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MAP DEPOSITORY MANUAL

FIRST EDITION
JANUARY 1947

ARMY MAP SERVICE
6500 BROOKS LANE
WASHINGTON, 16, D. C.

MAP DEPOSITORY MANUAL

This manual is issued to institutions participating in the AMS Map Depository Program as a guide for processing those maps and for reporting their own map holdings.

FIRST EDITION
JANUARY 1947

U.S. ARMY MAP SERVICE
" 6500 BROOKS LANE
" WASHINGTON, 16, D. C.

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SUBJECT: Addendum N

TO: All AMS Ma

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FOR THE COMMANDER

ADDRESS REPLY TO:
COMMANDING OFFICER
ARMY MAP SERVICE
CORPS OF ENGINEERS
6500 BROOKS LANE
WASHINGTON 16. D. C.

REFER TO FILE NO.

SUBJECT: Addendum N

TO: All AMS Ma

1. The following
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MAP DEPOSITORY MANUAL

JANUARY 1947

GENERAL

PURPOSE AND SCOPE

The Depository Program is designed to benefit all participants. Educational institutions will receive maps and related publications valuable to research workers in the varied fields of geography, economics, geology, history, political science, agriculture and allied subjects. The Army Map Service will receive source material essential to the government's need for complete and immediate mapping information.

The program will furnish you with an active file of maps and related publications issued by this organization from its own data or from manuscript procured through agreement with cooperating agencies. We, in turn, will strengthen the Army Map Service Library with duplicate copies secured by you through your many contacts. Your accessions lists will enable the Army Map Service to prepare and maintain a union catalog. In the final analysis, then, we will be building a strong library both for your institution and for the United States Government.

The total number of items this office expects to distribute cannot be definitely determined at this time, but an estimate of 25,000 different maps seems fairly accurate. This total will be composed almost entirely of maps, although some gazetteers and other publications of geographic material will be included.

CATALOGING

For those institutions which do not have a cataloging system for maps, information on representative types of cataloging systems may be obtained by contacting the Army Map Service, stating size and purpose of the collection,

amount of personnel time available for cataloging, size card preferred, etc. None of these systems are considered a panacea for cataloging problems, but each provides a number of categories into which an overwhelming majority of maps can be placed. Institutions having a cataloging system may likewise obtain such information if they deem it advisable to investigate other systems.

CARD CATALOG

Catalog cards are available to participating institutions without obligations. These are known as AMS Card Number One and Machine Punched Cards "A" and "B." Samples are shown on pages 37 to 40 of this manual. One AMS Card Number One is made for each General, Part, City Plan, Island or Series. The Machine Punched Card "A" is made for each individual sheet and the Machine Punched Card "B" is made as a supporting card to "A" on each General, Part, City Plan, Island, or Series, but not for each individual sheet. For complete explanation of AMS Card Number One, see letter dated 16 October 1946 from this office. If more detailed information is desired on the Machine Punched Card System, it can be furnished upon request.

FILING

As in the case of cataloging, some institutions will have their own systems of filing maps. For the Depository Program, if your institution does have a filing system and the maps have been filed according to it, the Army Map Service deems it advisable for you to continue. If no filing system is extant at the present time, the following system of filing is suggested:

1. File them flat.
2. File by country or area.
3. File general and part maps under country by scale from large scale to small scale.
4. File series maps under country by scale from large scale to small scale and within the scale numerically by sheet number or alphabetically by sheet name.

(AMS Depository Maps are sent to participating institutions in sheet number order for series maps.)

Map sizes will vary from approximately 14x18 inches to 35x45 inches. If you use five-drawer cabinets, drawer size (inside measurement) 50x35½x2½ inches, you will need 30 such cabinets. Each cabinet measures approximately 16 inches in height. If cabinets are stacked 6 high the 30 cabinets will occupy approximately 78 square feet of floor space with an equal amount of space for pulling of drawers.

MAP HOLDINGS REPORT

The report form (Check Card) furnished your institution is for the purpose of reporting your map holdings. It is discussed in detail later in this manual. Additional copies of this Check Card may be obtained from this office. A sample in completed form is on page 38 of this manual.

Certain maps are not to be reported to the Army Map Service. These include:

1. Any U. S. Agency maps.
2. Any Geographical Section General Staff maps.
3. Any Survey of India maps.
4. Any Hind maps.
5. Any National Geographic Society maps.

All maps not falling in the above categories are to be reported whether of past or future accession. Some institutions have implied that Army Map Service wants information on future accessions only, but this is not the case. All maps are to be reported except as noted above.

It is not necessary to report all holdings at one time. Reports can be spread over a reasonable period. Each report form should include the union catalog code number of your institution as assigned by Army Map Service in the space marked "Date Cataloged" at the bottom of the card.

In reporting series maps only one card is needed for

the general information on the entire series, but the individual sheet number or sheet name, edition, type of date, date and number of file copies should be indicated on the reverse side of the card. These should be arranged numerically or alphabetically according to the characteristics of the specific series.

For all maps reported by your institution, the Army Map Service will furnish AMS Card Number One in completed form if it is desired. This card was enclosed as a sample in a letter of this office dated 16 October 1946. This service on your own collection is offered in addition to any cards being furnished for the depository maps.

DESTRUCTION OF SUPERSEDED MATERIAL AND REPLACEMENT OF DAMAGED SHEETS

Sheets superseded by later sheets may be used for classroom work, retained for historical purposes, or destroyed. If superseded sheets are destroyed, a certificate of destruction should be furnished the Commanding Officer of this installation. In no case will such obsolete sheets be given to or permitted to fall into the hands of any private individual or concern.

In some instances sheets may be damaged in transit to your institution. Should such an occasion arise, this installation will replace mutilated or damaged sheets upon receipt of a request for replacement directed to the Commanding Officer of this installation and marked for the attention of the Map Distribution Division.

BOOKS AND PAMPHLETS

Army Map Service is interested in books and pamphlets concerning cartography, geodesy, photogrammetry, and related subjects in the topographic mapping field.

This office is not interested in books and pamphlets held by your institution which have been cataloged by the Library of Congress. However, it would be appreciated if a listing of all other books and pamphlets falling into the aforesaid categories could be submitted. This listing should contain the author, title, edition, place of publication, publisher,

date, series, call number and subject headings. If your institution has a large number of such books to report, the Army Map Service will be happy to furnish form cards for such items upon request.

OBLIGATIONS AND RESPONSIBILITIES

The obligations and responsibilities as given in our introductory letter still apply and are given below:

a. To place in an active and separate file all items which are received under the program.

b. To hold the material for necessary reference purposes, however, not permitting its removal from the campus or library except on inter-library loans. It must also be determined in making inter-library loans that these institutions are thoroughly familiar with the restrictions given in this paragraph and paragraph "c" following.

c. To not copy or distribute material received from the Army Map Service without prior approval of the Army Map Service. To handle the material in accordance with any protective security regulations imposed by the Army Map Service.

d. To make available to the Army Map Service duplicate copies (beyond your needs) of maps and geographical data which your institution may receive from sources other than Federal Government Agencies.

DISTRIBUTION OF CAPTURED MAPS

Distribution of captured maps will be made to a few libraries selected according to geographical location. This plan is not to be confused with the original Depository Plan. Captured maps can be furnished only to the aforesaid group because a very limited quantity is available. All institutions who participate in the Army Map Service Depository Plan will be able to obtain these captured maps through inter-library loans.

All participating institutions will be furnished a list at the time of distribution giving the name and address of the libraries receiving captured maps.

It was originally planned to distribute the captured maps in the first part of 1947, but this will not be possible. At the present time, this office is unable to estimate any definite time of distribution. Every effort will be made to distribute them at the earliest possible date.

CATALOGER'S MANUAL

For use with the Check Card in AMS Depository Program

During the months since the AMS Depository Program was instituted, many depositories have objected to the use of the sheet known as the Accessions Report Form. These objections were justified since the Report Form required considerable writing or typing. In order to eliminate as much pen or typewriter work as possible, the Check Card System was substituted and widely accepted by the participating institutions. This card does not eliminate or attempt to eliminate all of the work mentioned heretofore, but does decrease the amount.

This manual is designed to serve several purposes: (1) to aid the cataloger in determining the important features of a map; (2) to standardize, as nearly as possible, the reports received from all participating institutions; (3) to help the cataloger indicate the information on the Check Card in such a way as to provide AMS with sufficient knowledge about the map so that it will be unnecessary for personnel of this installation to examine the map itself; (4) to eliminate all extraneous material; (5) to assist in the use of the Check Card, which is a work sheet.

The user of the manual will find that the items listed in the manual are arranged in the same order as they appear on the Check Card. Most items are self-explanatory and a short period of using the Check Card with the manual will be found sufficient to acquaint the cataloger with the system so that the manual will be used only at times when doubt arises in the cataloger's mind as to the proper nomenclature.

The Check Card is divided into two parts by a double line. the upper portion of the card indicates the area, subject (major classification), scale and exact title, together with considerable identification material. The lower portion

of the card, containing a check list and blank at the bottom for other information, is designed to allow rapid checking of data shown on the map. The check list is not complete but contains items that are of common interest to most mapping agencies and map collectors. One of these cards should be completed on each individual map, group of maps, or series of maps. In case of group or series maps, the sheet number or name of each sheet should be listed on the reverse side of the card together with the edition, type of date, date and number of file copies on each sheet as explained later in this manual. This information should be listed in the following order, e.g., 12IV, 1st, V 1942 (3).

The following explanation of the Check Card refers to each entry on the card. All blanks should be filled except those otherwise noted in the manual.

1. AREA

Describe the exact area covered by the map as nearly as possible. Whenever a regional or areal subdivision of a country or continent is to be used as the area heading on the catalog card, the name of the country or continent should be given first, followed by a comma, then by the subdivision, e.g., USSR, Asiatic; Africa, Northeastern. If a political or administrative subdivision or a city name is to be used, the country name is given first, followed by a dash, then by the subdivision or city name, e.g., USSR—Georgian SSR; Canada—Ontario.

2. SUBJECT (*Major Classification*)

Enter the name or the name and letter of one of the subject titles listed below, e.g., Aeronautical, or Aeronautical (b). If any of the subheadings under these subjects apply, the letter should be shown after the subject name in parenthesis. Some maps have more than one subject; in such cases, pick the most appropriate or emphasized subject. If more than one subject is emphasized, show the main one in this space, and the other in the blank space

at the bottom of the card. The complete list of subjects to be shown on the cards is given below:

Aeronautical

- a. Detailed plans of airfields, air strips
- b. Flightstrips
- c. General maps showing routes, fields
- d. Miscellaneous—charts, graphs, diagrams, profiles

Agriculture

Astronomical

- a. Magnetic charts

Base

Cadastral—land ownership

Climatic

Communications—when two or more are emphasized

- a. Terrain going map

Cultural—planimetric—without contour or form lines

Economic

- a. Mine locations, concessions
- b. Oil installations
- c. Water works systems

Ethnographic—human geography, populations

Exploration—pioneer geographic research

Geological

- a. Geological cross sections

Health

History

Hydrographic—oceanography

- a. Harbors, ports

Industry

Military

- a. Air support or target charts

- b. Plans of military stations**
- Miscellaneous**
- Natural resources**
- Naval**
- Outline**
- Photo maps**
 - a. Air support or target charts**
 - b. Contoured**
 - c. Miscellaneous photo—any type**
 - d. Photocoverage maps**
 - e. Photo index**
 - f. Waterways**
- Physical—small scale relief**
 - a. Stereogram**
- Plans of structures, buildings, works**
- Political**
- Postal**
- Power**
- Radar, radio, wireless**
 - a. Radar**
 - b. Radio, wireless**
- Railroads**
 - a. Detailed plans of stations, yards**
 - b. General maps, lines, systems, nets, routes**
 - c. Miscellaneous diagrams, charts, tables**
 - d. Profiles**
 - e. Surveys—right of way**
- Religion**
- Roads, highways**
 - a. General maps**
 - b. Miscellaneous diagrams, charts, signs**
 - c. Outline city plan**

- d. Profiles
- e. Strip maps
- f. Surveys—right of way

Soils**Special**

- a. Indexes
- b. Symbol sheets

Telegraph—cable**Telephone****Topographic—contoured**

- a. Form lines
- b. Hachures
- c. Spot elevations

Trade**Vegetation****Water supply****Waterways**

- a. Canals
- b. Drainage
- c. Lakes
- d. Rivers
- e. Steamship routes

3. SCALE

The representative fraction, sometimes called the fractional scale, is the only one to be recorded. Example: 50,000. If not given, determine the scale with a scale Indicator on the linear scale or between two parallels of latitude. If the scale is not given but can be determined from measuring on another map, the derived scale is to be given in brackets [50,000]. If no scale can be determined, a cross (X) is placed in the scale box.

4. CLASSIFICATION NUMBER

Place the classification number of your institution in this space.

5. EXACT TITLE

The title is to be given in the original language, or in a transliteration of it followed by the English translation in parentheses where the meaning may not be clear. Any error in the title is to be copied as given, then corrected in a note at the bottom of the card. Avoid copying words in a foreign language that are not part of the title.

If no title is given on the map, the title supplied by the cataloger is enclosed in brackets [].

If the space provided on the card is not sufficient for a long title, it may be continued in the space for notes at the bottom of the card. The continuation of the title is to be shown by the use of three dots (...) at the breaking point of the title.

6. DATE

Write in the most significant date given on the map according to the following priority listing and indicate the type of date by placing the letter applicable in front of the date. This priority is arranged in order of importance. If there is no date given, put a cross (X) in the date box. On individual maps with dates, the numbers or names with dates of each sheet should be listed on the back of the card covering the entire series, e.g., 12 IV—V 1942; 13 III—W1940.

<i>Priority</i>	<i>Code Letter</i>	<i>Example</i>	<i>Interpretation</i>
1	W	W1941	Edition 1941
2	V	V1940	Revised 1940
3	L	L341	Field compilation March 1941

4	M	M1939	Compiled 1939
5	D	D1943	Surveyed 1943
6	E	E1944	Engraved 1944
7	P	P1945	Published or printed 1945
8	Z	Z1946	Reprinted (run date) 1946
9	-	1942	No interpretation of date

7. EDITION

If a map is a numbered edition, the number is to be entered in this space. When the map is not a numbered edition, one of the following may apply and should be shown. In case of a group or series of maps, the edition is to be shown on the reverse side of the card opposite each sheet number.

Preliminary or provisional
 Emergency
 Advance
 Interim
 Expurgated

8. LANGUAGE (TEXT)

Name the language or languages used on the map, listing the language of the legend first.

9. S C R F U

These letters show the classification of maps. Circle the correct initial based on the classification of the map or as applied at your institution.

S - Secret
 C - Confidential
 R - Restricted
 F - Free
 U - Unclassified

10. NUMBER OF FILE COPIES

Indicate in this box the number of copies on file at your institution. In the case of individual group or series maps, indicate the number of copies for each in parentheses after the date on the reverse side of the card.

11. PUBLISHING AUTHORITY AND NUMBER

Enter the name of the publishing authority in the original language except when it is written in a non-Latin alphabet, in which case transliteration or translation should be used. In the case of government organizations, the official name of the organization is to be preceded by the name of the country within which it functions, e.g., France—Institute Geographique Nationale. In the case of commercial map-making firms, the full name of the firm is to be followed by the place of publication, e.g., John Bartholomew and Son, Ltd., Edinburgh. If the city is not well known or if confusion might arise from several cities having the same name, it would be well to give the province, state or country name in parentheses after the name.

A map series number or report number which may be considered an integral part of the map itself is to be given after the name of the publishing authority.

If the name of the publishing authority is too long for the space provided on the card, it may be continued in the space for notes at the bottom of the card. An asterisk (*) is the designated symbol for this break and continuation.

12. COORDINATES

Indicate latitude and longitude of the center of part maps only. See explanation of part maps under 53 of this list.

13. SOURCE

Give the immediate origin of the map, e.g., AGS New York Public Library.

14. PROJECTION

Write in the projection of the map if it is given. The four boxes for meridians and parallels may then be skipped. If no projection is named put an 'X' in the box and a check in the correct meridian and parallel boxes. Stub coordinates are mere indications of geographical coordinates in the margins.

15. *DIAGRAM*

This is usually a line drawing, graph or chart showing a situation or a conventionalized representation of an area. Check only if the material at hand is not a true map. Examples are: graphs, bar charts, statistical tables, mileage tables.

16. *PICTURE*

Check when the material at hand is:

Photograph—not aerial
Scenes along a highway
Views
Sketches

17. *PROFILE*

Check if the item is a profile—usually a line drawing.

18. *AERIAL PHOTO*

Verticals or obliques. Photo mosaics are to receive the same treatment as printed maps.

19. *ONE PIECE*

Leave this space blank.

20. *MULTIPLE*

Leave this space blank.

21. *SET*

Leave this space blank.

22. *SERIES*

Leave this space blank.

23. *COLOR*

Check if two or more colors are used in printing or shading.

24. *MONOCHROME*

Abbreviation for the type of reproduction is added in space following "Monochrome":

Black on white - BW
 Blue on white - BIW
 Brown on white - BrW
 Ozalid - Oz
 Blueprint - BP

25. *MANUSCRIPT*

Check if item is original drafting of a map. Sometimes a topographic map will have so much original data added to it that it becomes an original manuscript collation map.

26. *PRESS RUN*

Any type of printed map, e.g., lithograph, engraving, gravure.

27.)
 28.) } *VARIOUS TYPES OF REPRODUCTION OF MAPS*
 29.) }

Check if material at hand is:

Photographic negative
 Photostatic negative
 Positive whether photographic or photostatic

30. *BIBLIOGRAPHY*

Check if compilation references or authorities are given on the map.

CHECK LIST

The check list does not pretend to be complete. It does attempt to screen out the information most often desired.

Each group is arranged under a heading. Check the heading if any of the group are checked.

Example:

✓	RAILROADS
	BRIDGES
✓	DISTANCES

This means that distances on railroads are shown. Checking a heading only means that none of the subheadings apply.

✓	RAILROADS
	BRIDGES
	DISTANCES

This means that railroads are shown but without information other than alignment.

✓✓	RAILROADS
	BRIDGES
✓	DISTANCES

This means that a heading on the check list is shown importantly on the map but not indicated in the subject (Major Classification) box at the top of the card. A double check (✓✓) in the heading box will indicate greater importance.

Items 31 through 55 following constitute the check list portion of the card, and the usual things on maps that are checked for the various topics.

31. AGRICULTURE

Any indications of agriculture on a map, even clearings

in a forest that are labeled as cropland.

A. Animal Industries

Sheep Raising
Cattle Raising or Dairying
Goat Raising
Fox Farming
Hog Raising
Etc.

B. Crops

Individual Crops named on map
Cotton, Wheat, Etc.

C. Regions

Farming Areas

32. AIR NAVIGATION

Any map that is designed for aviation or contains any of the following items is checked here:

A. Distances (Air Distances)

Mileage { Statute
Nautical

Kilometers

B. Landing Areas

Airdromes
Airfields
Emergency Fields
Level Places suitable for Landings

Seaplane { Anchorages
Bases

Hangars
Mooring Masts

C. Routes

Flying Lanes
Aviation Landmarks

Radioelectric Stations

Obstruction marked

Air Lights

33. BOUNDARIES, ADMINISTRATION

International Boundaries of Countries

Empire Boundaries

A. Internal Boundaries

State

Province

Department

Parish

County

Municipality

City

Police District Lines

34. INDUSTRY

Any indication of industry

A. Areas

General industrial regions

Example: Manufacturing Regions

B. Plants

Located or named

**Examples: Factory Koriyama, Japan
Mill**

C. Types

Light or Heavy Industries (if so name) or if type of industry is named.

Wood Working Factories

Clothing Factory

Sawmill

35. MILITARY

Check if map is adapted to military use.

Examples: Resistance Movements

Target Maps
Prison Camps

A. Collation

Map overprinted with military information—usually press overprinted on some good series map but may be hand-written and photographed.

B. Administrative Areas

Allied-Controlled Areas
Enemy-Controlled Areas
Military Defense Zones
Prohibited Zones
Military Front Areas

C. Military Grid

Military grid overlayed on top of coordinates or instead of coordinates.

36. OIL (Always means petroleum)

A. Fields

Locations of fields or deposits, active or inactive.
Example: Mene Grande Field in Venezuela

B. Pipe Lines

Carrying crude or refined oil.

C. Refineries

Cracking Plants, Etc.

D. Storage

Tank Farms
Bulk Storage
Tanks

37. PEOPLES

Anything concerning population or characteristics of peoples. Examples: Crime concentrations
Labor Supply

A. Distribution

Population maps**Density maps**

Settlement symbols on maps (individual houses on a large scale map)

(Do not check this box for maps that simply show cities of various sizes—10,000, 50,000, etc.)

B. *Ethnology***Ethnic Groups****Tribal Areas****Racial Groups**

Example: Distributions of Germans in the Sudetenland

C. *Linguistics***Language Distribution**

Example: German speaking enclaves in Romania

38. *RELIGIONS***Dioceses****Ecclesiastical Provinces****Religious Distribution**

Example: Principal churches and faiths of Europe

39. *POWER*

Any indications on the map of power data or installations.

A. *Amounts*

If KVA, KWH, KW, capacity or production figures or any others relating to power are given.

B. *Lines***Power Lines****Transmission Lines****High Tension Grid****High Voltage Transmission****C. *Plants*****Diesel****Steam****Hydroelectric**

Dam
Generator
Transformer Station
Step-up Plant

D. Types

If any of the following are named:

Steam
Diesel
Thermal
Hydroelectric
Hydraulic
Windmill

40. RAILROADS

Check if there is a simple indication of railroad lines such as appears on general maps.

A. Bridges

Bridge symbols or named bridges, culverts

B. Distances

Mileages, mile markers or kilometers given

C. Traffic

Flow of traffic
Traffic capacities (not facilities)

D. Tunnels

Tunnel Symbols

E. Electrified

Are any electrified?

G. Multiple Tracks

Check if double line tracks are shown or if extra tracks are indicated around loading docks, storage houses, etc.

H. Traffic Facilities

Wyes
Watertowers
Turn Tables

- Round Tables
- Fuel Supply
- Car Storage
- Yards

41. *CLIMATE*

- Weather
- Precipitation
- Sunlight
- Barometric Pressures
- Occurrence of Frosts
- Length of Growing Season

42. *FISHING*

- Fishing Banks
- Whaling Areas

43. *GEOLOGY*

- Rock Structure
- Underlying Structure

44. *HISTORY*

- Historical Boundaries
- Maps where data represents an ancient situation
- Historical Battles

45. *ROADS*

Check if map shows simply the existence of roads

A. *Bridges*

- Bridge Symbols
- Culverts

B. *Distances*

- Mileages
 - Kilometers
 - Mile Markers
 - Kilometer Posts
- } Between Towns

C. *Traffic*

- Traffic Flow
- Vehicle Traffic Count

D. Tunnels

Tunnel Symbols

E. Surfaces

Paved

Concrete .

Asphalt

Metalled

Macadam

Graded

Gravel

Dirt

Hard

F. Other Categories

First Class

Second Class

National Roads

State Roads

In Transit

Projected

Roads

Trails

Wagon Roads

Two Car Width

Dry Weather

All Weather

Caravan Trails

46. MINERALS

General mineral areas

A. Deposits

Located or named

Example: Bituminous Deposits in Wales

47. SOILS

Any indication of soil types

Examples: Clay Ridge

Quicksand

48. SURFACE

Any indication of the nature of the terrain

A. Contours

Continuous lines connecting equal points of elevation, sometimes numbered.

B. Geodetic

Triangulation Stations

Grid Data

Bench Marks

Etc.

C. Form Lines

Similar to contour lines but usually not continuous and not numbered. Sometimes called "Approximate contour lines" or "Rational Contours."

D. Geomorphic

Physiographic diagrams which delimit areas and set them off by use of physiographic symbols. Angle of observance is vertical. Angle of symbols is oblique.

E. Hachures

Lines arranged to show slope, sometimes using different thicknesses of lines to show steepness of slope. The thicker—the steeper.



F. Layer Color

Different shadings between selected contour lines.

G. Pictorial

Portrayal of terrain from an oblique angle of observance.

H. Shading

Portrayal of terrain from a vertical angle of observance.

I. Spot Heights

Numbers printed on the map sometimes in parentheses (26) to indicate elevations of peaks, towns, etc.

49. TELECOMMUNICATIONS

Any long distance communications system

A. Cable

Check if any of the following are shown:

Stations

Lines

Distances

B. Radio

Stations

Call Letters

Antennae

Radio Beams

Transmitter Stations

Studies and Offices

C. Telegraph

Stations

Lines

D. Telephone

Stations

Individual Installations

Lines

50. VEGETATION COVER

Check if any vegetation symbols are used on the map.

Example: Forest symbols

A. Complete

All of map surface is covered with symbols showing vegetation.

B. Incomplete

Part of map has vegetation symbols

Cropland

Forests

Etc.

51. WATER SUPPLY FACILITIES

Wells

Springs

Reservoirs

Later Systems

Water Pipe Lines

Aqueducts

Hydrants

52. WATERWAYS

This box is rarely checked unless others below it are. It is not to be marked if the maps simply show the existence of rivers, bays and oceans.

O - Ocean Waterways

I - Inland Waterways

A. Depths

O.

Fathoms

Ocean Contours

Sometimes Layer Color

I.

Depths in Figures

(Usually Feet)

B. Distances

O.

Mileages (usually

Nautical Miles)

I.

Mileages or Km. (not

often given)

C. Port Facilities

Docks

Holes

Cranes

Piers

Warehouses

Customhouse (at a port)

Lighterage

Repair Facilities

Buoys

Markers

Lighthouses

Harbor Lights

D. Routes

Channels

River Bars

Courses Marked

Ocean Lines given without distance figures

E. Traffic

Traffic Flow

Flow of Goods

Number of Ship Sailings

F. Navigability

Seasonal Variation in Depths

River Locks

Channels Dredged

Breakers Indicated

Underwater Obstructions Located

G. Canals

Usually checked only for inland waterways

53. G C I P S

These letters show the type of maps. Circle the correct initial based on the following explanations:

G - General Maps. A General Map is defined as one which covers all of the specific geographical or political area.

C - City Plan Maps. Usually cover populated areas such as cities, towns, or villages which come under one political administration. These maps are characterized by a high degree of cultural detail, well delineated streets, dwellings, etc.

I - Island Maps. Maps of islands or a group of islands.

P - Part Maps. A part map is defined as one which covers a part of the specific geographical or political area.

S - Series Maps. Series maps are generally considered to be a group of sheets which match each other in scale, uniformity of symbols and cartographic standards, and usually, but not always, have an orderly arrangement with adjacent sheets having contiguous borders, (*i.e.*, matching coordinates). In some instances, when a map series covers a large area, more than one projection may be used and the scale may vary from one part of the series to another. An index map showing the arrangement of the sheets usually accompanies a series or is available in the publisher's catalog.

If a map covers a part of a city, town, village, or island, circle both initials. (*e.g.*, G \textcircled{C} I \textcircled{P} S or G C \textcircled{I} \textcircled{P} S).

In cases where the maps are defined as a series but do not cover the entire area as designated in the space for "AREA" on the card, circle the appropriate initials. (*e.g.*, G C I \textcircled{P} \textcircled{S}).

If a map defined as a city plan or island covers the entire area as indicated in the space "AREA" on the card, circle the two initials applicable. (*e.g.*, \textcircled{G} C \textcircled{I} P S or \textcircled{G} \textcircled{C} I P S).

If a number of island or city plan maps are grouped by country or continent for convenience, circle the appropriate initial. (*e.g.*, G C \textcircled{I} P \textcircled{S} or G \textcircled{C} I P \textcircled{S}).

54. DATE CATALOGED

Enter the Army Map Service number assigned to your institution.

55. BLANK SPACE (On lower part of card)

If check list so far has not brought out the importance of the map, enter it here.

Example: A. List any insets.

Inset of Smithville, 1:5,000

B. Continuation of Exact Title, Publisher, etc.

**C. Additional description of the contents of a
map.**

SUPPLEMENT TO CATALOGER'S MANUAL

SUBJECT LIST WITH COMMON TYPES OF MAPS GROUPED UNDER EACH

The following listing is for the aid of the cataloger in determining the proper subject. This is an expanded listing of the subjects given on pages 8 thru 11. Duplications do occur but it is intended to assist the cataloger, if any doubt arises as to the proper subject to be used.

1. *AERONAUTICAL*

Air bases, fields, lines, ports, routes, etc.

Air navigation

Aeronautical charts

2. *AGRICULTURE*

Cotton

Wheat, etc.

Agricultural regions

Animal industries

3. *ASTRONOMICAL*

Star Charts

Magnetic Charts—declinations

Isogonic charts

Isoporic charts

4. *BASE*

Various projections and grids—

Azimuthal, Gnomonic, Stereographic, etc.

Great Circle Routes

Plotting Charts

Locations Maps

5. *CADASTRAL*

Land Ownership

Tax Apportionment

6. *CLIMATIC*

Duration of sunlight

Meteorology

Rainfall
Precipitation

7. *COMMUNICATIONS*

Used when two or more types of communications are equally emphasized.

8. *CULTURAL*

Planimetric maps showing man-made features in detail. Usually have detailed natural drainage features. No contours or form lines.

9. *ECONOMIC*

Mine locations, concessions
Oil Installations, concessions
Waterworks, systems.

10. *ETHNOGRAPHIC*

Human geography maps
Populations

11. *EXPLORATION*

Discovery maps
Pioneer Geographical Research
Route maps

12. *GEOLOGICAL*

Geological cross-section

13. *HEALTH*

Disease
Mortality
Health Resorts
Recreation areas

14. *HISTORY*

Archeological
Past political boundaries

15. *HYDROGRAPHIC*

Harbors

Ports**Shore Features****16. INDUSTRY****Manufacturing****Processing****17. MILITARY**

Any map designed primarily for military use such as:

Air raids

Arsenals

Occupied areas

Bomb damage

Collation

Defenses

Gun positions

Landing places

Logistics

POW camps

Radio detector stations

Resistance movements

Ship sinkings

Submarine bases

18. MISCELLANEOUS

Used only when map does not fit into any other classification.

19. NATURAL RESOURCES

Distribution of unexploited material

20. NAVAL

Preparation maps

Training activities

21. OUTLINE

No detail, usually small scale

Drainage and boundaries shown

Usually not colored

22. PHOTO MAPS

Air support or target charts
Contoured
Miscellaneous photo—any type
Photocoverage maps
Photo index
Waterways

23. PHYSICAL

Earthquakes
Volcanos
Panoramas
Physiographic diagrams

24. PLANS OF STRUCTURES, BUILDING AND WORKS

Detailed maps of large scale not covered by a specific subject.

25. POLITICAL

Administrative Divisions
Boundaries
Empires
Spheres of influence

26. POSTAL

Activities of postal services
Routes
Distances

27. POWER

Electric
Hydraulic
Hydroelectric
High tension grids

28. RADAR, RADIO, WIRELESS

Radar Stations
Radio, wireless stations

29. RAILROADS

Railways
Any aspect of railroading

30. RELIGION

Diocese map
Ecclesiastical provinces

31. ROADS

Distance charts
Strip Maps
Trails
Routes
Bus Service

32. SOILS

Distribution

33. SPECIAL

Indexes
Symbol sheets

34. TELEGRAPH—CABLE

Land and water communication by telegraph

35. TELEPHONE

Land and water communication by telephone

36. TOPOGRAPHIC—CONTOURED

Form lines or hachures with spot elevations.
Two or more items listed as "SURFACE" in the
lower part of the check card.

37. TRADE

Commerce
Export
Import

38. VEGETATION

Forestry

39. WATER SUPPLY

Wells and springs
Aqueducts
Irrigation

40. WATERWAYS**Canals****Drainage****Lakes****Rivers****Steamship routes**

1	JAMAICA KINGSTON	PART	2534	ENGL
2	TOPOGRAPHIC	LITH COLOR	1920 TO 1922	4131
3	CULTURAL PLANIMETRIC		4686	
4	JAMAICA KINGSTON DISTRICT			
1	AREA	TYPE	SCALE	TEXT
2	MAJOR CLASSIFICATION	TYPE REPRODUCTION	RELIEF	DATE
3	DESCRIPTION		NO. SHEETS	AUTHORITY
4	EXACT TITLE OF MAP			
FOR INSTITUTIONS USE:				
MAP DRAWER NO.				
REMARKS:				

AMS CARD NO. 1 (WHITE)
 (Actual size: 3-1/4 x 7-1/2 inches)

AREA <i>JAMAICA, EASTERN</i>		SUBJECT (MAJOR CLASSIFICATION) <i>TOPOGRAPHY</i>		SCALE 1: <i>25,344</i>	CLASS. NO. <i>22E</i>
EXACT TITLE <i>JAMAICA, KINGSTON DISTRICT</i>				DATE <i>1920</i>	<i>2-30-40000-25</i>
				EDITION <i>FIRST</i>	LANGUAGE (TEXT) <i>ENGLISH</i>
				NO. FILE COPIES <i>2</i>	
PUB. AUTH. AND NO. <i>GREAT BRITAIN, GSGS 3124</i>					
COORDINATES <i>N 18° W 76° 49'</i>					
PROJECTION <i>X</i>					
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Animal Industry	Collation	POWER	CLIMATE	SURFACE	VEG'T'N. COVER
Crops	Admin. Areas	Amounts	FISHING	Contours	Complete
Regions	Military Grid	Lines	GEOLOGY	Form Lines Geod.	Incomplete
AIR NAVIGATION	OIL	Plants	HISTORY	Geomorphic	WATER SUPPLY
Distances	Fields	Types	ROADS	Hachures	WATERWAYS
Landing Areas	Pipe Lines	RAILROADS	Bridges	Pictorial	O. I.
Routes	Refineries	Bridges	Distances	Shading	Depths
BOUNDARIES	Storage	Distances	Traffic	Spot Heights	Distances
Internal	PEOPLES	Traffic	Tunnels	TELECOMMUN.	Port Facilities
INDUSTRY	Distribution	Tunnels	Surfaces	Cable	Routes
Areas	Ethnology	Electrified	Other Categories	Radio	Traffic
Plants	Linguistics	Gauges	MINERALS	Telegraph	Navigability
Types	RELIGIONS	Multiple Tracks	Deposits	Telephone	Canals
		Traffic Facilities	Mine Locations		
<i>8/41 RUN DATE</i>					
DATE CAT.					

FORM DS-327 (11-21-46) DEPT. OF STATE MAP CATALOG CARD RED GREEN BLACK

REPORTING (CHECK) CARD
(Actual size: 5x8 inches)

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MACHINE PUNCHED CARD "A" (WHITE)
 (Actual size: 3-1/4x7-1/2 inches)

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MACHINE PUNCHED CARD "B" (RED)
 (Actual size: 3-1/4x7-1/2 inches)

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