on a professional level (L-2 or equivalent) supplemented by the labor of one or two part-time student assistants. There should be provision, in both the short and long range plans of the library, for expansion of these positions, depending on the size of the map collection and the use it will receive from faculty and students.

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THE SOCIETY OF UNIVERSITY CARTOGRAPHERS

One of the organizations with whom WAML exchanges publications is The Society of University Cartographers. The Society was formed in 1964 at the University of Glasgow and annual meetings have been held at six different English universities since then.

The main aim of the Society is to promote and maintain a high standard of cartographic illustration in universities; and try to establish some form of recognized training.

During 1969-70 there were 136 members, including 42 overseas members from 13 different countries. Interest in the Society is growing every year and the Society welcomes overseas members. Membership is open to staff of Departments of Geography and other departments, in universities and colleges, engaged in cartographic illustration and care of map collections. Membership includes the Bulletin which is issued twice a year and includes articles of general cartographic interest, new techniques, new equipment, reviews of books, atlases and maps and cartographic news. The December 1970 issue contains the following representative articles: "Two population maps of continental North-western Europe"; "Cartographic work in the Nature Conservancy"; "Map preparation - some guidance on fundamentals"; "The house of the 50,000 maps and travel guides - Reise und Verkehrsverlag, Stuttgart"; and related notes on maps, atlases, materials, and accessories.

Dues for overseas members is about \$3.50, and the separate rate for a subscription to the Bulletin is about \$2.50. Enquiries regarding membership and subscriptions should be addressed to Mr. Terry Garfield, Chief Technician, Department of Geography, University of Leicester, LE1 7RH, England.

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The WAML Exchange List includes the following: Association of Canadian Map Libraries; Library & Information Science Abstracts; Library Literature; Society of University Cartographers; Library, U.S. Geological Survey, Menlo Park.

The WAML Executive Committee will give consideration to suggestions for addition to this Exchange List; direct suggestions through the Editor.

A LOOK AT THE LIBRARY OF CONGRESS SUMMER MAP PROCESSING PROJECT

By

Harold M. Otness

Map librarianship is a field having few opportunities for acquiring formal training and experience. To complicate matters further, those programs which do exist are not widely publicized and are therefore not widely understood or appreciated. An example of this is the Summer Map Processing Project of the Geography and Map Division of the Library of Congress. While now twenty-one seasons old, it is still relatively unknown and is seldom mentioned in the literature of library science and geography (an exception being a recent exchange of letters in S.L.A.'s Geography and Map Division Bulletin debating its merits). The purpose of this article is to shed light on the program and to offer suggestions for improving it. The author was a 1971 participant.

The Geography and Map Division of the Library of Congress is situated in an unlikely setting in the warehouse district of Alexandria, Virginia, having several years ago outgrown its quarters on Capitol Hill. It is often referred to as the world's greatest collection of maps with over 3,500,000 sheets and 40,000 atlases represented. Over the years maps have come in from a variety of sources including copyright deposits, exchanges, purchases, and transfers from other government and military libraries. At times the maps have poured in faster than the staff, now numbering around forty, has been able to process them. Consequently the Summer Map Processing Project was developed as a means to temporarily increase the staff with librarians and geographers during the summer months in hopes of catching up with the large backlog of materials awaiting processing. A three-way exchange was devised in which the participants were given training and experience, their sponsoring institutions were supplied with duplicate maps and atlases, and the L.C. received the labor. It was, and still is, an excellent exchange with everyone benefiting.

The 1971 project included about twenty participants in various classifications. The majority were "cooperative participants" meaning that they were on salary from their institutions. They were faculty, staff, graduate and undergraduate students. For each week worked, they were permitted to select up to 1,000 maps or atlas equivalents from the L.C.'s vast collection of unwanted duplicates for their schools. Unsponsored participants, which this year included two people on salary from the L.C. and one volunteer, were not permitted to select duplicates.

The work consisted mostly of filing and checking for duplicates but there was also some preliminary cataloging and other tasks necessary to the operation of any map library. Some worked individually while others were paired or worked in groups. Attempts were made to alternate the tasks so each person would get a wide view of what happened in the library. All kinds of maps and charts were handled but most of the work was with set maps.

Other features of the program included seminars conducted by members of the staff and field trips to other government agencies concerned with maps and mapping. There were also visits to the new national headquarters of the American Association of Geographers and the main Library of Congress operation on Capitol Hill.

The project runs for the entire summer but most participated only for the first four weeks. For the participants there are good reasons for this. First, most of the tasks are of a clerical nature and quickly learned. Those there for the experience encounter diminishing returns after the first few weeks. Second, the duplicate materials are selected weekly and by the third week the choice items are gone.

The project can be evaluated from three points of view; value to the L.C., to the sponsoring institutions, and to the participants. As to the first, the L.C. obviously benefits because its staff increases by approximately by one-third. This results in increased work output. This should not be viewed as completely free labor because training and supervision must be supplied, but it does represent work that cannot be accomplished within the regular budget and therefore can be viewed as a bonus. A second benefit is that the project enhances the L.C.'s position as a leader in the field of map librarianship. However the field as a whole also benefits because the project helps to establish lines of communication among the various map libraries around the country. The L.C.'s holdings become better known and perhaps better utilized and its manner of processing, the MARC project for example, are made known to the profession.

An additional benefit which accrues to both the L.C. and the participating institutions is that of finding homes for maps not wanted by the L.C. The L.C. usually keeps only one copy of each map received but it often receives several copies from several different sources. The project is a means of sharing its surpluses in a way which benefits the entire field.

Value to the sponsoring institution results in the acquiring of several thousand maps and some atlases for its collections plus the training and experience of its personnel. Are the maps and atlases worth the expense of keeping someone on a salary during the project and perhaps also paying his transportation and living expenses? This depends on the type of school and the importance of maps to the curriculum offered. Larger schools with extensive graduate programs in geography are more likely to find use for the highly specialized maps which comprise a large portion of the duplicates offered. However smaller schools can benefit too by selecting the more general maps and popular map series which are also available in ample numbers. Larger schools can perhaps benefit more by sending participants more often, which they are more likely to do because they have the resources to do it. For example, a large university may want to send someone every year while a small school may only be able to justify participation once every seven years. But the maps made available are of such a wide variety that they can enrich all kinds of library collections.

The duplicate maps are selected from shelves where they have been arranged roughly by region: Europe, Africa, Asia, etc. However there is no order within the regions and the stacks may be twelve inches high and very awkward to dig through. It is virtually impossible to gather together an entire set even if there is one there because it is not likely to be in a single place. With so many people going through them and new duplicates being added constantly, the best that can be done is to grab any map spotted in the desired set and determine if it is the right edition and not a duplicate at the end of the program back in the relative calm of the sponsoring institution. This chaotic selecting arrangement favors those who can quickly spot their needs and have the strength and endurance to move mountains of maps to get them. A mean-mannered middle linebacker with map training would be ideal for this part of the project.

By the end of the fourth week there is little order at all in the duplicate

map area. Maps of Tokyo are found in the United States section and maps of Peru are with the African maps. Strangely enough, the piles of duplicates seem to loom as large, although messier, than they were at the beginning of the project. Maps are physically cumbersome to work with, as all map librarians know, and the only way to improve this situation would be to do more pre-sorting which would be expensive and time-consuming for the L.C.

Participants should select according to the needs of their institutions. To do this they must come with some knowledge of maps, what their libraries have already, and what their libraries need. Unfortunately not all participants come with this knowledge and this is one of the shortcomings of the program as it now exists.

The 1971 participants were a mixed bag of librarians, geographers, and students of various standings. Some of the students were undergraduates and at least two of them were in non-map related majors. Because they had little knowledge or interest in maps, the project to them was just a summer job and the seminars and field trips were wasted on them. It is doubtful that these people were able to do a good job of selecting maps and their institutions probably did not profit as much as they could have if they had sent people better qualified.

On the other hand, knowledgeable staff members are able to bring back not only a better selection of maps but also additional skill and knowledge which makes them more valuable to their institutions.

As for graduate students, they return to their programs with a better understanding of maps and how they are handled in a major map library. Because they are graduate students, they presumably have some familiarity with their school's collections and needs in terms of maps. If they are informed and interested, they can return to their universities with maps that will enrich the collections.

Third is benefit to the participants themselves, which closely parallels benefits to their schools. Those interested in maps and libraries will find the project a highlight of their professional or educational careers. There is no better situation in which to learn of the great variety of maps which have been produced in the world than at the Geography and Map Division. Time is permitted for browsing the collection. The staff is receptive to questions and very well prepared to answer them. Even though the participants engage mostly in clerical-level work, the working environment is highly conducive to learning. Those who fail to receive an education during the project are those who are unmotivated and insensitive to their surroundings.

Then too there is much to be learned from talking with other participants, some of whom come from similar library situations. While the L.C. way may not be suitable for all libraries, the project provides an opportunity for map librarians to get together and exchange experiences and ideas. The participants learn not only what is being done at the L.C. but also what is being done at other map libraries around the country.

It has been charged that the project favors eastern institutions because it costs them less in travel expenses and travel time. Other than moving the Geography and Map Division to Omaha, which would then balance out the East and West Coasts but favor the Midwest, there is no solution to this problem. The problem could perhaps be eased by providing additional duplicate materials for schools which must send their participants further and by

giving extra consideration in the selection of people from schools further away. The latter may already be the case as the 1971 participants represented a good regional balance in spite of the problems of travel.

Another criticism has been the manner in which duplicate materials are selected. Those who choose first get the most desirable items and obviously not everyone can select first. This year choice atlases were put on a list which was mailed to participants for checking before the project began. These items were then divided by L.C. personnel according to what each person indicated he wanted. Not everyone got what he checked because some items were checked by several participants, but in all the atlases were distributed as equitably as possible. In the selection of maps the participants themselves determined the type of rotation by vote and then drew lots to see who would go first. It was decided that those who selected first one week would be last the next week. This system worked as well as could be expected and those not happy with what they ended up with in comparison to what others got could only blame themselves and poor luck.

While the project has proven its value over its twenty-one years of operation and has been a credit to the profession, it can be improved. First, it should be advertised more widely. The larger geography departments around the country seem to know about it but word does not always filter down to the smaller schools.

As the program now operates, only universities and colleges appear to be invited to send people. Larger public and special libraries could also benefit from the program. Maps are useful in all kinds of libraries and information about map librarianship should not be restricted to the academic community.

And why must the project be limited to the United States? Foreign librarians and geographers could also be invited. There is a need for more international exchange of information and maps, being less dependent on language than most printed materials, are obvious items to begin with. The L.C. collection is world-wide in coverage and the maps should be of interest to people of all nations.

Another way to improve the project is to carefully screen the applicants to get only those who have a need and desire for the type of experience offered. Those having responsibilities for map collections should be given first consideration, whether their backgrounds be librarianship or geography. Undergraduates and those merely seeking summer employment should be avoided. And the more the program is advertised, the more applicants there will be to choose from. Consequently the standards should rise.

After having been through the project, would I recommend it to others interested in maps and map librarianship? Absolutely. Even with the shortcomings indicated above there is no other way of getting an exposure to so many kinds of maps, of coming into contact with so many map specialists, and of learning how maps are processed and used in the world's largest map library. The Library of Congress Summer Map Processing Project is a commendable attempt to advance map librarianship.

Editor's Note: Mr. Otness is the Map Librarian at the Library, Southern Oregon College, Ashland, OR 97520

Miscellany

Congratulations to WAML member Karen Scannell - just appointed the Acting City Librarian of the San Francisco Public Library.

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On behalf of all the Members and Readers of the Information Bulletin, I would like to thank our Past-President Mary Schell for her dedication and fine Editorship of Volume 2. Our thanks also to the Bibliographers of New Mapping: Julia Kleven, Map Librarian, University of Alaska Library; Mary Blakeley, Map Librarian, University of Arizona Library; Maureen F. Wilson, Map Librarian, University of British Columbia Library; Ed Thatcher, Map Librarian, University of Oregon Library; Ruth Elwonger, California State Publications Librarian, California State Library; Betty L. Hacker, Asst. Reference Librarian, Colorado State University Libraries; and Anna Chiong, Map Librarian, University of Washington Library.

We all count on your contributions. Many Thanks. The Editor.

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Barry Gardner-Smith, Map Librarian, Scripps Institution of Oceanography, recommends the following new map:

TOPOGRAPHY OF THE NORTH PACIFIC

Tom Chase, Associate Specialist in Marine Geology at Scripps, and co-author of this chart provides the following description:

"A newly printed contour chart of the North Pacific Ocean sea floor has been prepared by the Scripps Institution of Oceanography and the Institute of Marine Resources, University of California, San Diego.

This chart covers the same area as the previously issued (and described in the October 1970 Information Bulletin, Vol. 2, #1) Bathymetry of the North Pacific but combines 10 sheets into one and displays only contours of the sea floor. The size of the chart is 31" x 60" and is designed to portray the basic topographic features of the sea floor on a single sheet.

Price of this chart is \$3 + 45¢ for California sales tax; foreign orders must be paid in U.S. dollars; checks made payable to "The Regents of the University of California"; send orders to Institute of Marine Resources, University of California, San Diego; La Jolla, CA 92037.

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For those of you not already receiving the periodic lists of maps for sale, you may wish to write for the August 1971 Catalogue No. 212 of L. S. Straight, P.O. Box 106, New York, NY 10016. This list, maps of North America, contains 134 items, prices range from \$5 to \$55.

An Invitation !!!!!

I'd like to extend an open invitation to those who have never written an article on any aspect of map work to send your contributions to Information Bulletin.

If this journal is to meet the needs of all our members and subscribers, if our readership is to grow, if Information Bulletin is to make its place in the competing world of library literature, then your contributions are the essential ingredient.

I'd like to help you develop a sense of ownership of these pages. In order to do this I need all the help I can get. So, if you've never submitted material for publication before, please try your professional or amateur literary skills out on us. If you have something to say which has reference to maps, the administration of map libraries, or a hot tip on where to get a particular map, please submit the information (one sentence or 10 pages) in a form the Editor can read, i.e., typewritten, double-spaced. Any offering will be considered for publication.

Those who have been published here are also invited to continue sending material. Also, I'd be particularly interested in hearing from those who can suggest ways of improving the format, style, or appearance.

News about your activities, meetings, projects, or personal news regarding promotions, whereabouts of former WAML members, etc., is solicited. News of upcoming events of interest is welcome too. But remember if you want it published before the event takes place, follow the deadline: Copy for the Spring issue is February 1st.

Stan Stevens
Editor

Mailing address:

Stanley D. Stevens
University Library
University of California
Santa Cruz, CA 95060

Western Association of Map Libraries

INCOME-EXPENSE REPORT

Fiscal Year July 1, 1970 thru June 30, 1971
and Volume 2 year of Information Bulletin

Previous Balance \$ 616.74

----- INCOME -----

Dues: Individual Memberships 56 @ \$ 5 ea. = \$ 280.00
Institutional Memberships 8 @ \$25 ea. = 200.00

Publication:

Sale of Back Issues of the
Information Bulletin 9 @ \$ 5 per vol. = 45.00
Subscriptions 10 @ \$ 5 per vol. = 50.00

Interest on Funds deposited in Bank = 38.42

Total Income \$ 613.42 \$1230.16

----- EXPENSE -----

Information Bulletin production and mailing = \$ 109.23

Mimeo of Election Ballot & Spring Meeting info. = 4.68

Lunches for guest speakers at Nut Tree June 12 = 17.25

Total Expense \$ 131.16 \$ 131.16

NET BALANCE \$1099.00

INCOME GROWTH 1968-69 1969-70 1970-71 Projection for 1971-72

Members Paid in Full:

Individuals	29	60	56	64
Institutions	3	4	8	9
Subscriptions:	-	1	10	22
Exchange List:	-	-	5	5
Totals:	32	65	79	100
	\$444.27*	\$429.19	\$613.42	\$655.00

*Includes balance from 1967-68 fiscal year.

s/ Stanley D. Stevens
Treasurer