

Unit Narrative

The report for this year is one of the most difficult to write in the past 25 years. The emotional swings from the high of preparing to re-open “normally” for the fall 2021 semester; to the low of the unexpected death of Jim Cotter the second Monday of the fall semester; the anxiety, angst, and fury regarding filling that critical vacant position; and the slow discovery and carving of a path to a different normal made the year exhausting and, in retrospect, hard to recall. For nearly 6 months, it felt as if the Map Library was in day-to-day survival mode, responding to immediate and daily needs, unable to plan for or move toward a future.

Response to COVID 19

- Resumption of in-Library work schedule – By the end of July, all staff members had returned to fulltime office work. David Griffiths had effectively returned to the office in January 2021, and Jenny Marie Johnson and Jim Cotter increased their days in the office so that they were fulltime well in advance of the start of the fall 2021 semester.
- Masking – Student and staff employees were given the option to wear, or not wear, masks as they felt comfortable. Masks and hand sanitizer were made available to all employees in a central location.
- Continuing working from home projects – In late July, Map Library staff met to discuss progress on work from home projects as well as in-library projects and to plan for continuation of work with the assistance of student hourly employees. During COVID, progress had been made on: creating 866 holding statements for Sanborn fire insurance map sets; creating links to scanned Sanborn sets from the Map Library’s revised Sanborn web pages; refreshing Map Library webpages; searching for and/or cataloging folded maps that could be transported home easily and safely. Considerable work was still needed on: determining if maps and atlases received as gifts, in particular official state highway maps and Illinois county plat books, were needed for the collection by comparison with holding lists in Alma holding records and clarification of holdings as needed by in-drawer or at-shelf inspections; building target lists for scanning projects by searching the Library’s online catalog and online resources such as *Serial Set Maps*; searching rare/near-rare map vendors’ websites for items to add to a wish list of materials desired for the Map Library and to identify materials currently in the general map collection location which, by virtue of their rarity or price point, needed to be moved into the unit office or Room 408.

Post-COVID Planning

In staff meetings in late July and early August, Map Library staff compiled personal and unit lists of tasks and short- and long-term projects needing to be done. Lists and possible assignments, anticipating student employees who had indicated that they would be returning to the Map Library after having been away since March 2020, were compiled. Most tasks or projects revolved around cataloging and access, physical care for the collection, and documentation preparation and social media. The Map Library felt as if it was poised to move forward on a number of critical fronts with new energy.

Library Staff Member Death

Plans for the year rapidly unraveled early on Monday, August 30, when a call was received that Jim Cotter had passed away that morning. Jim had been in the Map Library for 14 years and was a critical part of providing services, hiring and supervising student employees, and daily operations. Jim's death left a personal and professional void in the Map Library. Jenny Marie Johnson, unit head, had to negotiate performing the essentials of her position and Jim's position for 5.5 months. All student employees had to be trained or re-trained because they were new to working in the Map Library or had been away since March 2020. All student supervision fell on the unit head's shoulders. Jenny had to forgo attending the annual meeting of the North American Cartographic Information Society in October because if she had been away from the unit many services would not have been available. Ten to eleven hour days, usually without leaving the unit for lunch, became Jenny's normal working schedule. The Map Library was closed the entirety of the Thanksgiving Break week as Jenny had prior plans to be out of town during the fall break, and there was insufficient staff with appropriate knowledge available to keep the unit open even four hours a day for three days; Jenny's gratitude for this flexibility on the part of the Library's Administration cannot be overstated.

A request to fill the position of Senior Library Specialist was submitted for consideration at the Budget Group's scheduled September meeting. The request included statements about impacts on the unit and on unit personnel if the position was left unfilled. It was inexplicably denied with instructions to hire an extra help employee. The tone of the e-mail Jenny received informing her of the denial to fill the position permanently was upsetting, making the perception of denial worse, making it feel as if Jim "had died again." The e-mail breezily began "Morning Jenny." It seemed to be boilerplate text. The impersonal tone made it feel that the submitted documents had not been read nor that the importance of the position to this very small unit was understood; the tone and content minimized Jim as a person and negated his contributions to the unit. Reading the e-mail that was received on September 24 a year later is still upsetting and painful. This situation was not appropriately handled by the Library's Business and Human Resources office. Bad news, unpleasant news such as this, should never be communicated via an e-mail. Jenny should have been contacted via telephone or by a visit to the Map Library, and then a follow up e-mail should have been sent to confirm details. It should not be surprising that the reaction to the e-mail was immediate and passionate. Granted, Jenny's reaction was unprofessional – but in the moment the rejection was very personal and deeply emotionally wounding.

An extra help employee was hired, as directed in the September 24 e-mail, and began work on November 15. Extra help employees, while delightful as individuals, often do not bring to the table skills needed, especially in a specialized unit such as the Map Library. Sheela Senguttuvan came to the Map Library with some prior University Library experience but it was not necessarily experience that transferred to the Map Library's situation of unique material types and associated practices. She required as much, if not more, training and supervision than hourly student employees from the unit head because of expectations that she would be working with the Library's metadata. Sheela was probably "over her head" for much of her time in the Map Library but she pressed on, working on tasks that she was able to perform, with goodwill and a positive attitude. The option of an extra help employee, while well intentioned, in this specific case neither relieved pressure on the unit head nor did it provide any level or period of stability to the Map Library. The extra help option was a poorly applied bandage that only increased required time to train staff as both the temporary employee and another individual, the hoped for permanent employee, would require training.

Surprisingly and unknown to Jenny, at the November 4 Budget Group meeting, the position was considered again; permission to fill the position was received via brief e-mail on November 8. The

position was posted on December 9 with a closing date of December 31. Nine interviews were conducted via Zoom between January 6 and January 14. Erik Chapman began in the Map Library on February 14.

Erik brought to the position a wealth of knowledge and experience from having served in multiple UIUC Library units performing both public and technical services tasks. He also brought enthusiasm and a positive attitude toward learning about the Map Library and its resources. Erik's presence in the Map Library has lightened the administrative load and injected positive energy into the Map Library.

Major Activities and Accomplishments

Scanning initiatives

- Scanning of Sanborns published or copyrighted in 1926 is nearly complete. Two bound 1925 volumes and two bound 1926 volumes, all housed in the Map Library's Oak Street location, still remain to be scanned after materials. There has been a delay in finishing these 4 items because of COVID-related difficulty in requesting materials from Oak Street and problems in working with large bound volumes in Digitization Services. Other than these 4 volumes, all 1925 and 1926 Sanborns have been scanned and should be available through the Sanborn fire insurance map digital collection. 1927 Sanborns are underway but starting on them was delayed until June so that topical materials on rivers, roads, and the First World War could be scanned and added to those digital collections.
- The Allerton Park Maps and Air Photos digital collection was released for public use early in the academic year.
- The Railroad Maps collection was released for public use early in 2021.
- A clickable button leading to a web form to facilitate requests of aerial photography was added to the metadata for all sets of air photos in the Aerial Photography Index Maps digital collection. The web form was designed so that requests for retrievals from the files could be submitted via e-mail to both the unit head and the Map Library e-mail account. When requests are submitted, they are printed, and hourly student employees are tasked with retrieval. Requestors receive e-mails when aerial photographs have been retrieved and are ready for them to view in the Map Library.

Call number shift from Dewey to Library of Congress

- The only books remaining to be changed from Dewey to the Library of Congress classification system are housed in the Map Library office. All of these titles are older (mostly 19th century) publications and require additional time and attention because many are lacking appropriate or correct bibliographic data.

Continue shift of maps in Room 418 (begun FY 2016)

- No forward movement because Jim Cotter's death. No personnel were available to undertake this task.
- A stopgap measure has been applied in drawers too full to accommodate materials safely. Folders which do not fit are moved to an empty drawer, usually in the map case island in the center of the first room of 418. Small directional signs are posted on the original drawer and the expansion drawer.

Move from Voyager to Primo/Alma

Comfort levels with Primo/Alma increased through the year.

The problem of host bibliographic records (HBRs), in particular HBRs for maps from the former Geology Library now housed in the Map Library's Oak Street location and under the intellectual and access stewardship of Map Library staff, is an incredible burden. A substantial amount of time and energy was devoted to unravelling exactly what was happening when HBRs were created during the Voyager to Alma/Primo migration and how to mitigate the resulting chaos. Documentation was written and tested across the entire academic year to create a workflow that corrected or solved two problems. Holding records attached to brief HBRs had to be relinked to the correct full bibliographic records, and bibliographic records had to have a "faux bound with" relationship created with the folders in which they are filed in the Oak Street Repository.

The presence of HBRs has slowed any work being done to complete the processing of maps from the former Geology Library for storage in the Oak Street facility as existing folder-to-contents relationships need to be cleaned up or established in the Alma database before new materials can be added to folders. Fixing these records currently seems as if it will be never ending. The level of attention to detail needed is mentally exhausting thus this type of metadata work can only be done in small, partial morning or afternoon units of time.

Update of unit documentation and website

- Work began on updating the unit's Map Cataloging Manual in April as part of rapid preparation for graduate hourly students hired to work mid-April through June on cataloging maps from former Geology Library; update not complete
- No work was done on finishing retooling of unit website which was begun during the summer 2020 COVID shutdown.

Cataloging/Processing

- Creation of 866 summary holding statements for Sanborn fire insurance maps – extra help employee during late fall and early spring
- Finalized document of process to rectify "host bibliographic record" (similar to bound-withs) situations in the Map Library's Oak Street location created by the migration to Alma
- End of year funding provided by head of Library's Acquisitions & Cataloging Services to hire two graduate hourly employees for a total of 40 hours per week from the middle of April until the end of the semester with increased hours to a total of 60 per week from the end of the semester through June 30. In this overly fast track project, documentation was prepared, work flows were sketched out, and graduate students were hired and began work two weeks after notification of the availability of funding. The graduate students focused on searching for records in UIUC database and pulling in appropriate copy from OCLC. The physical transfer of maps to Oak Street (osma) has lagged behind due to other time pressures. The timeline to expend this appreciated but unexpected funding was way too short, 11 weeks from first day of work to June 30. Due to the time in the academic year, there were no graduate students available (at least none applied) who had any substantial cataloging experience or training. The two students hired had either completed part of the first cataloging/metadata course offered by the iSchool or was partially through the required class "Information Organization and Access," a course which provides a sweeping overview but no practical or applicable specifics. Training in both cataloging and map reading/interpretation skills started from ground zero. The training and record revision burden, probably not recognized as such to anyone external to the Map

Library, placed on David Griffith's shoulders was immense, so large that during the project time he was able to focus only on geology map cataloging and processing, to the exclusion of nearly all other materials. Additionally, the need for training and revision continued through the entire project period; the graduate students never reached a level of independence for their work to not require close oversight. The end is in sight for processing cartographic materials from the former Geology Library. But if funding is offered again it must be at a time when the project, and its staff, can be more deliberately prepared for and structured. The ideal would be to hire a single individual who had already completed a cataloging course and who would begin training and work at the beginning of the academic semester. If project preparation and structure time as well as an employment period of length to include thoughtful, cumulative training is not available, offered funding may need to be declined.

Important Acquisitions

Firm orders for materials are always halted well in advance of the end of the fiscal year. Vendors generally have been willing to hold materials for purchase orders beginning in March or April with an anticipated order date by the end of August. Every year there are a substantial number of items that we would not be able to acquire if vendors were not willing to understand our funding cycle and accommodate our needs. Equally important has been additional funding gleaned through Library Advancement/Library Friends and by approaching colleagues in other units. The Map Library does not have an endowment fund to support acquisitions; one is sorely needed.

Library Friends support

A curated "wish list" is being maintained and has been quite useful in responding quickly to requests from Library Advancement, Library Friends, and potential donors for suggestions of items of interest for acquisition. Library Friends continued to be very generous during the year (\$46,435 – gifts and central Library endowments). Materials purchased using gift funds ranged in value between \$200 and \$14,000.

Selective List of Friends and Endowment Support

- Pictorial missionary map of the world (1861)
- Karte von Englands Länderraub (1914)
- Commemorative map of the World (1918)
- Guide to toyland (1927)
- FREE!---These Three Great Charts—FREE! to all purchasers of the latest and most complete book LINDBERGH, THE LONE EAGLE (1928)
- Chicago's gangland (1931)
- Horse map of the world (1934)
- Peter Pan's Neverland by Walt Disney (1953)
- Atlas Miller (English commentary volume) (2006)

Cooperative funding

The Map Library has been fortunate in having colleagues elsewhere in the University Library who are interested in supporting the acquisition of cartographic materials (totaling \$8383). Cost shares ranged between \$195 and \$2000.

Selective List of Support from Colleagues

- Die Nordamerikanske Fristater, udført efter de seneste udkommebedste karter (1835)

- [Northern Illinois Manuscript Survey Map -- Illinois & Michigan Canal / Illinois River / Dresden / Kanakee River / Morris, Channahon] (1836)
- Map showing the coal lands and route of the Chicago and Illinois River Railroad from Chicago to Streator, Ill. (1869)
- Prevailing religions of the world and progress of evangelization (1894)
- [Instructional Map for Russian Citizens] Карта Поучительная Гражданъ Российскихъ (1917)
- Civil rights map of America (1949)
- America and the buffalo (1953)

Major gifts in kind

Two large gifts in kind were received during the year but have not yet been processed.

A complete collection (ca. 3500 sheets) of reduced-scale reproductions of British Ordnance Survey topographic maps published by Alan Godfrey was offered to the Map Library in January prior to the collection being offered to map libraries at large via a posting on MAPS-L. The donor, a British lifelong scholar in and author on the British Ordnance Survey, gave the Map Library the right of first refusal of the collection in thanks for reference services that had been rendered during 2021. Six boxes, weigh approximately 30 pounds each, were received from the donor in May. These maps are made available for purchase as single titles or through an annual standing order. A standing order needs to be negotiated with the publisher so that the collection can be kept up to date. The maps will most likely be cataloged in county groupings during spring/summer 2023.

A group of 145 maps from the United States War Department *NewsMaps*, published 1942-1946, were offered to the map library community at large via MAPS-L in April. The Map Library previously had only one or two of the series. Additionally, a partial collection of reduced-size *NewsMaps* are bound and housed at Oak Street. Two boxes of maps folded in envelopes were received in May. The maps will probably be cataloged as separates, so that unique content of each piece can be accessed, and classed together so that the set can be used as a complete entity. Cataloging will occur in calendar year 2023

Additionally, the Communications Library has held issues of the *New York Times*, *Washington Post*, *Chicago Tribune*, and *USA Today* so that topical, data rich maps can be identified and added to the collection.

End of year funding

A request was submitted for support to purchase any or all of the following maps but did not result in any funds being allocated.

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|---|----------|
| • Nicollet -- Map of the hydrographical basin of the upper Mississippi River (six sheets) | \$12,000 |
| • Map of Madaba (manuscript, 1906?) | \$7,500 |
| • Карта Группировки Союзных Оккупационных Войск в Германии по УКА ГСОВ в Германии [Map of the Grouping of the Allied Occupation Forces in Germany according to the UKA GSOV in Germany] | \$4,500 |
| • [Fascist Organizations of Germany] Фашистские Организации Германии | \$3,500 |
| • Wir fahren gegen England Ein neues kriegspiel von U-Booten und Fligern. [We sail to take on England A new war game of submarines and planes.] | \$1,400 |
| • Enemy Installation Map Iwo Jima Volcano Islands. (1945) | \$7,500 |
| • 大觀世界大地圖 [Grand World Map.] | \$2,500 |

- 嘉永校訂東西地球萬國全圖 / Shinsei yochi zenzu. / Kaei kōtei Tōzai Chikyū Bankoku Zenzu / Map of all the Countries on the Eastern and Western Hemispheres \$3,000
- Hess Land of Make Believe \$2,500

Challenges (Pain Points)

Collection funding

The success of finding other funding sources does **not** indicate that the funds allocated for the purchase of cartographic materials can be or should be reduced. We are fortunate that Library Friends appear to be interested in supporting the purchase of cartographic materials, we have been able to acquire a significant number of titles through their help – but the appeals to Library Friends are always directed toward supporting the acquisition of specific items. There is little true flexibility in the use of funds acquired through the work of the Library Advancement office. Appealing to colleagues outside of the Map Library has yielded good results but with the reports of flat acquisitions budgets, or acquisitions budgets not keeping pace with inflation, as the best case scenarios for the immediate future, colleagues may not be able to assist in purchasing more expensive items.

The current “wish list” (mentioned previously) has 282 items on it with an average price of \$1134 and a median price of \$550 (\$50 higher than the previous year). 63 of the items are less than \$300. These items are only maps, rare or near-rare maps. Not atlases, not works about cartography, just maps.

Need for graduate assistant

The Map Library lacks a graduate assistant; a graduate assistant was requested during the mid-year request process for FY23 but denied.

The unit has 3 full time staff, the unit head (Jenny Marie Johnson), a senior library specialist who focuses on daily operations, circulation, and supervising student assistants (Erik Chapman), and a senior library specialist (David Griffiths) who focuses on cataloging maps, not only maps found in the Map Library but maps from the former Geology Library and maps received through the federal government depository program as well as other specialized materials and along with assisting catalogers elsewhere with government document related cataloging.

The unit head: administers the unit; leads/directs/guides/establishes priorities for work of unit staff; selects materials for acquisitions and requests that purchase orders be placed through a web-based order form or web-based application; identifies and secures materials in the collection that appear on vendor’s lists and could be targets for theft; answers reference questions; conducts class sessions; catalogs maps; reclassifies and corrects bibliographic information for books and atlases as needed; performs collection maintenance such as filing, rehousing maps in new folders, and shifting collection materials; searches and selects materials for scanning, retrieves said materials, inspects and upgrades cataloging, and creates spreadsheet lists before delivering materials to Digitization Services for scanning; writes documentation of daily processes and for projects (with specific focus on Alma procedures and documentation during this fiscal year); updates/refreshes the unit website; creates and posts contents to social media sites; creates displays in unit display case including generating ideas, researching and selecting materials from the collection, writing captions and titles, assembling case; corresponds with Library Friends and potential donors; speaks to community groups; serves on Library committees; creates videos and other digital presentations about the Map Library; consults with staff regarding questions about cataloging or other matters going on in the unit; supervises/leads and trains

undergraduate students (and occasional graduate hourly students for specific, specially budgeted projects).

The unit head discovered during the 18 month COVID closure/slowdown that she can no longer sustain this level of work or work expectations without assistance. Some tasks are remaining incomplete for too long of a period (website refresh) while other tasks took much longer than anticipated (reclassification of books and atlases in Map Library). Processing of the two major gifts in kind will need to be pushed back until other processing priorities, in particular completing the cataloging and physical processing of maps from the former Geology Library, have been completed. Other tasks get done (preparing groups of maps to be sent to Digitization Services) but as many of these tasks are tied to an externally imposed schedule or expectation most other tasks get dropped or pushed aside to focus on time-sensitive tasks.

Interestingly, colleagues outside of the Map Library assume that there is a graduate assistant to take on lower level, yet professional, tasks. "Your GA could....." is often heard from staff in other units. There is no GA "to do." There only is the unit head.

Scanning/Creation of Digital Content

The scanning that has been done of cartographic materials, and the creation of digital collections, has been a good step forward. But it has not been at a consistently high volume of creation nor has it been at a consistent pace or schedule. Acknowledging that fiscal year 2022 continued to be somewhat unusual, the Map Library was scheduled or invited to send materials for scanning 5 times. Pre-COVID (calendar year 2019) was slightly better – evidence of sending materials for scanning 7 times can be located in Map Library unit documents. Scanning appears to be throttled at both ends of the process – on the Map Library end because of limitations of time to select and appropriately prepare materials and at the Digitization Services end because, it appears, of limitations of staff time and necessarily oversize equipment to scan and process images. Many of the items being sent from the Map Library require multiple images, complex graphics which are difficult and time consuming to stitch together. It is hoped that the anticipated improvement to Digitization Services' layout and equipment upgrades and replacement will increase the throughput rate.

Currently, the overwhelming portion of materials, to the detriment to any other titles, sent for scanning are Sanborn fire insurance map sets for Illinois towns as additional sets move into the public domain each January 1. Easily 2/3 to 3/4 of the materials sent to Digitization Services annually from the Map Library are Sanborn maps which means that other materials which could be scanned or which have been on the docket for scanning have been languishing. Sanborns are being scanned to the exclusion of other materials.

The amount of up front prep time being spent by the Map Library to fully and clearly document materials for Digitization Services staff has been greatly appreciated by that staff and certainly has made their work easier. But the week before sending materials to be scanned is always almost completely devoted to retrieval, inventory, and other prep work, even if the targeted materials have already been identified.

Significant Changes

- August 30, 2021 – Senior Library Specialist Jim Cotter died
- November 15, 2021-February 11, 2022 – Extra Help Employee Sheela Senguttuvan in Map Library
- February 14, 2022 – Senior Library Specialist Erik Chapman begins

Contributions to Library-wide Programs

- Collection management – *David Griffith* contributed 167 name authority records through the NACO program and assisted catalogers in ACS who are working with government document materials; continued to work on cataloging the limited number of geologic maps that had been relocated for processing to the Map Library after their move from Oak Street to the subbasement of the Main Library. *Jenny Marie Johnson* served on the CAPT Cataloging and Metadata Committee and Collection Development Committee. *Erik Chapman* served on: Library Staff Steering Committee (vice chair); Library Council Implementation Team; Diversity, Equality, Inclusion, and Access Task Force; iACRL (Illinois division of the Association of College and Research Libraries) Diversity, Equality, and Inclusion Committee
- Digital content creation – prepared materials and facilitated scanning (Sanborn fire insurance maps, river maps, railroad maps). 2 new collections released – Railroad Maps, Allerton Park Maps and Aerial Photographs
- Staff training and development – all full time staff completed all state/university required online training on time
- Graduate assistant contact and training – New graduate student fall meet and greet, 2 sessions of fall Hub training
- Library Friends/Library Advancement program – October

Participation in other, extra-Library Programs

Jenny Marie Johnson

- no in person attendance at professional development activities during the year due to lack of trained staff
- spotty virtual attendance (as unit circumstances allowed) at ESRI User conference (July 2021), Western Association of Map Libraries (October 2021), North American Cartographic Information Society (October 2021)
- presented at November Champaign County Genealogical Society program (Zoom)

Progress on Fiscal Year 2022 Goals (as articulated in FY 2021 report)

- Apply for funding for graduate assistant for Map Library for FY 2023 (2022-2023) – applied, denied
- Request funding for and hire hourly graduate student for geology map collection cataloging project – did not request funding, funding was forthcoming as end of year monies from head of Acquisitions and Cataloging Services, see above in Cataloging/Processing
- Scanning -- Sanborn fire insurance maps entering public domain on January 1, 2023; USDA soil maps; railroad maps; river maps; maps for other collections as identified – scanning and access through digital collections was ongoing – see section above on Scanning Initiatives

- Refocus Historical Maps Online digital collection – clarify locations of physical originals; clarify relationship with Newberry Library and remove Newberry images if necessary; remove images of areas outside of collection focus; refresh/update metadata; move responsibility for handling contacts and questions by users from RBML to Maps – it is believed that all Newberry Library materials have been removed from collection; RBML continues to be “curator”
- Complete training Jim Cotter in searching OCLC for map bibliographic records and in copy catalog practices and procedures – staff member is deceased
- Remove incorrect tables of contents and image links from bibliographic records for 1st groups of atlases transferred to Oak Street Library Facility 15-20 years ago – no movement
- Partner with Library IT and/or Digitization Services to provide linked access from cataloging records for map sets housed at Oak Street to scanned images of graphic indexes and sample map sections – no movement
- Resume cataloging of geologic maps stored in Main Library subbasement – ongoing through year with push mid-April-June; see above in Cataloging/Processing; maps have been moved out of subbasement and into Map Library’s Room 408
- Plan and implement process for correcting problems of incorrectly processed geologic maps transferred to Oak Street prior to Geology Library closure – no movement
- Begin work on “host bibliographic records” in Map Library Oak Street location (MAOS) with a side benefit of being able to glean information about number of map sheets in collective folders to create an approximation of the number of map sheets in map cases at Oak Street – some records corrected, much work to complete
- Complete website transformation – no movement
- Create web-based finding aid to plat books held by University Library regardless of physical location – no movement
- Complete call number shift from Dewey to Library of Congress system – completed except for volumes in Map Library office
- Resume map collection shift and bibliographic check of maps filed in Room 418 – no movement
- Relocate sizable, physically sturdy, accompanying texts from vertical files onto book shelves with change in location from maver (vertical files) to max (open shelves) – some progress made
- Resume regularly sending boxes of processed maps in folders (primarily geology maps but also maps from the Map Library collection) to Oak Street – some items sent
- Send books and discs (CDs, DVDs) selected for transfer prior to COVID event to Oak Street (ca 8-12 linear feet) -- completed
- Process and add to collection small sets of air photos relocated from office – hourly undergraduate student employees inventoried and marked sets during Fall 2021; sets need to be cataloged and indexes need to be sent to Digitization Services for scanning and adding to the Aerial Photograph Index Maps digital collection

Goals for Fiscal Year 2023

- Clean up host bibliographic records in the Map Library Oak Street location (osma)
- Complete scan of 1927 Sanborn fire insurance maps, begin scan of 1928 Sanborn sets; scan as identified or acquired railroad maps, river maps, World War One maps, maps of 1920s, and Civil War maps
- Create new digital collections for Civil War maps and maps of 1920s

- Partner with Library IT and/or Digitization Services to provide linked access from cataloging records for map sets housed at Oak Street to scanned images of graphic indexes and sample map sections
- Continue cataloging of geologic maps stored in Map Library's Room 408 and transfer to Oak Street
- Plan and implement process for correcting problems of incorrectly processed geologic maps transferred to Oak Street prior to Geology Library closure
- Complete website transformation
- Complete call number shift from Dewey to Library of Congress system for volumes in Map Library office
- Relocate sizable, physically sturdy, accompanying texts from vertical files onto book shelves with change in location from maverit (vertical files) to max (open shelves)
- Catalog small sets of air photos relocated from office; scan indexes and add to Aerial Photography Index Maps digital collection

Unscheduled Goals

- Check/update previous work and continue work to catalog Illinois 1:24,000-scale topographic quadrangles
- Resume map collection shift and bibliographic check of maps filed in Room 418
- Revise print guides
- Knodler air photo finding aid development
- Investigate unverified holdings/locations errors for cartographic materials in "Geology maps" and "Library Main Stacks"
- Plan for assessment and potential transfer of cartographic materials held in Main Stacks (quartos, folios, Government Documents) to Map Library or Oak Street, assisting with Main Stacks preparations for building project
- Work with planning team(s) to develop plans for Map Library in new space
- Remove incorrect tables of contents and image links from bibliographic records for 1st groups of atlases transferred to Oak Street Library Facility 15-20 years ago

Statistical Profile

Facilities

Seating

16 at table -- in anticipation of scheduled visits to the Map Library, and to create socially distanced seating, this number was reduced to 2 in fall 2020

1 at online catalog/public computer

1 at computer workstation/scanning station

Hours Open (per week)

Summer II 2021, July 1-31 – closed to walk in users

Summer II 2021, August 1-20 – Monday-Friday, noon-4:00p – 20 hours/week

Fall 2021 – Monday-Friday, 8:30a-5:00p – 42.5 hours/week (closed fall break)

Spring 2022 – Monday-Friday, 8:30a-5:00p – 42.5 hours/week (spring break noon-4:00p, 20 hours)

Winter Break 2021/22 – Monday-Friday, noon-4:00p (20 hours/week, closed December 24-January 4)

Summer I 2022 – Monday-Friday, noon-4:00p – 20 hours/week

Personnel

Jenny Marie Johnson – unit head

Jim Cotter – senior library specialist (operations) – to August 30, 2021

David Griffiths – senior library specialist (cartographic materials cataloging)

Sheela Senguttuvan – extra help hourly employee – November 15, 2021-February 13, 2022

User Services

Gate count statistics will be artificially high as the gate counts each time ANY person walks through regardless of status of library patron or library staff.

Reference interaction count will be low because of non-recording of activity by both students and staff.

- Continuous gate count – N/A
- Extrapolated gate count (Sweeps Week) – N/A

- Circulation (from Alma reports) -- N/A
- Circulation (from manual reports) – 1029 (single day air photo loans dropped off mid-spring when the heaviest user realized that photos could be scanned in the Map Library, removing the necessity of making 2 trips to the Map Library in the same day)
- Items refiled (from manual reports) –6385

- Reference interactions (extrapolated from Sweeps Week) -- N/A
- Reference Interactions recorded manually by student employees – N/A
- Reference interactions recorded through DeskTracker -- N/A

- Instructional sessions – 4. Also participated in 2 sessions of fall semester hub training

Collection Management

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

Map Acquisitions

Total map and aerial photograph holdings at end of previous year	629,471
Cataloged maps	826
Non-cataloged maps	0
Aerial photographs	0
Gross additions	826
Maps withdrawn	0
Net new additions	826
Total map [^] and aerial photograph* holdings	630,297

[^]Partially includes 163,945 map sheets (as of June 30, 2022) now housed at Oak Street. This number of map sheets includes maps transferred to Oak Street from the Map Library as well as some from the former Geology Library. We do not have an approximate or estimated number of total map sheets in map cases at Oak Street because of the uncounted transfer of maps to Oak Street (osma) from the former Geology Library. The rate of transfer of maps from the Map Library to Oak Street has declined substantially; most sets transferred recently have been identified through collection shift project The Map Library continues to be responsible for bibliographic control and access to these in-room/in-library use only items regardless of their library of origin.

*Aerial photograph holdings subtotal = 190,261. Does not include ca. 80,000 unprocessed aerial photograph negatives received as gift in 2000/20001, unknown number of prints received as a gift in 2014 for Lake County, stereograms that comprise the collection of the University's (defunct) Committee on Aerial Photography, or Champaign County sets inventoried during fall 2021 but not yet cataloged.

Map Cataloging – does NOT include work done with geology maps – see description above and statistics below

Original Cataloging – items new to the collection

Records – 338

Pieces – 389

Copy Cataloging – items new to the collection

Records – 350

Pieces – 437

Additionally, Map Library staff created 29 original records (39 pieces) and brought in 88 copied records (116 pieces) describing maps housed in the United States government documents (SuDoc) collection.

Original Cataloging – items already in the collection (geology maps detailed below)

Records – 57

Pieces – 58

Copy Cataloging – items already in the collection (geology maps detailed below)
 Records – 36
 Pieces – 37

Geology Map Cataloging (April-June – low count, some weekly statistics sheets were not submitted)

Not Found in UIUC Catalog

	<u>Original</u>			<u>Copy</u>	
Records		Pieces	Records		Pieces
91		477	97		826

In UIUC Catalog – MARCette Record

	<u>Original</u>			<u>Copy</u>	
Records		Pieces	Records		Pieces
43		51	56		92

In UIUC Catalog – MARS Mismatch

	<u>Original</u>			<u>Copy</u>	
Records		Pieces	Records		Pieces
50		65	15		16

In UIUC Catalog – Full Matching Record

<u>Updated Record Imported from OCLC</u>		<u>No Action Needed</u>			
Records		Pieces	Records		Pieces
575		735	92		99