

## CATALOGING CARTOGRAPHIC MATERIALS (CHAPTER 3 OF AACR2R)

- What are cartographic materials?  
Cartographic materials include all materials that represent the whole or part of the earth or any celestial body.

Most common cartographic material is a map – may represent any place in the universe, real or imaginary.

Includes two and three dimensional maps and plans; aeronautical, navigational, and celestial charts; atlases, globes, aerial photographs.

Maps can take the form of wall hangings, postcards, placemats, jigsaw puzzles, etc. For items of this type consult AACR2R chapter 3 in conjunction with AACR2R chapter 10 (Three-dimensional artifacts and realia)

Maps may be printed on paper, vellum, linen, plastic, or other types of materials.

- Chief source of information (in order of preference)
  - a) Item itself ; when there are more than 1 physical parts, treat all the parts as the cartographic item.
  - b) Container or case, the cradle and stand of a globe, etc.
- Prescribed sources of information – Information taken from outside the prescribed sources of information must be enclosed in square brackets.

Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material
Mathematical data	Chief source of information, accompanying printed material
Publication, distribution, etc.	Chief source of information, accompanying printed material
Physical description	Any source
Series	Chief source of information, accompanying printed material
Notes	Any source
Standard numbers	Any source

- Main entry  
Cartographic materials are entered under the issuing corporate body if that body is responsible for more than just the publication and distribution.

Companies such as Rand McNally and St. Louis Area Maps (responsible for the Wunnenberg's maps) fit into this category.

These companies are responsible for the cartography, publication, etc.

If in doubt, enter under title.

- Added entries  
Cartographers are usually given added entries (may occasionally be main entry, not usually)

Usually make added entries for publishers if they are not main entry.

Agencies that are mentioned in statements such as In cooperation with ..., Under the auspices of ..., With the assistance of ... are not automatically given added entries.

If you think they shared in the responsibility of producing the map they may be given an added entry. If the agency just provided financial support they are usually not given an added entry.

- Description of whole or part  
Many maps are issued as a set, often over a long period of time. The maps may be cataloged individually or as a set, depending upon the needs of the cataloging library.
- Monographs or serials  
Maps may be cataloged as serials as long as they meet the criteria:
  - Issued in successive parts
  - Bears a numeric and/or chronological designation
  - Publication is intended to continue indefinitely

Serials maps should have:

Type: e Bib l: s

006 added for seriality

260 \$c will usually be open if serial is current

300 \$a will be open if serial is current

300; ;a maps

300; ;a atlases

362: 0 ;a Included if known (Starting and ending dates)

- Cartographic materials are cataloged as Type: e  
This includes atlases. This has only been the case since 1995. Atlases cataloged before that date were cataloged as books.  
If you come across an older atlas that was cataloged as type a change to type e. This will cause the fix fields to change. Fill in the appropriate fixed fields.
- Fixed fields

Type: e

Bib l (Bibliographic level): m for monographs  
s for serials

Enc l (Encoding level): I for complete record  
K if you are unsure of record

Desc (Description): a

Ctry (Country of publication): Should come from 260

Lang (Language code): eng or appropriate language

Mod (Modified record): usually blank

Srce (Cataloging source code): d

Relief : Can use up to four codes to show relief. Codes are recorded in order of their importance . If fewer than four codes are assigned, the codes are left-justified and each unused space is blank.

blank – no relief shown on map

a – Contours – Lines joining points of equal distance above or below a datum

b – Shading – Shadows are used to show relief

c – Gradient tints – Shows heights and depths by using color

d – Hachures – Shows heights and depths by using short lines

e – Bathymetry, soundings – Shows depth underwater with contours

f – Form lines – Circles to show mountains

g – Spot heights – Cross or a dot showing where mountains are

i – Pictorially – Drawings of hills, mountains, etc.

j – Land forms – Rock drawings to show mountains drawn to scale

k – Bathymetry, isolines – Shows depth underwater by colors

z- Other relief types

Project (Projection): Do not code unless written on map – See MARC 21 for list of codes

Prime (Prime meridian): Indicates the named longitude from which east and west are calculated on the item. If the map does not specify, leave blank.

blank – not specified

e - Greenwich

f - Ferro

g - Paris

p - Philadelphia

w - Washington, D.C.

z - Other

Mat t (Type of cartographic material)

a - Single map

b - Map series

c - Map serial

d - Globe

e - Atlas

Gvt (Government publication)

blank – not a government publication

- a - Autonomous or semi-autonomous component
- c - Multilocal
- f - Federal/national
- i - International
- l - Local
- m - Multistate
- o - Government publication – level undetermined
- s - State
- u - Unknown
- z - Other

Ind (Index)

- 0 – No index
- 1 – Index is present

Sp form (Special format characteristics) – Used to identify some of the special characteristics of a map. Up to two codes can be given, in order of importance. If only one code is assigned, it is left-justified, and the unused space is blank

blank – No special format characteristics

- e - Manuscript
- j - Picture card, post card
- k - Calendar
- l - Puzzle
- n - Game
- o - Wall map
- p - Playing cards
- q - Large print
- r - Loose-leaf
- z - Other

Dat tp (Date type)

Dates

Control – blank (This is used to show archival control)

- 007 – Physical description for maps
  1. 007 Tp (Category of material): a
  2. Sp Mat: (Specific material designation)
    - d Atlas
    - g Diagram
    - j Map
    - k Profile
    - q Model
    - r Remote-sensing image
    - s Section
    - y View
    - z Other

3. Orig/rep: (Original versus reproduction aspect)

- f Facsimile
    - o Original
    - r Reproduction
    - u Unknown
  - 4. Color:
    - a One color
    - c Multicolor
  - 5. Medium:
    - a Paper
    - b Wood
    - c Stone
    - d Metal
    - e Synthetics (Plastic, vinyl, film, etc.)
    - f Skins (Parchment, vellum, etc.)
    - g Textile (Manmade fibers, silk, linen, nylon, etc.)
    - p Plaster (Use also for mixtures of ground solids and plaster)
    - u Unknown
    - z Other
  - 6. Rep t: (Type of reproduction)
    - f Facsimile
    - n Not applicable
    - u Unknown
    - z Other
  - 7. Prod: (Production/ reproduction details)
    - a Photocopy, blueline print
    - b Photocopy
    - d Film
    - u Unknown
    - z Other
  - 8. Pos/neg: (Positive/negative aspects)
    - a Positive
    - b Negative
    - m Mixed polarity
    - n Not applicable. Item is not a photocopy or film
- 007 – Physical description for globes
    1. 007 Tp (Category of material): d
    2. Sp mat: (Specific material designation)
      - a Celestial globe
      - b Planetary or lunar globe
      - c Terrestrial globe
      - e Lunar globe (The earth's moon)
      - z Other
- 3. Orig/rep: (Original versus reproduction aspect)
    - f Facsimile

- o Original
  - r Reproduction
  - u Unknown
4. Color: a One color  
c Multicolor
5. Medium: a Paper  
b Wood  
c Stone  
d Metal  
e Synthetics (Plastic, vinyl, film, etc.)  
f Skins (Parchment, vellum, ect.  
g Textile (Man-made fibers, silk, linen, nylon, etc.  
p Plaster  
u Unknown  
z Other
6. Rep t: (Type of reproduction)  
f Facsimile  
n Not applicable  
u Unknown  
z Other
- 034 – Coded cartographic material data – Data must also be entered in textual form in field 255. Scale is always given in a representational fraction. If only the verbal scale is given, it should be translated.

1<sup>st</sup> indicator : 0 Scale indeterminable/No scale given

1 Single scale

3 Range of scales (This is used only if scale varies on a single map)

\$a category of scale – a – Linear scale

b – Angular scale (Used for celestial charts)

z – Other

Examples of 034 and 255

No scale given

034; 0 ;a

255; ;a Scale not given.

Scale given is 1:700,000

034; 1 ;a a \$b 700000

255; ;a Scale 1:700,000

Two scales are given: 1:700,000 and 1:200,000

034; 1 ;a a \$b 700000

034; 1 ;a a \$b 200000  
255; ;a Scale 1:700,000  
255; ;a Scale 1:200,000

More than 2 scales given

034; 0 ;a  
255; ;a Scales differ.

- 245 - Title proper  
Maps may have several titles.  
Take 245 title from actual map.  
When map is folded there might be an alternate title. This is called a panel title.  
246; 1 ;i Panel title: \$a
- General material designation (gmd)  
Library of Congress does not use gmds for cartographic materials.  
We will follow their practice and not add the gmd for these materials.
- 300 - Physical description  
The physical description consists of the number of items, color (if any), material (if other than paper), mounting (if any), and size.

Atlases – Are described like a book

300; ;a 1 atlas (xv, 415 p.) : \$b col. ill., col. maps ; \$c 35 cm.

Dimensions for maps

Give in \$c height by width in centimeters, measuring between the neat lines.

Neat lines – the innermost of a series of lines that frame the map.

Should usually measure the map and not the sheet. If the map is too irregular to determine the size, the sheet may be measured.

If a map is intended to be folded include the dimensions of the map and the size folded.

300; ;a 1 map : \$b col. ; \$c 70 x 82 cm. folded to 21 x 12 cm.

Dimensions for atlases

Measure atlases according to the rules for books.

Dimensions for globes

Give the diameter of a globe

300; ;a 1 globe : \$b col., plastic, on metal stand ; \$c 12 cm. in diam.

Containers

*Optional:* Add the description and dimensions of the container if deemed important.

300; ;a 1 globe : \$b col., wood, on metal stand ; \$c 20 cm. in diam. in box 40 x 12 x 12 cm.

300; ;a 1 map : \$b col. ; \$c 200 x 350 cm. folded to 20 x 15 cm. in plastic case 25 x 20 cm.

- Order of notes

500 – Nature and scope of the item

546 – Language

500 – Source of title proper

500 – Variations in title

500 – Parallel titles and other title information

500 – Statements of responsibility (Make notes about persons or bodies connected with the work or connected with previous editions, and not already named in the description)

500 – Edition and history

500 – Mathematical and other cartographic data (Give additional information not included in 255)

If more than 2 scales are given and the Scales vary note was given in 255, and scales are easily discernable, can be given in a note.

255; ;a Scales vary.

500; ;a Scales: 1:250,000, 1:200,000, 1:150,000.

500 – Publication, distribution, etc.

500 – Physical description

500 – Accompanying material

521 – Audience

530 – Additional formats

505 – Contents

500 – Numbers

590 – Local notes

501 – “With” notes

- New records

When a new record has to be created use the workform for Cartographic materials.

I have not included the 007 because it is specific to each item.

- Subject headings

Some subdivisions that can be used for cartographic materials (This is not an exhaustive list, please see Free-floating subdivisions)

\$v Maps.

\$v Maps \$v Facsimiles.

\$v Maps, Manuscript.

\$v Maps, Physical.

\$v Maps, Pictorial.

\$v Maps, Topographic.

\$v Maps, Tourist.

\$v Maps for children.

\$v Maps for the blind.

\$v Maps for the visually handicapped.  
\$v Road maps.