

Unit Narrative

Major Activities and Accomplishments

US Geological Survey Topographic Maps

Focus for movement of maps to Oak Street was squarely on US Geological Survey topographic map sets. Except for Illinois, only the most recent print edition received of a map will be retained in the Map Library. Superseded editions are being transferred to Oak Street. In the case of Illinois, all editions, most recent and superseded, are being retained by the Map Library. As with all sets previously sent to Oak Street, complete holdings records are being generated. Additionally, complete holdings records are being compiled for maps retained in the Map Library. Non-Illinois maps are being moved into Room 408, into drawers emptied during previous years' Oak Street transfer work. Thus far, 49,866 maps have been moved into Room 408 while 42,221 US Geological Survey topographic maps have been transferred to Oak Street. This project is nearly complete with only Alabama and Alaska remaining.

Oak Street Transfers

As of 30 June 2015, the Map Library had transferred 149,554 maps for 2,325 titles housed in 5,202 folders to Oak Street. This is roughly equivalent to the entire map collection at Southern Illinois University-Edwardsville and nearly as large as collections at the University of Virginia and the United State Geological Survey Library in Denver. These numbers do not include geologic maps housed at Oak Street (uncertain collection size, not completely processed) for which the Map Library staff is also responsible for providing bibliographic and physical access.

Work still is needed to rectify cataloging errors for and to complete processing of materials moved to Oak Street from the Geology Library. Work was begun to assess the magnitude of problematic processing that occurred prior to the bulk move of cartographic materials from the Geology Library to Oak Street. But the number and types of corrections needing to be made, and the amount of materials needed to be requested from Oak Street to verify corrections, was too great to undertake during the year given the press of other Map Library-based bibliographic needs. This project will be revisited after the collection held by the Map Library has been shifted, complete with bibliographic and holdings records checks and corrections, beginning in 2015/2016. Additionally, it needs to be remembered that some materials moved to Oak Street from the Geology Library still have not been processed correctly (see Other Retrospective Cataloging/Cataloging Clean Up section for example). Some of these materials, folded maps produced by state geological surveys and currently housed unprocessed in boxes, do not appear at all in the online catalog.

While the number of maps housed at Oak Street will continue to grow, after 2015/2016 it will grow much more slowly as the bulk of the long-term project to transfer maps to Oak Street from the Map Library will substantively be completed.

Maps have been transferred to Oak Street to relieve crowded and inappropriate storage conditions in the Map Library. Neither the map collection's footprint nor the number of cases needed to house the cartographic materials in the Map Library will be reduced.

Sanborn Scanning

Scanning of Illinois pre-1923 Sanborn fire insurance maps continued through fall 2014 and was completed in February 2015. See previous years' reports regarding cataloging needs to support this project. During the fall and early spring, 6,408 map sheets comprising 1,072 sets were pulled and sent for scanning.

Sanborn scanning began in January 2012 with maps of Champaign and Urbana followed later that spring by Chicago and during the next academic year other cities and towns in the state. In slightly more than 3 years, 16,688 map sheets in 1,757 sets were scanned. Because of upper limits imposed by ContentDM on number of items that can be stored and made available through the system, much of this work is not yet available for public use. The Sanborn maps will be the first group of materials made available during FY2016 through a Fedora-driven system being developed in the Library.

First World War Scanning

142 titles were selected, including multiple-sheet trench map sets housed at Oak Street and atlases published about the war during the war, during fall 2014 for scanning during spring 2015. All bibliographic records inspected and corrected or upgraded as needed January-March 2015 with scanning beginning in April. Over 85% of the map titles selected required original cataloging or complex copy cataloging. In some cases, extensive research was required to identify publishers or the publications from which maps had been separated. 9 atlases remain to be scanned. It is anticipated that these items will become available for public use through the new Fedora-driven system after the Sanborn upload is successfully completed.

Other Retrospective Cataloging/Cataloging Clean Up

A project, begun in spring 2014, working with maps published between 1913 and 1919 by the National Highways Association was completed in the fall. 110 National Highways Association maps were scanned, and, while not yet available for public viewing, are central to a long-term research project on early United States highway development being undertaken by the unit head.

Post route maps for 37 states (287 pieces) published between 1880 and 1980 by the United States Postmaster General were retrieved from the cataloging backlog and cataloged. All 37 records were original records.

A reference request for volumes from the *Geologic Atlas of the United States* spurred a much-needed project to locate and appropriately catalog folio-sized volumes that had been moved out of the former Geology Library to an unidentified destination. The record in the online catalog included neither a true location nor an accounting of all volumes held. As he had on other user-driven occasions, David Griffiths, cartographic materials cataloger, went to the Oak Street Library Facility to locate and request that all of the title's volumes be shipped to the Map Library for processing. Two shrink-wrapped book trucks were received. David withdrew nearly half as they were duplicates. The remaining, nearly complete set, was

correctly cataloged, completely inventoried, and returned to Oak Street for storage. While not a commonplace situation, this is not the first time that an entire set of geologic materials, incorrectly transferred out of the Geology Library to Oak Street, has had to be retrieved for complete processing. It is anticipated that bibliographic work with geologic maps will continue, partly on a need-driven basis, as Oak Street still houses a number of boxes of unprocessed folded maps moved out of Geology Library vertical files.

Display case

Much of the year's display case offerings focused on the First World War. The notable example was a display on "Africa in Film" to support and celebrate the April meeting of the Africana Librarians Council in Urbana.

Work with Other Library Units

The unit head assisted the Prairie Research Institute Library in relocating a large number of atlases to either the Map Library or Oak Street. The unit head spent a morning at Prairie Research selecting and flagging volumes of interest. They were sent to the Map Library for further processing and transfer to final destinations.

Challenges

There were no specific challenges or hindrances that cropped up during the year. Ongoing challenges mainly revolved around processing tens of thousands of maps for transfer to Oak Street working in public service space. The Map Library has never had adequate secure work space, especially for the large-scale transfer or processing of materials that has been ongoing non-stop for the past six years. Instead, sorting and initial processing occurs on the unit's reading room table or on top of map cases reducing user space and space available for consultations. Although the Oak Street transfer project will be winding down during 2015/2016 the challenge will continue as we ramp up a project to shift the map collection housed in Room 418.

Significant Changes

David Griffiths joined the Map Library as Cartographic Materials Cataloger in December 2014.

Committee Participation

- Jenny Marie Johnson – Data Services Committee; Content Access Policy and Technology; Russian, Eastern European, and Eurasian Studies Librarian search committee chair; Special Collections Division LibGuides task group
- Jim Cotter – Library Staff Steering Committee (chair); ClimatQual

Progress on Fiscal Year 2015 Goals (as articulated in FY 2014 report)

- Recruit and hire staff to catalog cartographic materials for Map Library, Oak Street, and Illinois History and Lincoln Collections Library – position was posted and interviews conducted in November 2014. David Griffiths began December 16, 2014
- Transfer folio-sized atlases out of Main Stacks to Oak Street – no action

- Develop a method to link to bibliographic records scans of indexes and samples of map sets transferred to Oak Street – initial meeting held with staff members from IT and CAM but no further action
- Revise printed guides – apply for marketing grant – no action
- Revise website – no action
- Complete transfer to Oak Street/shift into 408 of USGS Geological Survey topographic quadrangles – Nearly completed. 3 states remaining at end of fiscal year
- Plan and initiate shift of maps in Room 418 – Very preliminary discussions held but no concrete planning undertaken as focus continued to be on move of USGS topographic quadrangles to clear space for shift
- Continue shift of maps from unit office into Room 408 – no action
- Investigate and plan correction process for incorrectly processed geologic maps transferred to Oak Street prior to Geology Library closure – Meeting held with Head of CAM to discuss situation. Report of possibly impacted items generated. Requested selected titles from Oak Street to determine extent of problems. Determined that most problems (those going beyond incorrect and/or mal-formatted call numbers) will necessitate requesting materials be sent from Oak Street to Map Library

Goals for Fiscal Year 2016

- Complete transfer of USGS topographic quadrangles to Oak Street and shift of selected USGS topographic maps to Room 408
- Plan and initiate shift of maps in Room 418
- Revise website if/when new CMS is selected
- Develop method to link to bibliographic records scans of indexes and samples of map sets transferred to Oak Street
- Work with team to develop Fedora-based access for scanned images
- Plan for unit head sabbatical for 2016/2017

Unscheduled Goals

- Transfer folio-sized atlas out of Main Stacks to Oak Street
- Revise printed guides
- Continue shift of maps from unit office (Room 412) to Room 408 – possibly 2017/2018
- Plan and implement process for correcting problems of incorrectly processed geologic maps transferred to Oak Street prior to Geology Library closure
- Knoedler air photo finding aid development
- Remove tables of contents image links from bibliographic records for 1st groups of atlases transferred to Oak street
- Air photo indexes online
- Investigate unverified holdings/locations errors for cartographic materials in “Geology maps” and “Library Main Stacks”
- Catalog maps in Illinois History and Lincoln Collections Library

Facilities

Seating

16 at table
1 at online catalog
1 at computer workstation

Hours Open

Summer II 2014 – 20
Fall 2014 – 49.5
Spring 2015 – 49.5
Summer I 2015 – 20

Personnel

Jenny Marie Johnson – unit head
Jim Cotter – Senior Library Specialist (Operations)
David Griffiths – Library Specialist (Cartographic Materials Cataloging) – December 16, 2014 -
User Services

Gate Count (Sweeps Week)

Fall 2014 – 273
Spring 2015 – 318

Circulation

Initial and Renewal (from Voyager) – 1,824
Manual (from unit counts) – 2,211
Aerial Photographs Pulled at Patron Request (from unit counts) – 1,872
Items filed/Reshelved (estimated from student employee reporting, low count) – 3,679

Collection Management

Totals based on unit-gathered statistics, not statistics supplied by Content Access and Management.
These statistics are not required by the current annual report format but are included for future use and historical record.

Map Acquisitions

Cataloged Maps	1021
Non-Cataloged Maps	171
Aerial Photographs	0
Gross Additions	1192
Maps Withdrawn	125
New Additions	1067
Total Map^ and Aerial Photograph* Holdings	628347

^Includes 149,554 sheets (as of June 30, 2015) from Map Library now housed at Oak Street. The Map Library continues to be responsible for bibliographic control and access to these in-room/in-library use only items. Does not include maps transferred to Oak Street from the former Geology Library.

*Aerial Photograph Holdings subtotal = 190,261. Does not include ca. 80,000 unprocessed aerial photograph negatives received as gift in 2000/2001, unknown number of prints received as a gift in 2014 for Lake County, or stereograms that comprise the collection of the University's (defunct) Committee on Aerial Photography.

Map Cataloging

Original Cataloging – items new to the collection

Records – 366

Pieces – 646

Copy Cataloging – items new to the collection

Records – 251

Pieces – 375

Original Cataloging – items already in the collection

Records – 3

Pieces – 11

Copy Cataloging – items already in the collection

Records – 56

Pieces – 59