

## APPENDIX C

### 1967 SPECIAL MAP PROCESSING PROJECT REPORT

The 1967 Special Project was among the more successful and productive of these annual campaigns to reduce the map processing backlog. It was somewhat larger than average, including a total of fifteen workers (14 graduate students of geography and 1 map librarian). Five Project members were on the Library's payroll for ten to twelve weeks; seven, supported by their schools, spent three to six weeks in the Division; and three were in both categories, working for a total of 11-12 weeks each. After deducting the time spent on field trips, a few absences on account of sickness, and one holiday, we received a total of 4,460 man-hours of assistance during the Project.

This was a particularly alert and industrious crew. After recovering from the initial shock induced by the size of the collection and the backlog, they proceeded to produce totals comparable to those of previous projects. This in spite of the fact that they were dealing with a residue from those earlier projects, with a larger proportion of problems, bits and pieces, etc., in the "transfer backlog" in the pink-labeled drawers.

As in former summers, the group was divided into teams which remained together throughout the summer. It was possible to create four such teams that operated for 11-12 weeks. The other teams changed as short-term members came and went and, in general, were less effective. Where possible, the latter were assigned large sorting and arranging tasks that were of great assistance to the more experienced processing teams. In all cases, we tried to have two people working together, not only because it is lonely in the deep canyons of the set map collection, but also because they keep each other at the job when working together. Processing maps into the collection is much more efficient when two work together, and, in any case, there isn't enough room for them to work separately.

The entire effort this summer was again applied to the set and series maps, including nautical charts. Each team processed the contents of storage bins and "pink-labeled" drawers into the collection (or into the duplicate stockpile), indexing, labeling and making preliminary catalog cards, index folders and filling out checklist forms as necessary. Mr. McGee exercised constant supervision over this work, set map cataloging being essentially suspended for the duration, because it will save much trouble in the future to have had these operations correctly done. Decisions made during this preliminary work sometimes required dropping other things and doing extensive research, but once done, this will not have to be redone. Call numbers stamped on nearly 50,000 sheets will not have to be changed, and descriptions on temporary cards and checklist forms will make full cataloging a much simpler job when we get to this stage in processing.

## Appendix C - 2

More emphasis was placed on nautical chart processing than in most previous summers. One two-man team was assigned to chart processing during most of the 12-week period, overlapping with the next team on Mondays in order to instruct them in the process. (Most teams found this work boring and thought that one week was enough, but Miss Bailey and Mr. Robinson stuck to it for six weeks.) Altogether, nearly 12,000 charts were added to the collection, and about 9,000 to the surplus stockpile. Many of these were newly-received, but a majority came from the backlog which has been accumulating on case tops.

The principal totals for the full project period were:

Sheets sorted and arranged	101,300
Sheets indexed	34,800
Sheets labeled	47,700
Sheets accessioned	10,300
Sheets filed	49,500
New sets identified and added to the collections	480
Duplicates extracted:	
from processed materials	33,900
from the collection	7,100

One special job performed during the summer involved the Sanborn collection of insurance maps. Miss Bailey and Mr. Robinson were taken from their nautical-chart processing to spend about 2½ days listing the contents of 124 drawers of duplicate Sanborn maps. This information was placed on cards so that it could be rearranged for listing as exchange material. The task was performed swiftly and accurately (not to mention, legibly), the team added useful information to what has been requested, and after finishing they asked to be assigned to any other special jobs that might come up.

There are now 214 alumni of the Special Projects representing 63 schools in 26 states and 4 Canadian provinces. (Represented for the first time this year were one new state, the State of Mississippi, and three new schools, Chico State College, Chico, Calif.; Kalamazoo College, Kalamazoo, Michigan; and the University of Southern Mississippi.)

Participants supported by college and universities selected just under 47,00 surplus duplicate maps and atlases for their several institutions.

The Special Projects, since their inception in 1951, have been highly beneficial to the Library, the participating institutions, and to the graduate students and map librarians who have served as temporary map processing assistants. The latter, in addition to such

Appendix C - 3

remuneration they have received from the Library or their sponsors, have also increased their knowledge of maps, map making, and map libraries. As part of this training, three or four days each summer have been set aside for group tours of various Washington mapping agencies. This summer tours were arranged to the Census Bureau, Geological Survey, Army Map Service, and the National Geographic Society. Sunrise Seminars, led by the Associate Chief (Dr. Ristow) and Head of the Acquisitions Section, were held each Wednesday morning between 8:00 and 8:30 a.m. Attendance at the seminars ranged from 2 to 10 participants.