

Memorandum

LIBRARY OF CONGRESS

TO : Dr. Alan M. Fern
Director for Special Collections

FROM : John A. Wolter *fw*
Chief, Geography and Map Division

SUBJECT: 1979 Geography and Map Division Special Project Report

DATE: October 15, 1979

The twenty-eighth consecutive Special Project began July 9 and was concluded August 17, 1979. Only those fully supported by the cooperative institution participated and, all but one of the nine institutional representatives participated the full six weeks. Thus the Library benefited from a total of 52 weeks contributed labor.

Representatives and their sponsoring institutions, with duration of participation, are given below:

<u>NAME</u>	<u>INSTITUTION</u>	<u>WEEKS OF PARTICIPATION</u>
Janet Collins	Western Washington University	6
Donald Daidone	Virginia Polytechnic Institute	6
Richard Embers	University of Kansas	6
Patricia Hudnut	Western Michigan University	6
Mary Larsgaard	Colorado School of Mines	4
Robert Perdue	University of West Florida	6
Karl Proehl	Pennsylvania State University	6
Daniel Seldin	Indiana University	6
Paul Stout	Ball State University	6

Of the nine schools represented only the Colorado School of Mines and the University of West Florida had never before participated.

This particular Special Project was remarkable in that all but one of the participants was employed as or had extensive training in map librarianship. Never before had the Library been the recipient of such a wealth of talent. Indeed, six representatives performed as head of the map collections in their respective institutions. In addition, Mary Larsgaard, representing the Colorado School of Mines, had just been elected to the Chair, Geography and Map Division, Special Libraries Association.

Most of the participants held undergraduate degrees in the earth sciences and/or graduate degrees in library science. Language proficiency included French, German, Portuguese and Spanish. Again, most indicated experience in or knowledge of cataloging, reference,

acquisitions and automation. Thus, on balance, the group was much more highly trained than in years past.

The participants were assigned, based mainly on responses made to the skills questionnaire that each completed, to various tasks within the Division. Mary Larsgaard, Colorado School of Mines, was assigned to assist the Staff Bibliographer during her four-week period. In that time, due in part to her good work habits, full knowledge of the subject field, and language aptitude, the entire accumulation of 1978-79 Bibliography of Cartography work cards (totaling some 1,500 items) and pamphlet file references (about 600 citations) were completed as to headings added, call numbers assigned, and alphabetical and chronological arrangement. All await typing and incorporation into the Division's files.

Paul Stout, Ball State University, was assigned to the Acquisitions Unit, Technical Services Section where he sorted some 5,000 United States Geological Survey topographic quadrangles, checking about one-quarter of that total against the LC holdings. In addition, Mr. Stout weeded the file of map publisher catalogs and reviewed several hundred publications received on transfer from the National Agricultural Library.

Three very capable people were assigned for 6 weeks to atlas processing in the Cataloging Unit, Technical Services Section. Janet Collins, Western Washington University, Richard Embers, University of Kansas, and Patricia Hudnut, Western Michigan University worked a total of 524 hours on two projects.

The first project was working with the Collections Maintenance staff on labeling the atlas collection. In the first several days, 50 hours were spent searching folios with "red G" call numbers, represented by a shelflist card which had already been identified. Later 12 hours were spent reviewing the quarto "red G" number atlases for any missed in the first part of the labeling project. After July 12, 146 hours were spent typing "red G" call numbers and attaching them. Another task in this project was refiling the newly labeled folios. Some 130 hours were spent refiling, which made it possible for Collections Maintenance to concentrate on pulling and labeling.

The second project was to continue to upgrade the dictionary catalog in the Reading Room. This bibliographic work was performed when the participants were not working with Collections Maintenance on labeling or refiling. Almost a week was spent pulling some 350 card sets from the DC/RR. These cards represented the Sanborn atlases, which are now accessible in a soon-to-be-published list, and are shelved separately from the regular collection. Additionally, 2,852 cards were filed into the DC/RR. There are still 13,385 arranged cards to be filed into the DC/RR at some future time. Miss Hudnut spent 9 hours sorting out duplicates and arranging, in order, the various plates of the

loose-leaf, open entry editions of the National Atlas of Japan and the National Atlas of India. Miss Collins spent 30 hours sorting, arranging and filing the atlas Ms. cataloging cards in card number order, and 16 hours sorting, arranging and filing the master printed atlas cards in card number order.

Over the years since 1974, all the Special Project people assigned to atlas processing have been highly qualified, but Miss Collins, Miss Hudnut and Mr. Embers were exceptionally well qualified. They quickly learned the myriad LC practices and procedures for filing both the atlases and the cards. They were hard working and ebullient while refiling, which is a strenuous and exacting task.

Special Project participants Daniel Seldin, Donald Daidone and Robert Perdue were assigned to G&M's Reference and Bibliography Section. The combined total of 18 manweeks was consumed in accomplishing two goals, i.e. reorganization of the Vault Collection and the classification of vault materials.

In the first project, the vault collections were reorganized to make room for the addition of the Hauslab-Liechtenstein Collection. Additionally five special collections which were previously out of alphabetical order (the Eastham, Fair, Hills, part of the Kohl, and the Ristow collections) were integrated into their proper sequence. This work took approximately three days. Moreover, the photocopies of World maps through the United States maps were removed from their filing location near the originals. In anticipation of their eventual removal from the Vault, the photocopies have been filed as a wholly separate unit.

In the second project, the classification of the uncataloged and unclassified items in the vault, begun during the Special Project of 1978, was continued. Extensive guidelines for classifying the vault materials had been prepared and because of the experience of the participants, they were able to finish the classification of all the United States material except New York, New Jersey, Massachusetts, and part of Pennsylvania. On balance, a significant achievement given the size and complexity of the collections.

One participant, Karl Proehl, representing Pennsylvania State University, was assigned to work six weeks in the Data Preparation and Files Maintenance Unit, Technical Services Section. Mr. Proehl's first task was to assist in the validation and reproduction of the Texas natural feature, city and town cutter list. This task completed, he was next assigned to do the same for the Australian cutter list. In all, Mr. Proehl validated and typed some 3,100 cards.

In addition, Karl and LT Sharon Burroughs created a file of headings unique to the MARC Map data base by laboriously copying one card representing each unique heading in the entire MARC Map author/title/series file. This file will be of enormous value in facilitating the conversion of those headings to the new AACR 2 form by January 1981.

The Project participants toured the National Ocean Survey, the U.S. Geological Survey in Reston, and the Library of Congress complex on Capitol Hill.

Lectures were given by senior Division staff members on a variety of topics. The talks were presented from 2:30 to 3:30 in the Division Conference Room. The dates, subject and speakers for each are listed below.

July 11	History of Cartography - R. Stephenson
July 18	Atlas Cataloging and Classification - M. Modelski
July 25	Map Cataloging and Classification - J. Schroeder/R. Fox
August 1	MARC Maps: Current Status - E. Mangan
August 8	Acquisitions - D. Wise

In 1979, Special Project participants selected a total of 30,662 maps and charts, 2,174 atlases and 582 publications from the Division's duplicate cartographic collections. The sum is considerably less than the number taken during the 1978 project. This is directly attributable to the growing sophistication of the major university map collections and the care with which items are selected by their representatives. A breakdown by institution of the number of items selected in each format follows:

<u>INSTITUTION</u>	<u>ATLASES</u>	<u>CHARTS/MAPS</u>	<u>PUBLICATIONS</u>
Virginia Polytechnic Institute	120	2,599	
Western Michigan University	233	1,914	
University of West Florida	214	2,335	
Western Washington University	297	3,632	112
Colorado School of Mines	181	1,854	83
Pennsylvania State University	133	2,115	18
University of Kansas	315	3,877	
Indiana University	453	7,866	107
Ball State University	<u>228</u>	<u>4,470</u>	<u>262</u>
Totals	2,174	30,662	582

Each of the previous special projects has been characterized by the successes unique unto itself. It is no less so with the 1979 Project. In fact, many of the tasks, projects and work successfully undertaken by the participants would otherwise have either gone undone or been performed by the full-time staff. It is easy, therefore, to appreciate the impact 52 manweeks contributed labor has on the overall mission of the Division. And it seems that with each project the Library attracts more and increasingly better qualified participants. Thus, Division staff can, with minimum time for instruction, direct the work of complex library operations, using these cooperative participants, and continue the day-to-day functions of the organizational units. It is our anticipation that the trends cited above and the successes previously described will continue and we look forward to the future special projects in the Division's new quarters in the James Madison Memorial Building.