

Z
695
.6
U35

UC-NRLF

B 3 926 830



LIBRARY SCHOOL



44



LIBRARY SCHOOL

44

14 bsd

MAP DEPOSITORY MANUAL

**FIRST EDITION
JANUARY 1947**

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

AMS TECHNICAL MANUAL NO. 20

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.

LIBRARY SCHOOL LIBRARY

2695
.6
u35
Library
School

CONTENTS

General	1
Cataloger's Manual	7
Check List	17
Supplement to Cataloger's Manual ...	31
Sample Cards	37
Index	41

SUBJECT: Addendum N

TO: All AMS Ma

During the month
Manual" was delivered
the use of that manu
Therefore, it is de
a general letter, wh

In this letter
by page number, subh
all difficulties can
believed that a gene
institutions.

1. Reference i
section will show th
nothing mandatory un

2. Reference p
to read as follows:

Certain maps ar
include:

1. Any U.
should
2. Any Ge
3. Any Su
4. Any HI
5. Any ma
6. Any ma
7. Any wa
8. Any re
9. Any po
of a p
standa
10. Any to

3. Reference p
reporting series map
given here is desire
Service.

4. Reference p

1. AREA

- A. If
- B. Id
Ur
- C. Av
So

2. SUBJEC

- A. Use
- B. Av
- C. Di
Ecc
whd
as
- D. Use

3. SCALE

- A. Alv
- B. Wri
ind
eac

5. EXACT T

- A. In
of
shc

6. DATE

- A. Cod
- B. For
rev
- C. Und
pre
dat

11. AUTHORI

- In
- or

3. Reference p
reporting series map
given here is desire
Service.

4. Reference p

1. AREA

- A. If
- B. Id
Ur
- C. Av
So

2. SUBJECT

- A. Use
- B. Av
- C. Di
Ecc
whd
as
- D. Use

3. SCALE

- A. Alv
- B. Wri
ind
ead

5. EXACT T

- A. In
of
shc

6. DATE

- A. Cod
- B. For
rev
- C. Und
pre
dat

11. AUTHORI

- In
- or

- 12. COORDIN
are
- 19. ONE PIE
Leave
- 20. MULTIPLI
Leave
- 21. SET
Leave
- 22. SERIES
Leave
- 23. COLOR
The se
- 24. MONOCHRO
Clari
- 26. PRESS RE
These
check
- 53. G C I P
Refer
this
the p
A. Chec
Da
Da
Da
The
B. A la
Zeal
Isle
woul

The symbol "X" sh
the absence of project
is misleading.

Many inquiries h
maps on the campus by
anywhere on the campu
and on inter-library
Obligations and Respo

FOR THE COMMANDI

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
and Responsibilities

a. To permit
depository program to

(1) Map
li:
15

(2) For
stu

2. Other than
military authority.

FOR THE COM

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 overlaid 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 } Between Towns
 Mile Markers
 Kilometer Posts

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

Lateral 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 J \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} \textcircled{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		25344ENGL	
2	TOPOGRAPHIC		LITH COLOR		1920 TO 19224131	
3	CULTURAL PLANIMETRIC		46565			
4	JAMAICA KINGSTON DISTRICT					
1	AREA	TYPE	SCALE	TEXT		
2	MAJOR CLASSIFICATION	TYPE REPRODUCTION	RELIEF	DATE	AMS CODE	
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 JAMAICA, EASTERN		SUBJECT (MAJOR CLASSIFICATION) TOPOGRAPHY		SCALE 1: 25,344	CLASS. NO. 22E
EXACT TITLE JAMAICA, KINGSTON DISTRICT				DATE 1920	2-30-40000-25
				EDITION FIRST	LANGUAGE (TEXT) ENGLISH
					NO. FILE COPIES 2
PUB. AUTH. AND NO. GREAT BRITAIN, GSGS 3124					
COORDINATES N 18° W 76° 49'		SOURCE X			
PROJECTION X					
<input checked="" type="checkbox"/> STRAIGHT MERIDIANS	<input checked="" type="checkbox"/> STRAIGHT PARALLELS	DIAGRAM	ONE PIECE	COLOR	PHOTOGRAPH NEG.
<input type="checkbox"/> CURVED MERIDIANS	<input type="checkbox"/> CURVED PARALLELS	PICTURE	MULTIPLE	MONOCHROME	PHOTOSTAT NEG.
<input type="checkbox"/> STUB COORDINATES	<input type="checkbox"/> NO COORDINATES	PROFILE	SET	MANUSCRIPT	POSITIVE
<input type="checkbox"/> AGRICULTURE	<input type="checkbox"/> MILITARY	AERIAL PHOTOGRAPH	SERIES	PRESS RUN	<input checked="" type="checkbox"/> BIBLIOGRAPHY
Animal Industry	Collation	POWER	CLIMATE	SOILS	VEG'TN. COVER
Crops	Admin. Areas	Amounts	FISHING	SURFACE	Complete
'Regions	Military Grid	Lines	GEOLOGY	Contours	Incomplete
AIR NAVIGATN	OIL	Plants	HISTORY	Form Lines Geod.	<input checked="" type="checkbox"/> WATER SUPPLY
Distances	Fields	Types	ROADS	Geomorphic	<input type="checkbox"/> WATERWAYS
Landing Areas	Pipe Lines	RAILROADS	Bridges	Hachures	O. I.
Routes	Refineries	Bridges	Distances	Pictorial	Depths
BOUNDARIES	Storage	Traffic	Traffic	Shading	Distances
Internal	PEOPLES	Tunnels	Tunnels	Spot Heights	Port Facilities
INDUSTRY	Distribution	Electrified	Surfaces	TELECOMMUN.	Routes
Areas	Ethnology	Gauges	Other Categories	Cable	Traffic
Plants	Linguistics	Multiple Tracks	MINERALS	Radio	Navigability
Types	RELIGIONS	Traffic Facilities	Deposits	Telephone	Canals
			Mine Locations	Telephone	G C I P S
					DATE CAT.
8/4 RUN DATE					

FORM DS-327 (11-21-46) DEPT. OF STATE

MAP CATALOG CARD

RED GREEN BLACK

REPORTING (CHECK) CARD

(Actual size: 5x8 inches)

0 2 2 E 0 2 3 0 0 0 4 0 0 0 0 0 0 0 2 5 3 4 4 JAMAICA KINGSTON DISTRICT ENGL											
N 1 8 0 4 W 7 6 5 0											
A.M.S. CALL NO.											
EXACT TITLE											
RED-AREA MAP FILE											
GREEN-SCALE FILE											
GREEN VERTICAL-URBAN AREA											
BLUE VERTICAL-H.O. CHARTS											
BROWN VERTICAL-AAF CHARTS											
BROWN HORIZONTAL-CROSS REF.											
MAP CARD #											
EXACT LOCATION											
OR SERIES NUMBER											
ALPHABETIZING											
CODE											
BOOK, DOCUMENT OR											
AREA CROSS REFERENCE											
TEXT											

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

INDEX TO CATALOGER'S MANUAL

Aerial Photography	15
Agriculture	17
Air Navigation	18
Area	8
Bibliography	18
Blank Space	29
Boundaries, Administration	19
Classification No.	12
Climate	23
Color	15
Coordinates	14
Date	12
Date Cataloged	29
Diagram	15
Edition	13
Exact Title	12
Fishing	23
G C I P S	28
Geology	23
History	23
Industry	19
Language (Text)	13
Manuscript	16
Military	19
Minerals	24
Monochrome	16
Multiple	15
Number of File Copies	14
Oil	20
One Piece	15
Peoples	20
Photograph Negative	16

Photostat Negative	16
Picture	15
Positive	16
Power	21
Press Run	16
Profile	15
Projection	14
Publishing Authority and Number	14
Railroads	22
Religions	21
Roads	23
S C R F U	13
Scale	11
Series	15
Set	15
Soils	24
Source	16
Subject (Major Classification)	8
Surface	25
Telecommunication	26
Vegetation Cover	26
Water Supply Facilities	27
Waterways	27

U.C. BERKELEY LIBRARIES



C027412249

M588292

Z
695
.6
435
L.S.

