Map Cataloging at the UNF Library

Susan A. Massey, University of North Florida
Map Cataloging at the UNF Library

Guide Information

Last Updated: May 8, 2014
Description: Policies and procedures for cataloging maps at UNF

Map Cataloging Overview

Map Cataloging Resources

- Map Cataloger's Toolbox (University at Buffalo)
  http://www.acsu.buffalo.edu/~dbertuca/maps/cat/map-cat-toolbox.html
  Comprehensive list of map cataloging tools and training.

- Map Cataloging Manual (Cataloger's Reference Shelf)

- Geokov
  http://geokov.com/Education/education.aspx
  Geokov is a free web application providing mapping functionality and educational resources. Includes explanations of scale, projection, symbols, and other features of maps.

- World Atlas Glossary
  http://www.worldatlas.com/mapterms.htm
  Glossary of cartography and map terminology.

Print Map Resource

Overview of the UNF Map Collection

UNF Library maps, nautical charts, and atlases are housed on the second floor in the area near reference and government documents.

The collection includes U.S. government document maps with SuDoc numbers, Florida document maps with FlDoc numbers, as well as commercially produced and purchased maps cataloged with LC Classification. Some types of maps are filed alphabetically by geographic area.

Various types of maps may be housed in map cases, on atlas shelving, in ring binders, in Princeton files, hung on the wall, in CD cases, or interfiled with the government documents collection.

Although most maps circulate, some maps (such as the Topo Maps filed alphabetically) are not barcoded and do not circulate unless requested by faculty.

This Guide addresses cataloging codes and physical processing for the various types of maps in the UNF map collection, as well as national standards for the MARC cataloging of maps.

Map Cataloging Training

- Map Cataloging: The Basics - Recording
  Recording of map cataloging workshop presented by Jorge Gonzales, map cataloger at the George A. Smathers Library, University of Florida on March 31, 2011.

- Map Cataloging: The Basics - Slides
  PowerPoint slides for the map cataloging workshop presented by Jorge Gonzalez, map cataloger at the George A. Smathers Library, University of Florida on March 31, 2011.

Map Descriptive Cataloging Overview

DESCRIPTIVE CATALOGING OF MAPS

MARC Maps format: Use the map format for materials that represent the whole or part of the earth or any celestial body. This includes two and three dimensional maps, plans, aeronautical charts, nautical charts, celestial charts, atlases, globes, block diagrams, section maps, aerial cartography photographs; digitized maps, GIS photos, etc.

Choice of record: In general, catalog the map on the format found on OCLC. Maps housed in map cases will usually be cataloged on Maps Format records. Maps housed
in other areas, such as map brochures or atlases, may be cataloged on the Maps or Books Format, depending upon the primary content of the material (map vs. text). If OCLC records in more than one format are found, choose the best quality record, and/or the record format already in Shared Bib Aleph.

**Atlases:** Atlases are ordinarily cataloged using the MARC Maps format, as part of the regular Book workflow. Many of the rules for cataloging maps also apply to atlases.

Older atlas records already in Shared Bib Aleph may be in MARC Book format. Accept the record format in Shared Bib Aleph. **Exception:** if an updated MARC Map format record is discovered in OCLC WorldCat that matches exactly a Book format record in Aleph other than the difference in format, you may overlay the record in Aleph. When in doubt, check with a librarian cataloger or accept the Aleph record as is.

**Chief source of information:** Maps have no title page, so the source of bibliographic information is the entire map. Information can also be obtained from a container or accompanying material.

**MARC Fixed Fields and 0XX**

**LOCAL MAP CATALOGING FIELD-BY-FIELD GUIDELINES**

**Fixed Field Elements**

<table>
<thead>
<tr>
<th>Maps</th>
<th>Rec stat</th>
<th>n</th>
<th>Entered</th>
<th>Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLvl</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CrTp</td>
<td>Indx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proj</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do not code **Proj** unless there is a projection statement on the map. The fixed field should match the 255 $b Statement of projection.

**Relf** codes should match the information given in the relief note (see 5xx fields).

**007 Physical Description Fixed Field (Map)**

Use the 007 to record the physical characteristics of maps, including atlases. Do not use for globes or microform maps.

Note: The plastic-like maps from National Geographic (and other publishers) are described as “plastic” in the 300 $b but coded as paper in the 007.
034 Coded Cartographic Mathematical Data

Use an 034 if there is a scale statement on the map. There should be an 034 for each 255 field in the record. The 034 $b contains the bottom portion of the representative fraction (RF) scale ratio (i.e., the part following the colon) as given in the 255 (example: Scale 1:250,000 then 034 $b = 250000).

043 Geographic Area Code

Add the Geographic Area Code for the principal area(s) of the map named in the subject headings. Use only one 043 field, but multiple codes can be entered in successive $a subfields.

049 / 949 Local Holdings

Choose the appropriate codes for the sublibrary/collection where the map will reside (see UNF Map Collection Code and Processing Chart) as follows:

<table>
<thead>
<tr>
<th>SUBLIBRARY/COLLECTION</th>
<th>CURRENT OCLC CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFUCD ATLS</td>
<td>FNPG</td>
</tr>
<tr>
<td>NFUCD FLMAP</td>
<td>[FLMAP]FNPF</td>
</tr>
<tr>
<td>NFUCD MAPS</td>
<td>[MAPS]FNPP</td>
</tr>
<tr>
<td>NFUCD USMAP</td>
<td>[USMAP]FNPU</td>
</tr>
</tbody>
</table>

Code maps in Special Collections as [SPEC]FNPS in Connexion for export, then change the item material type to MAP in Aleph.

050 LC Call Number

A map is classified in G3180-9980 based upon the geographic area represented, not the title on the map. A map of 2 places is usually classed with the first named in the title or the more prominent if applicable. A map of 3 or more places is classed in the encompassing geographical administrative area with the exception of cities. A map of 3 or more cities may be classed with the most prominent city.

After the base place number span is chosen, the G tables are used to form the final number. The base call number sequence is:

0 or 5 general map (+ date for single maps or scale for map sets or series)
1 or 6 subject map
2 or 7 geographic region or feature
3 or 8 major political division
4 or 9 city or town (may involve colon numbers)
EXAMPLES:

G3700 1984 $b .N3                  General United States map
G3930 1990 $b .F5   General Florida map

For geographic cutters which are not found in the printed schedule or cannot be found on DLC cataloging, particularly state, regional or local places, check online, Geographic Cutter Numbers (tables G1548-G9804)

For LC-classed maps, the 052 contains a numeric code consisting of the G classification without the “G”. More than one 052 can be added to the record for a map that covers more than one area. Add or correct 052 fields as appropriate but do not do extensive research to determine additional numbers.

086 Government Document Classification Number

U.S. Government Documents:

Enter the SuDoc supplied by Documents staff on the piece in hand in an 086 0#.

Florida Documents:

- Put a state FlDoc number and UNF classification in 086 ## with a $2 fldocs.
- For ALL Florida documents, also enter the call number in 098 97 for export from Connexion.
- If the call number is a Jacksonville city document number, do not use the 086 ## with $2 field.

MARC Variable Fields

1xx Name main entry

Cartographic agencies are considered primarily responsible for the intellectual content of maps, unless an individual is prominently recognized on the map as an author. Maps with an identified cartographer(s) should be entered under the first named individual. Other prominently named agencies/persons should be entered in 7xx.
245 Title statement

The title generally shows the user what area the map represents. The map title is usually taken from the face of the principal map, the title appearing inside the margin lines, or the title on the panel of a folded map (500 note: Panel title.). Other titles from the cover or outside the margins are entered in 246s.

GMD: Do not use the GMD $h map. (Exception: Globes are cataloged in AACR2 using the GMD $h globe.) There are no GMDs in RDA cataloging.

More than one map on a sheet: Use the principal map title the 245 title field. Determine which is the principal map based on sequence and layout. Generally, the principal map is the largest map or covers the largest geographic area. The principal map is described in the 245 and information on the other map or maps will be given in a note.

Different maps on either side of a sheet: If there is no principal map, i.e., the sheet has equally important maps on both sides, describe both maps in the 245. Provide two 255 fields if the scales are different. Give 300 $b “both sides” (Note that a single map continuous from one side of the sheet to the other is also described as “both sides.”)

LOCAL: Generally, if the scale of a map is included in the 245, delete it if doing so does not leave an awkward title. If the scale cannot be deleted, usually make a 246 without the scale.

255 Cartographic mathematical data

$a The scale of a map is the ratio of a distance on the map to the corresponding distance on the ground. Enter the RF (representative fraction) scale of the map in the 255 field $a. There should be an associated 034 $b for each 255 field in the record. Make sure that the numbers in the 034 and 255 match (see 034 for how to determine the coded data). Include equivalent measurement statements from the piece.

$b If there is a projection stated on the map, record it in $b. The corresponding projection code is recorded in the fixed field element Proj. In AACR2, projection is abbreviated “proj.” There are no abbreviations used in RDA. Example:

255 ## Scale 1:250,000. 1 in. = 3.95 miles. 1 cm. = 2.5 km. ; $b Polyconic proj.

If the map has only a graphic scale, convert it to a representative fraction scale using the tables provided in Appendix B, Cartographic materials: a manual of interpretation for AACR2, 2002 revision. CAT DEPT Z695.6 .C37 2003 or an online scale calculator.

Older map records have the scale statement in a 507 field and the projection statement, if any, in a 500 note. Convert the 507 to a 255 field, incorporating the projection statement.
Enter the coordinates if present on the map, or copy it from a different edition map if possible. Do not attempt to formulate coordinates. However, for specific place names you can search the U.S. Geographic Names Information System (USGS GNIS) for places in the U.S. and its territories, or GeoNames for outside the U.S., to find coordinates.

Check to make sure that degree and other coordinate symbols are appropriately recorded and convert to the correct Unicode characters in ALEPH when exported from OCLC.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>OCLC Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degrees</td>
<td>Use the degree symbol.</td>
</tr>
<tr>
<td>Minutes</td>
<td>Use a &quot;miagkii znak.&quot;</td>
</tr>
<tr>
<td>Seconds</td>
<td>Use the &quot;tverdyi znak.&quot;</td>
</tr>
</tbody>
</table>

**300 Physical Description**

$a$ Count the number of maps, not the number of sheets. More than one map on a sheet is described as number of maps on number of sheets. Example:

$a$ 1 map OR $a$ 2 maps on 1 sheet OR $a$ 4 maps on 2 sheets

$b$ Use for the number of maps in an atlas, color characteristics, composition of material, and mounting. Examples:

$a$ 2 maps on 1 sheet : $b$ col., both sides
$a$ 1 atlas : $b$ 100 col. maps (some folded)

$c$ Map dimensions (height x width) are taken from the neat lines of the map. If there is a significant difference between the map size and the sheet, give both. Example:

$c$ 11 x 12 cm., on sheet 20 x 33 cm.

If the map is intended to be folded, give the map size and folded measurement. Example: $c$ 36 x 36 cm., folded to 13 x 6 cm.
500 General note
Notes for maps are described in the *Map Cataloging Manual Chapter 3*. Notes about the front page of the map (recto) begin with “Includes.” Notes about the back page of the map (verso) end with “. . . on verso.”

Order of notes:
1) Nature and scope. For most maps, the first note will be for relief, although many maps do not show relief. Terms should correspond to the codes used in the fixed field element *Relf*. Check the *Map Cataloging Manual* for definitions and terms.
   - 500 Relief shown by contours and shading.
   - 500 Photo map.
   - 500 Computer generated map.
2) Language (546)
3) Source of title
   - 500 Panel title.
   - 500 Title from verso.
4) Statements related to responsibility
   - 500 Attributed to . . .
5) Mathematical and other cartographic data
   - 500 Meridian.
   - 500 Ellipsoid.
6) Physical description
   - 500 Blueprint.
   - 500 Watermark: . . .
7) Contents: If the map has text, insets, indexes, etc., this information is recorded in one 500 note. Tag 505 contents notes are used for multiple maps in a set.
   - 500 Includes index to points of interest, inset of downtown, and col. ill.
   - 500 Indexes, text, and col. ill. on verso.

INSETS are smaller maps WITHIN the border of the main map. ANCILLARY maps are OUTSIDE the border. Give the scale of such maps if different from the main map scale and practical (e.g., not too numerous or complicated).

6xx Subject Headings
Topical and place names are subdivided by $v Maps. Special types of maps are recorded in a 655 genre heading. **LOCAL**: Do not make subject entries for inset or ancillary maps unless they are a substantial size or of particular local interest.

650 Use for topical heading that are the focus of the map, subdivided by $v Maps.
   - 650 _ 0 Lighthouses $v Maps.
   - 650 _ 0 Marinas $z Florida $v Maps.

651 Use the most specific place name subdivided by $v Maps. If three or more places are on one map, use a broader place name. Add a corresponding 043 field.
• 651 _ 0 Florida $v Maps.
• 651 _ 0 Duval County (Fla.) $v Maps.

655 As of June 2010, use genre/form terms for specific types of maps as shown in Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT). In the LC Authority File, authority records for LCGFT terms are be coded as follows.
010 LCCN prefix: gf
040 $f: lcgft

In the bibliographic record, LCGFT terms are coded: 655 _7 $a term $2 lcgft
The following is a list of LCGFT terms for specific types of maps:

<table>
<thead>
<tr>
<th>655 _0 Genre/Form heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bathymetric maps</td>
</tr>
<tr>
<td>Index maps</td>
</tr>
<tr>
<td>Maps</td>
</tr>
<tr>
<td>Comparative maps</td>
</tr>
<tr>
<td>Manuscript maps</td>
</tr>
<tr>
<td>Outline and base maps</td>
</tr>
<tr>
<td>Physical maps</td>
</tr>
<tr>
<td>Pictorial maps</td>
</tr>
<tr>
<td>Topographic maps</td>
</tr>
<tr>
<td>Tourist maps</td>
</tr>
<tr>
<td>Children’s maps</td>
</tr>
<tr>
<td>Maps for people with visual disabilities</td>
</tr>
<tr>
<td>Maps for the blind</td>
</tr>
<tr>
<td>Remote-sensing maps</td>
</tr>
</tbody>
</table>

Note: 650 _ 0 Military maps is considered a topical heading, not a Genre/Form term.

7xxs
LOCAL: Do not make or keep added entries for the general editor(s) and cartographer(s) of National Geographic maps.

UNF Map Processing

Processing Instructions

The Map Collection and Atlas Collection (LC-classed) are managed by Documents Collection staff. Questions about the placement and handling of specific maps should be directed to Documents staff. Maps for special collections should always be accompanied by any special processing instructions from the SC librarian.

Folded vs. flat maps: Process the majority of maps as they are to be stored, not as they arrive. If you have any doubt where a map will be housed, check with Documents
staff before cataloging. In general, all maps which come to cataloging rolled up will be housed in the map cases. Some maps come folded, with panel titles, but are then flattened and stored in map cases. Maps to be shelved folded should be clearly marked by Documents staff or placed in a separate folder marked: MAPS TO BE SHELVED IN DOCS—that is, they will be stored on shelves and not going to the map cases.

**Placement of barcode, call number, and OCLC number:**

When barcoding, make every effort to not cover map content. Cut the barcode to a smaller size if necessary.

- **Flat maps**: Place the barcode, call number, and OCLC number (if a document) in the lower right hand corner when the map is turned correctly to read the title.
- **Folded maps**: Place barcode, call number and OCLC number (if a document) in the upper part of the title panel with the call number in the left upper corner.
- **Encapsulation**: If the map is to be encapsulated, put all information on labels and fasten them to the repair slip.
- **Multiple copies of same map**: If a document map has multiple copies of the SAME map in an envelope (typically a geologic survey), catalog and barcode one copy and send the rest, unmarked, back to Documents.

**Sublibrary/Collection codes in the holdings record:**

In general, maps which come to cataloging rolled up will be housed in the map cases and receive the SuDoc Map location 852 3_ $a FJUNF $b NFUCD $c USMAP

In general, US document maps NOT going to the map cases will be cataloged into the general SuDoc location 852 3_ $a FJUNF $b NFUCD $c USDC and be counted statistically as general U.S. government documents, not as maps.

For processing and coding of specialized types of maps, see the UNF Map Collection Code and Processing Chart.

**US Document maps**

UNF Government Documents processors write the SuDoc on the map. Make sure the SuDoc number in the 086 0# field of the bibliographic record matches the number written on the map. If not, route the map back to Documents staff with a question about the call number.

- **OCLC Number**: For Government Documents, write the OCLC control number directly on the map in pencil. Do not provide the Aleph record number.
- **SuDoc/Call Number**: UNF Gov Doc processors write the SuDoc or FlDoc on the map.
- **Stamp**: Gov Docs staff will stamp government documents with a Documents Map Collection stamp.
- **Holdings record**: SuDoc numbers are coded 852 1\textsuperscript{st} indicator (call no. type) = 3

**Florida document maps**

UNF Government Documents processors write the FlDoc number on the map using the classification resource: ‘Keyword-in-context to Florida public documents in the Florida Atlantic University Library’ (Tallahassee: Department of State, State Library).

**LC Classification maps**

Write the call number directly on the map in pencil. If there is no light area, write it on a white label.

**Special categories of maps**

- “Map brochures” are small folded sheets which include a map and text. The folded size is generally 22 x 10 cm. They are produced by a number of agencies but the primary sources are the Forest Service (SuDoc stem: A13+) and the Park Service (SuDoc stem: I29+). Map brochures are shelved as regular gov docs.
- Small atlases which are difficult to shelve in the large volume Atlas Collection. These atlas booklets are intershelved with the LC-classed folded maps, on shelves in the Documents Collection. Small atlases will require editing of the holdings record as follows:
  - OCLC 049: FNPG
  - Change 852 $c from ATLS to MAPS
  - In item record, retain Material Type = Book
# UNF Map Collection Code and Processing Chart

<table>
<thead>
<tr>
<th>MAP TYPE</th>
<th>CLASSIFICATION</th>
<th>LOCATION</th>
<th>SUBLIB/COLL</th>
<th>MAT TYPE</th>
<th>ITEM STATUS</th>
<th>PROCESSING NOTES</th>
<th>EXAMPLE Aleph no.</th>
<th>STATS TKR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlases</td>
<td>LC (Varies by topic) - unless part of SuDoc series</td>
<td>Atlas shelving</td>
<td>NFUCD ATLS</td>
<td>Atlas (some are Book)</td>
<td>31 Reg loan (Some are 30 Reg Loan)</td>
<td>Red dot on spine, process like book, write ATLAS under call no.</td>
<td></td>
<td>Atlas Coll</td>
</tr>
<tr>
<td>CDROM Maps</td>
<td>SuDoc</td>
<td>Gov Doc CDs</td>
<td>NFUCD USCDR</td>
<td>Map</td>
<td></td>
<td>Same as gov doc CD</td>
<td></td>
<td>CDROM (SuDoc)</td>
</tr>
<tr>
<td>Census Tract Maps</td>
<td>Mixed LC Class (purchased) and SuDoc (gov doc)</td>
<td>Map cases</td>
<td>NFUCD MAPS - LC</td>
<td>Map</td>
<td>Current census: 90 In Library Use Old census: 31 Reg loan</td>
<td>Stamped Map Collection (upstairs); barcode and write OCLC # on map in pencil</td>
<td>Bib 25398239 (LC Class Serial record, but gov doc pub)</td>
<td>Maps (SuDoc)</td>
</tr>
<tr>
<td>CIA Maps of World</td>
<td>PREX 3.10/4</td>
<td>In ring binders by SuDoc</td>
<td>NFUCD USMAP</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Individual records each map; barcode and write OCLC# in pencil</td>
<td></td>
<td>Maps (SuDoc)</td>
</tr>
<tr>
<td>Florida Atlases</td>
<td>FlDoc</td>
<td>Florida docs oversize shelving</td>
<td>NFUCD FLOV</td>
<td>Map</td>
<td>31 Reg loan (Some are 30 Reg Loan)</td>
<td>Process like Florida Document book</td>
<td></td>
<td>Oversize (FL Doc)</td>
</tr>
<tr>
<td>Florida Maps</td>
<td>FlDoc</td>
<td>Map cases</td>
<td>NFUCD FLMAP</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Call no on label, barcoded, OCLC# written on map</td>
<td></td>
<td>Maps (FL Doc)</td>
</tr>
<tr>
<td>LC Maps</td>
<td>LC Class G3200+</td>
<td>Map cases</td>
<td>NFUCD MAPS</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Call no on label, barcoded, OCLC# written on map</td>
<td></td>
<td>Maps (LC)</td>
</tr>
<tr>
<td>Map Brochures</td>
<td>SuDoc - example: I29.6/2</td>
<td>Interfiled in Gov Docs</td>
<td>NFUCD USDC - Book Format NFUCD USMAP - Map Format</td>
<td>Book or Map (see OCLC record format)</td>
<td>30 - Book 31 - Map</td>
<td>Process folded; gov docs writes SuDoc and stamps Gov Doc; barcode and write OCLC# in pencil</td>
<td></td>
<td>Maps (SuDoc)</td>
</tr>
<tr>
<td>MAP TYPE</td>
<td>CLASSIFICATION</td>
<td>LOCATION</td>
<td>SUBLIB/COLL</td>
<td>MAT TYPE</td>
<td>ITEM STATUS</td>
<td>PROCESSING NOTES</td>
<td>EXAMPLE Aleph no.</td>
<td>STATS TKR</td>
</tr>
<tr>
<td>---------------</td>
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<td>-----------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Pilotage Charts</td>
<td>D5.354:TPC/</td>
<td>Map cases</td>
<td>NFUCD USMAP</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Listed on a chart, not cataloged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road Maps</td>
<td>Alphabetical</td>
<td>Princeton files</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Cover record only, no barcode</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Topo Maps</td>
<td>Alphabetical</td>
<td>Map cases</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Listed on a chart, not cataloged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trail Maps</td>
<td>SuDoc - example: A13.28</td>
<td>Interfiled in Gov Docs</td>
<td>NFUCD USDC - Book Format, NFUCD USMAP - Map Format</td>
<td>Book or Map (see OCLC record format)</td>
<td>30 - Book 31 - Map</td>
<td>Process folded; gov docs writes SuDoc and stamps Gov Doc; barcode and write OCLC# in pencil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Maps</td>
<td>LC Classification; Bob checks in as serials, cat sep.</td>
<td>Separate shelving in maps area</td>
<td>NFUCD MAPS</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Process folded; Call no on a label; barcode and write OCLC# in pencil; purchased from ITMB</td>
<td>Bib 26865652</td>
<td>Maps (LC)</td>
</tr>
<tr>
<td>US Gov Maps</td>
<td>SuDoc If relief map - Relief in $i after cutter</td>
<td>Map cases</td>
<td>NFUCD USMAP</td>
<td>Map</td>
<td>31 Reg loan (map, atlas)</td>
<td>Gov docs writes SuDoc and stamps Gov Doc; barcode and write OCLC# in pencil</td>
<td></td>
<td>Maps (SuDoc)</td>
</tr>
<tr>
<td>Wall Map</td>
<td>G3200+ Wall maps after cutter in $i</td>
<td>On wall in Ref area; Index in wall pocket</td>
<td>NFUCD MAPS</td>
<td>Map</td>
<td>90</td>
<td>Call no on label, barcoded, OCLC# written on map Hol 852$z Mounted on brick wall in Reference Collection</td>
<td></td>
<td>Maps (LC)</td>
</tr>
</tbody>
</table>

*Note: The table provides a summary of the processing notes for different types of maps based on their location and classification. The example Aleph no. and STATS TKR columns indicate specific examples and codes related to the processing and cataloging process.*
Wall Maps

Wall Map Cataloging

Fixed Field Elements

<table>
<thead>
<tr>
<th>Maps</th>
<th>Rec stat</th>
<th>n</th>
<th>Entered</th>
<th>Replaced</th>
<th>20130411</th>
<th>20130411</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
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Code fixed field element SpFm = 0

500 Fields

Add a note for the index. The index call number will be provided in the item record. Also add any other descriptive notes needed according to the map cataloging instructions. Example:

500 _ _ Accompanied by: Jacksonville, Florida, and surrounding areas : wall map street index. 33 p. ; 28 cm.

500 _ _ Fitted with plastic rods top and bottom.

Holdings Map Holdings

Holdings location

$a FJUNF
$b NFUCD
$c MAPS

To call number cutter, add "Wall maps". Example: 852 $i .M3 Wall Maps

Add 852 $z Mounted on brick wall in Reference Collection.

Add 867 (for supplementary material) $a Index. $z Mounted on brick wall in Reference Collection.

Item Record for the Index
Material type = Book
Description = Index
UNF Historical Map Cataloging Notes

Superseded UNF Map Cataloging Policies

Original cataloging:

The decision to not do original cataloging for current maps was made due to the absence of qualified staff and time needed to review original records. Maps without records are generally held for some agreed upon period of time to see if a record will be entered in OCLC.

Corporate main entry
The decision to not use corporate main entry for maps was made in the late 1970s after long consultations with map librarians at UF. It was a controversial one and could be changed to the more traditional corporate entry at any time. For new OCLC records, maps are always entered under corporate body and the record modified after update. Modification: With the implementation of a shared bibliographic catalog for all State University Libraries (SULs) in June 2012, corporate body main entry was implemented for consistency with national standards and other SULs’ cataloging practices.

Local subject headings
For many years, maps also were assigned “reverse geographic” subject headings in 69x fields, second indicator 9, following a practice in use at UF. This was discontinued in 2008.