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# A RESEARCHER'S GUIDE TO THE ARMY MAP SERVICE LIBRARY

AMS 1  
FEBRUARY 1951

ARMY MAP SERVICE  
CORPS OF ENGINEERS  
DEPARTMENT OF THE ARMY  
WASHINGTON 16, D. C.



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## PREFACE

This Manual describes the AMS Library facilities. It has been prepared to serve a dual function. The supervisor can use it to implement the normal orientation of his personnel. The beginner will find it a continually handy reference for his activities with and within the Library. Embryo researchers (the term is used in its broadest sense) should not be expected to digest the manual's context without supplementary instruction. Experienced researchers or supervisors should not depend on it as a compendium of Library methods. Since the AMS Library is established for military topographic purposes, it necessarily reflects current trends in cartography and current needs of military strategy. It is, therefore, constantly susceptible to change of procedure within its basic policy. The researcher should not consider the Library a static organization.

A definite program which will afford the beginner experience in Library techniques is prescribed in conjunction with the Manual. Such a program should be formulated on the specific responsibilities of a research unit and should apply to specific research problems. Academic generalization of either library or research techniques should be reserved for the advanced worker. The latter type of indoctrination will only confuse the beginner's relationship with his job and with AMS.

This manual will develop its proper potential if accepted as a guide rather than a set of regulations. It will best serve its purpose when it supplements, rather than supplants, daily investigation.

In that regard the Library must be considered in its proper relationship to the researcher. It can not and should not solve his problems. It will provide him with the material for such solution. The Library's function is to accumulate, identify and place at the researcher's disposal as complete and pertinent a collection of data as is possible. The researcher's function is to exploit that data thoroughly and to apply his discoveries to assigned projects. The mechanics of those functions frequently overlap. Constant advice is requested of the researcher to improve the Library's collection. His suggestions and recommendations in large degree influence procurement programs. The expression of his needs determine the details of cataloging, indexing and filing. Conversely, Library personnel frequently assist the researcher in selecting the material which best suits his purpose. The former also maintain a continuous check on cartographic publications and inform the researcher of new items of interest.

Library customers should recognize the spirit of cooperation. They should realize that the accession and the scrutiny of maps are not independent functions. They must understand that the last word in library content and library practices must be the mutual opinion of those who seek and those who serve.



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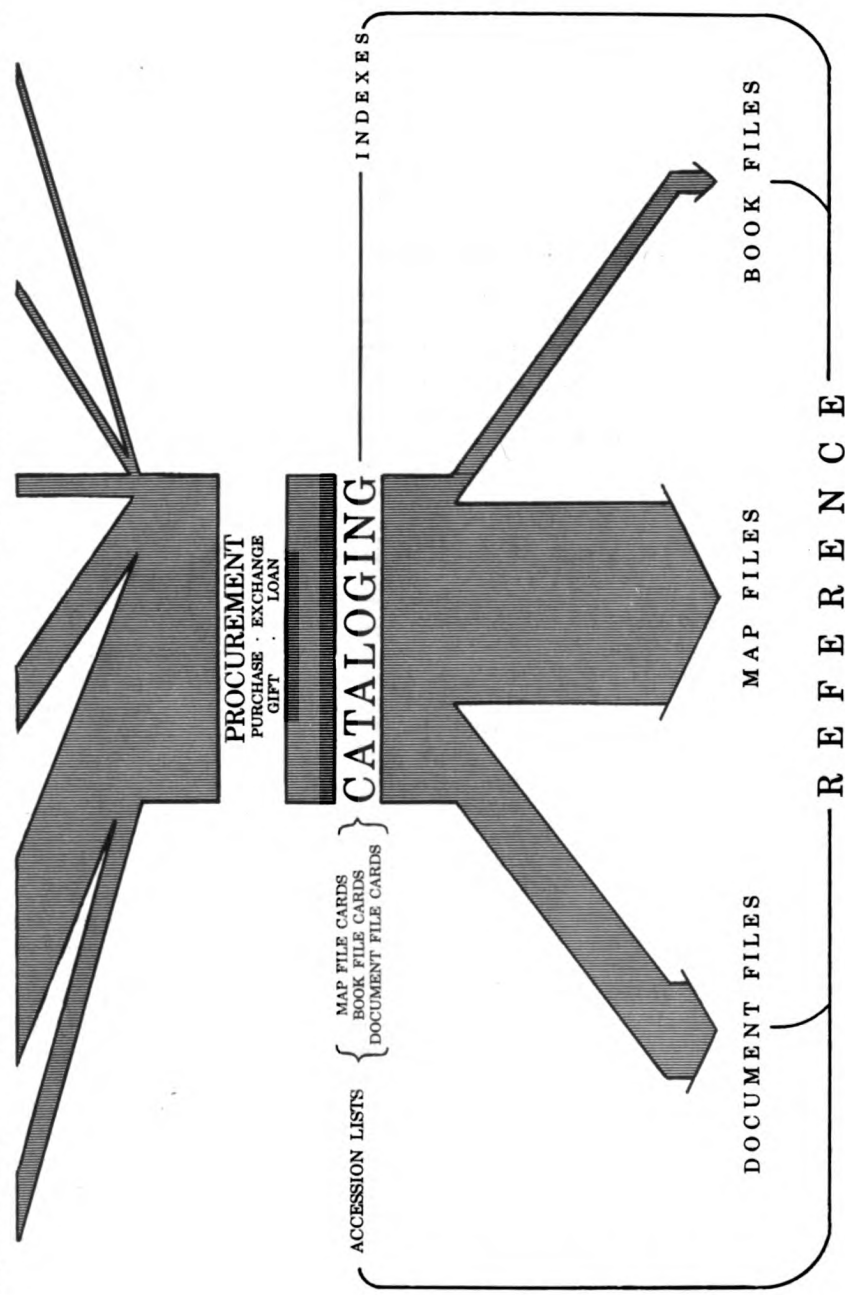
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# MAP · LIBRARY · FLOW · CHART

MILITARY GEOGRAPHIC EXCHANGE ENGINEERS  
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## Chapter I GENERAL

### 1. PURPOSE AND SCOPE

The AMS Library is the authorized repository for military topographic intelligence. It conducts a program of procurement that increases its holdings with maps, books and documents pertaining to this subject from all parts of the world. Internal processes have been developed to make this material readily available to the researcher for reference and loan.

In general aspect the AMS Library is identical with the average book library. Its Call Number system, its cross-reference card file and its charge-out method simulate standard library operations. Within this structural similarity, AMS has contrived an unique system for map identification. The elements of its Modified Williams Classification System are peculiar to the AMS Library and do not correspond to such identification in any other Federal agency.

The Library has been recataloging its holdings from a previous version of the Williams System. The replacement of the older system is nearly complete. Acquisitions, since the modified system was installed, have been recorded on "Machine" cards. Earlier accessions were recorded in a manner customary to most libraries. The cards of the obsolete system will be retained for a limited period as additional reference. Since the earlier cards have been converted, the researcher will need to consult them rarely.

### 2. CODES

Unfortunately for the beginner, the information on the Machine Cards is coded. He will find this relatively unintelligible at first. However, practice will bring easy recognition. Only a few elements of the code need be memorized. The majority can be interpreted from a legend prepared for that purpose.

a. *Call Number.*—The easiest and quickest way to obtain an item from any library is to consult its card files and determine the Call Number. This is the key that unlocks the library's holdings, the pass word which makes its material accessible. A book library's card file lists its volumes primarily by title, author and subject matter. The researcher who consults such a file obtains the call number from the card he locates in an alphabetical arrangement of these three categories. In the AMS Library a reverse procedure usually applies. Cards are filed according to area. The researcher with a knowledge of several elements of the AMS Call Number can construct it from that knowledge and the requirements of his current problem. Since the Call Number's elements arbitrarily coincide with



the map's characteristics, he can develop the Call Number as his investigation of the card file progresses. A thorough understanding of the Call Number under both the "new" and "old" systems is necessary, for the same principles apply.

The Call Number consists of five (5) parts that always occur in the same order:

- (1) Area
- (2) Type
- (3) Williams Classification
- (4) Authority
- (5) Scale and Slant

(1) *Area*.—AMS has divided the world into two kinds of geographical entities: numerical and alphabetical. Although their boundaries may coincide at some points, the two breakdowns must be considered distinct and separate.

(a) *Numerical Classification*.—(See Fig. 1—Index to Theater Areas.) The numerical breakdown consists of nine (9) parts. These numerals with their geographic equivalents are:

- |               |                   |                  |
|---------------|-------------------|------------------|
| 1. World      | 4. Arctic Regions | 7. Latin America |
| 2. Africa     | 5. Asia           | 8. North America |
| 3. Antarctica | 6. Europe         | 9. Pacific       |

With the exception of Area 1 the numerical breakdown is generally *continental* in aspect. This should be kept in mind particularly in relation to the alphabetical areas.

Only the "World," Area 1, is further divided. Its four (4) subareas are:

11. Eastern Hemisphere
21. Western Hemisphere
31. Northern Hemisphere
41. Southern Hemisphere

Since the breakdown is of the "World," the "1" continues throughout and the 1 through 4 occurs as a prefix. These numbers are read as one one, two one, three one, and four one, respectively; not eleven, twenty-one, thirty-one or forty-one.

(b) *Alphabetical Classification*.—AMS has similarly divided the world into 25 parts, designated by the letters A through Z, with the "I" omitted to avoid probable confusion with one.

1. These alphabetical areas fit more or less into political or geographic units within the continental areas. Examples of this division are:

- "A" consists of Canada, Newfoundland and Labrador
- "M" consists of Europe
- "N" consists of USSR
- "Q" consists of Alaska and the Aleutians
- "V" consists of the U. S.

2. In most instances it has been necessary to further subdivide the alphabetical areas. The subdivisions are identified by numerical prefixes. Each alpha-

betical area has a potential of 9 subdivisions. (The only exception, alphabetical areas M and E (Europe and Central America) have been broken into 10 parts of which the tenth is described with a zero). Any one of these 9 subdivisions may in turn be divided into 9 parts, each of which in turn may be divided into 9 parts. To summarize, the alphabetical area can be subdivided into 3 sets of 9 parts each. (See Fig. 2)

3. While no over-all formula can be cited, the division of the alphabetical area progresses through successively smaller units. Depending on the initial area, the first subdivision may be regions, states or provinces. In the United States, the first subdivision consists of New England, the Southern States, the Western States, etc. In Europe it includes both single countries, such as France and Spain, and groups such as the Benelux nations or the Scandinavian countries.

4. The next subdivision comprises still smaller political units. In the United States it is the states. In the Benelux countries it is the nations. Similarly Scandinavia has been subdivided into Norway, Finland, Sweden and Denmark.

5. The third subdivision represents even smaller areas. Examples: Sweden is arbitrarily divided into two parts, and Germany is divided into states. (See Fig. 3 for samples of such division.)

(c) *Reference*.—None of these geographical divisions is inflexible. Their boundaries change or additional subdivisions are created as strategic importance increases or series coverage is altered by acquisitions. Accordingly, no attempt should be made to memorize either the location or the subdivisions; certain phases will be normally assimilated through every-day usage. To know where to find the latest indexes to solve a specific problem is important.

There are four (4) sources where the area breakdown can be secured.

- |                      |   |
|----------------------|---|
| 1. Card File         | 3. Theater Area Indexes                 |
| 2. Accessions Report | 4. Index of Library Area Classification |

1. Area breakdown cards which are the most up-to-date information available are maintained in the Card File Room. These cards are used to prepare the Monthly Accessions Reports.

2. The Accessions Report is the next most up-to-date. (Care should be exercised to assure it is the latest issue.) Both of these sources have a disadvantage since they merely list the breakdown and do not index the area graphically as do Items 3 and 4.

3. With the recent installation of a new unit in the Cataloging Section, the Theater Area Indexes are more accurate than ever. The Theater Area Indexes are revised daily to give a more precise, more legible and more detailed geographic division than does the small scale world map entitled "Index of Library Classification."

4. The Index of Library Classification is comparatively reliable in spite of changes in political boundaries relating to the subdivisions in the alphabetical breakdown. An effort is constantly made to keep them current. It does serve as a general source when detailed accuracy is unnecessary.



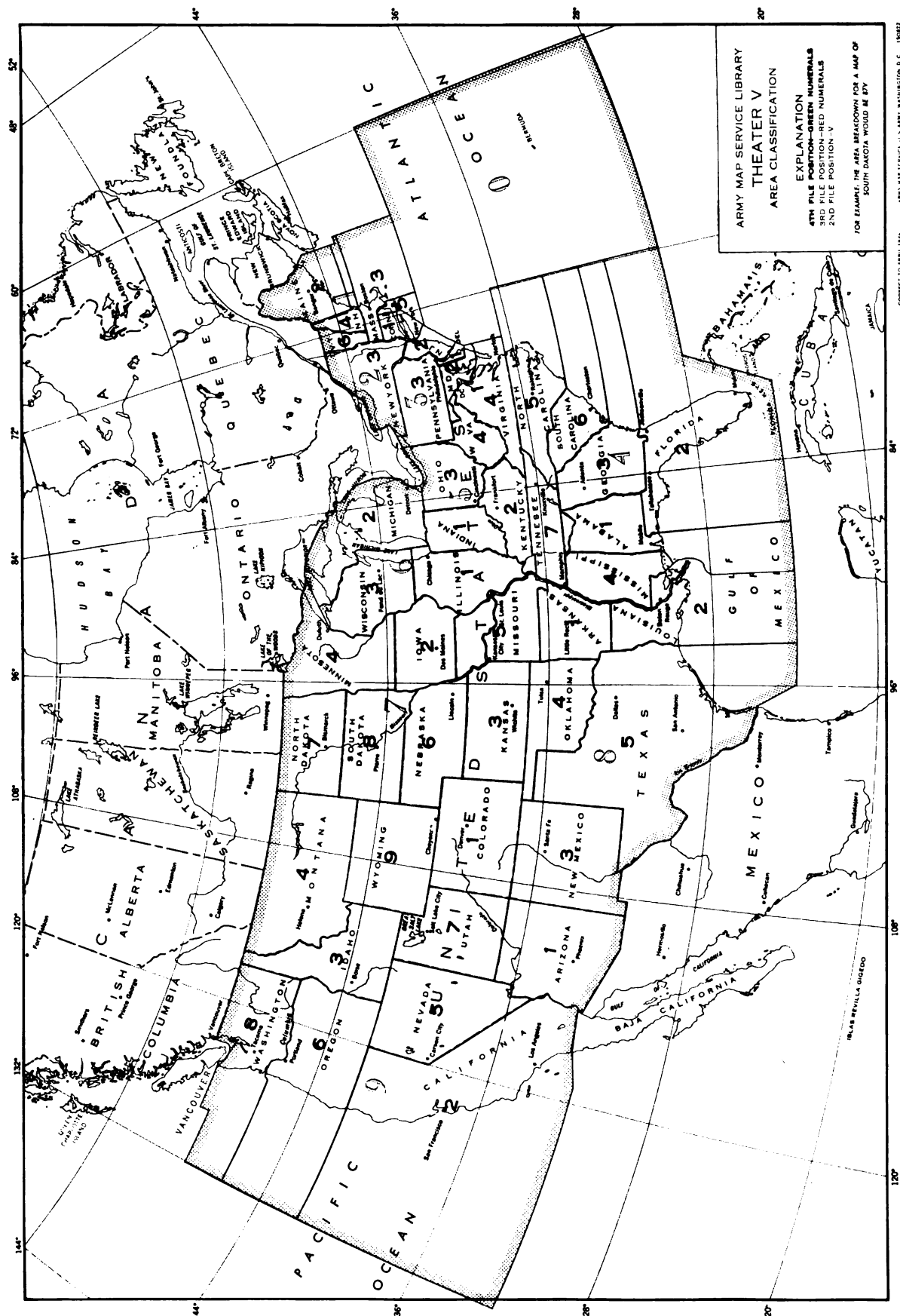


FIGURE 2.—Facsimile of an Area Index (Area V)

AREA CLASSIFICATION	
CODE NUMBER	AREA
1	WORLD
11	EASTERN HEMISPHERE
21	WESTERN HEMISPHERE
31	NORTHERN HEMISPHERE
41	SOUTHERN HEMISPHERE
2	AFRICA
3	ANTARCTICA
4	ARCTIC
5	ASIA
6	EUROPE
7	LATIN AMERICA
8	NORTH AMERICA
9	PACIFIC OCEAN
A	CANADA
1A	NORTHWEST TERRITORIES
11A	DISTRICT OF FRANKLIN
21A	DISTRICT OF KEEWATIN
31A	DISTRICT OF MACKENZIE
4A	WESTERN CANADA
12A	BRITISH COLUMBIA PROVINCE
22A	YUKON TERRITORY
4A	SOUTH CENTRAL CANADA
14A	ALBERTA PROVINCE
24A	MANITOBA PROVINCE
34A	SASKATCHEWAN PROVINCE
5A	ONTARIO PROVINCE
6A	QUEBEC PROVINCE
7A	LABRADOR
8A	NEWFOUNDLAND
9A	SOUTHEASTERN CANADA
19A	NEW BRUNSWICK PROVINCE
29A	NOVA SCOTIA PROVINCE
39A	PRINCE EDWARD ISLAND PROVINCE
1B	SPITZBERGEN
2B	NORTH POLAR REGION
1C	GREENLAND
11C	NORTH WEST GREENLAND
21C	NORTH EAST GREENLAND
31C	SOUTH WEST GREENLAND
41C	SOUTH EAST GREENLAND
2C	JAN MAYEN AND ICELAND
32C	JAN MAYEN
62C	ICELAND
1D	PALMER PENINSULA
2D	SOUTH GEORGIA ISLAND
3D	CROCKET ISLANDS
4D	MARIE BYRD LAND
5D	COATS LAND
6D	MAC ROBERTSON LAND
7D	WILKES LAND
8D	VICTORIA LAND
E	CARIBBEAN AREA
1E	BAHAMAS ISLANDS
2E	GREATER ANTILLES WESTERN
12E	CUBA
22E	JAMAICA
3E	GREATER ANTILLES EASTERN
13E	DOMINICAN REPUBLIC
23E	HAITI
33E	PUERTO RICO
4E	LESSER ANTILLES
5E	CENTRAL AMERICA NORTHERN
15E	BRITISH HONDURAS
25E	EL SALVADOR
35E	GUATEMALA
45E	HONDURAS
55E	NICARAGUA
6E	CENTRAL AMERICA SOUTHERN
16E	COSTA RICA
26E	PANAMA REPUBLIC
36E	PANAMA CANAL ZONE
7E	COLOMBIA
17E	NORTHERN COLOMBIA
117E	ANTIOQUIA DEPARTMENT
217E	ATLANTICO DEPARTMENT
317E	BOLIVAR
417E	BOGOTA COMMISSARIAT
517E	MAGDALENA DEPARTMENT
617E	NORTE DE SANTANDER DEPARTMENT
7E	WESTERN COLOMBIA
127E	CAUCA DEPARTMENT
227E	CHOCO INTENDENCIA
327E	NARIÑO DEPARTMENT
427E	VALLE DEPARTMENT
57E	CENTRAL COLOMBIA
137E	ARAUCA COMMISSARIAT
237E	BOYACA DEPARTMENT
337E	CALDAS DEPARTMENT
437E	CUNDINAMARCA DEPARTMENT
537E	HUILA DEPARTMENT
637E	SANTANDER DEPARTMENT
737E	TOLIMA DEPARTMENT
47E	SOUTH EASTERN COLOMBIA
147E	AMAZONAS INTENDENCIA
247E	CAGUETA INTENDENCIA
347E	META INTENDENCIA
447E	PUTUMAYO COMMISSARIAT
547E	VAUPES COMMISSARIAT
647E	VICHAGA COMMISSARIAT
57E	OUTLYING ISLANDS
8E	VENEZUELA
18E	NORTH WESTERN VENEZUELA
118E	BARBADOS
218E	COJEDOS
318E	FALCON
418E	LARA
518E	PORTUGUESA
618E	TRUJILLO
718E	YARACUY
818E	ZULIA
28E	NORTH EASTERN VENEZUELA
128E	ANZOATEGUI
228E	ARAGUA

FIGURE 3.—Area Classification (facsimile of a sample page)



(2) *Type*.—AMS recognizes three broad types of maps:

(a)	CODE	TYPE	DEFINITION
	1	General	Map that covers the <i>entire</i> area
	2	Part	Map that covers only a <i>portion</i> of the area
	3	Series	Assemblage of maps having the same characteristics such as format, scale, authority, etc., which is designed to cover the <i>entire</i> area

Their definition is based on relationship to the specific area of their occurrence. It may be as extensive as a numerical area or as restricted as the third phase of an alphabetical area.

(b) In conjunction with these three main types there are four variations.

1. The first is the number "4" which designates Urban Areas or City Plans.

2. The second is the number "5" which designates Island maps. When a "4" is used in conjunction with the three main types the result is:

CODE	TYPE
41	General Map or Plan of an Urban Area
42	Part Map or Plan of an Urban Area
43	Series or Groups of City Plans

Similar combinations would produce 51, 52, 53 pertaining to Island maps.

Not all Island maps are given a "5" classification. Where there is an area breakdown naming the island or island group, the "5" is not used. Where islands are not named in the area breakdown or where an island is a member of a larger group which is named and numbered in the area breakdown, then a "5" will occur.

3. The third and fourth variations develop from combinations of the three basic types that are modifications of a series:

CODE	TYPE
23	Part of a Series or a complete Series that does not cover the <i>entire</i> area
32	Series of Part Maps

Attention is directed to the combination of the numbers used. A two-three denotes that the 2 is "Part" and the 3 is "Series." When combined this signifies "Part of a Series" or Part of the Area.

(c) All map types and subtypes should be committed to memory.

(3) *Williams Classification*.—When the AMS Library was a part of the Army War College, a cartographer, Arch B. Williams, instituted a map classification and cataloging system which, with modifications, exists to this day. (See Fig. 4)

(a) This system includes over 31 coded subject classifications ranging from exploration to photo maps. A decimal annotation is applied which makes it possible under a broad heading to indicate categories of maps, such as the various subtypes listed under

TABLE 2	
THE WILLIAMS SYSTEM MAP SUBJECT CLASSIFICATION	
GENERAL INDEX	
CODE NUMBER	SUBJECT
100	MISCELLANEOUS
200	SPECIAL
230	INDEXES
260	SYMBOL SHEETS
300	EXPLORATIONS PIONEER GEOGRAPHICAL RESEARCH
400	OUTLINE
500	CLIMATIC
600	GEODETIC
610	MAGNETIC CHARTS
700	ECONOMIC
740	MINE LOCATIONS CONCESSIONS ETC
750	OIL INSTALLATIONS CONCESSIONS ETC
760	WATER WORKS SYSTEMS ETC
790	SURFACE LOCATION OF BUILDING MATERIALS
800	ETHNOGRAPHIC HUMAN GEOGRAPHY POPULATIONS
900	NATURAL RESOURCES
1000	PLANS OF STRUCTURES BUILDINGS WORKS ETC
1100	HYDROGRAPHIC OCEANOGRAPHY
1130	HARBORS PORTS
1200	AGRICULTURE
1300	SOILS
1400	GEOLOGICAL
1470	GEOLOGICAL CROSS SECTION
1500	PHYSICAL
1530	STEREODIAGRAM
1600	NAVAL
1640	PLANS OF NAVAL STATIONS
1700	MILITARY
1730	AIR SUPPORT OR TARGET CHARTS
1740	PLANS OF MILITARY STATIONS
1800	POSTAL
1900	RADIO WIRELESS ETC
2000	TELEGRAPH CABLE
2100	TELEPHONE
2200	WATERWAYS
2210	CANALS DETAILED
2220	RIVERS DETAILED
2230	LAKES DETAILED
2260	DRAINAGE DETAILED
2280	STEAMSHIP ROUTES
2300	RAILROADS
2310	MISCELLANEOUS DIAGRAMS CHARTS TABLES ETC
2340	DETAILED PLANS OF STATIONS YARDS SIDINGS ETC
2350	GENERAL MAPS SHOWING GENERAL LINES SYSTEMS NETS ROUTES ETC SMALL SCALE
2370	PROFILES
2390	DETAILED SURVEYS RIGHT OF WAY ETC LARGE SCALES WITH OR WITHOUT CONTOURS
2400	ROADS HIGHWAYS
2404	OUTLINE CITY PLAN
2410	MISCELLANEOUS DIAGRAMS CHARTS SIGNS SYMBOLS ETC
2420	GENERAL MAPS
2470	PROFILES
2480	STRIP MAPS
2490	DETAILED SURVEYS RIGHT OF WAYS ETC LARGE SCALE WITH OR WITHOUT CONTOURS
2500	AERONAUTICAL
2510	MISCELLANEOUS CHARTS GRAPHS DIAGRAMS ETC
2540	DETAILED PLANS OF AIR FIELDS AIR STRIPS ETC
2550	GENERAL MAPS SHOWING LOCATIONS OF ROUTES AIR FIELDS RADIO BEAMS ETC
2560	FLIGHT STRIPS MAPS
2590	RADAR
2600	COMMUNICATIONS USED WHEN TWO OR MORE ARE EMPHASIZED
2650	"TERRAIN GOING MAP"
2700	CADASTRAL
2800	POLITICAL
2900	CULTURAL PLANIMETRIC
3000	TOPOGRAPHIC CONTOURED
3050	FORM LINES OR MACHURES WITH SPOT ELEVATIONS
3100	PHOTO MAPS
3101	MISCELLANEOUS PHOTO ANY TYPE
3102	PHOTO COVERAGE MAPS
3104	PHOTO INDEX
3117	AIR SUPPORT OR TARGET CHARTS
3122	WATERWAYS
3130	CONTOURED

FIGURE 4.—Williams Classification (facsimile of a sample page)

"23.00 Railroads" and "24.00 Roads or Highways."

(b) The Cataloging Section of the Library assigns the Williams Classification to each sheet or series. This is not a mechanical process. Error is always imminent during the cataloging of a map and changes in classification emphasis influence the cataloger's decision. In time of war, natural interest would describe as Military or "17.00" a map which in peacetime might be considered as Topographic or "30.00." The publisher's designation is considered, but does not necessarily determine the final classification.

These facts should be kept in mind while research is being conducted, particularly when dependence is placed entirely on the cards rather than on examination of the maps. Equal consideration should be given to the fact that the Williams System gives only one subject classification in the Call Number. This manual in its later pages explains the occurrence of further subject descriptions under the "new" system. No effort should be made to memorize the Williams Classification System. Experience and general usage will teach what 30.00, 29.00, 26.00, 25.00, 24.00, 23.00, and 17.00 represent.

(c) There are two sources of reference for the Williams System:

1. Guide to the Williams System Map Subject Classification and Cataloging, Revised, August 1947.

2. Page 13 of the AMS Authority Code List.

(4) *Authority*.—AMS has established an arbitrary sequence of 5-digit numerals to designate map publishing agencies.

(a) These identifications are keyed to the alphabetically defined areas of the world and their subdivisions.

1. The numbers are arranged in increasing value to coincide with the alphabetical progression of area designation, but their apportionment among areas is not equal. For example: Area M includes numerals 37001 through 57000, while Area N contains 57001 through 61000.

2. This differential is based on the number of cartographic agencies assumed to operate in each area.

3. Sufficient latitude for interpolating authorities yet unknown has been allowed in the system. (See Fig. 5)

(b) As a map is accessioned by the Library, the nationality of its producer, whether publisher, compiler, or printer is established.

1. If no previous receipt for this agency has been recorded, a code number is assigned on the basis of its producer's residence.

2. If nationality cannot be established, the name of the individual or firm is assigned a code number under "Miscellaneous." In this manner the list develops accumulatively.

(c) Code numbers are never cancelled. Where an authority has been assigned two or more codes inadvertently, the main code number is retained. The remaining code numbers will be corrected and used only for cross-reference. When the maps are recataloged, the incorrect codes are deleted.

COSTA RICA

8051 ANDINO EDUARDO  
8052 CARRANZA J J  
8053 CLAYBURN JOHN G AND GREEN GEORGE W  
8054 COHEN ALEX A  
8055 COMPANIA BANANERA DE COSTA RICA  
8056 COMPANIA ELECTRICA DE LIMON  
8057 COMPANIA ELECTRICA DE PUNTARENAS  
8058 MINISTERIO DE FOMENTO  
8059 FERROCARRIL ELECTRICO AL PACIFICO  
8060 DIRECCION GENERAL DE CORREOS  
8061 COMPANIA NACIONAL DE FUERZA Y LUZ  
8062 INGENIERO MUNICIPAL

PANAMA

8251 HEBARD R W AND CO  
8252 INTER AMERICAN HIGHWAY COMMISSION  
8253 ISTHMIAN CANAL COMMISSION  
8254 DEPARTAMENTO DE OBRAS PUBLICAS  
8255 NORMAN J A  
8256 CHIRIGUI LAND COMPANY  
8257 MADURO I L

RWH

PANAMA\CANAL ZONE

8451 ENGINEER REPRODUCTION PLANT PANAMA CANAL DEPARTMENT  
8452 DEPARTMENT OF OPERATION AND MAINTENANCE  
8453 CORPS OF ENGINEERS USA PANAMA CANAL DEPARTMENT  
8454 OFFICE OF THE CONSTRUCTING QUARTERMASTER PANAMA  
CANAL DEPARTMENT  
8455 OFFICE OF THE DISTRICT ENGINEER PANAMA ENGINEER  
DISTRICT  
8456 OFFICE OF THE DIVISION ENGINEER PANAMA DIVISION  
8457 DEPARTMENT OF OPERATION AND MAINTENANCE SECTION OF  
CIVILIAN DEFENSE

ODE  
OOM  
MSP

FIGURE 5.—Table of Authorities (facsimile of a sample page)

(d) There are three sources for authorities, equal in reliability but varying in the degree of completeness:

1. One person in the Library Reference Room is responsible for Authorities. The employee's function is to investigate all map authorities and assign code numbers to his discoveries. This individual has a relatively complete knowledge of such agencies and is usually able to explain similar or conflicting authority designations.

2. In the card files there are two sets of Authority Cards. In one, the Authority Cards are filed numerically and contain the latest name used for authority. In the other, they are arranged alphabetically and show the numerical entries plus the earlier or alternate designations of authority. This provides a convenient cross-reference.

3. The latest edition of an AMS Authority Code List was published in 1946. A new and revised edition is being prepared for printing in the very near future. It consists of three tables: An Area Classification, A Williams System Classification, and the Authorities Table divided into a "Key to Authorities" and a "Numerical List of Authorities."

(e) The contents of the Authority Codes List need not be memorized. Certain code numbers will be mentally retained by mere association.

(5) *Scale and Slant.*

(a) *Scale.*—The scale is obtained from the face of the map sheet. The cataloger transfers it to his records and it is expressed in full on the Machine Cards.

Three prefixes are used where pertinent, in conjunction with the scale:

1. "A" indicates that the scale is approximate. This may indicate reduction or enlargement of the map's original scale during subsequent reproduction. In other cases it may signify inaccurately expressed or undetermined scale factor.

2. "V" is an abbreviation of "Various" and is applied almost exclusively, to series of Part Maps. Where the "V" is followed by a scale it means that the specific sheet is at that scale, but other sheets of the series are at different scales.

3. "T" indicates that a transliteration has been made. Usually these are overlays prepared for a foreign map series. The "T" occupies Box 16 of the Machine Card in the "Slant" position. This avoids misinterpretation where a Slant may have "T" sheets.

4. Where scale is not indicated and there is no means of determining it, the map is qualified as "No Scale."

(b) *Slant.*—When two or more maps have the same Call Number but possess at least one different characteristic, they are separately identified by a diagonal line, or Slant, plus a numeral.

1. Differences may occur in context, legend, format, presentation, etc., but they must be sufficient to isolate one map decisively from the others.

2. Each of the Slants indicates a distinct entity.

3. That a Slant is not a new edition of the old map should be completely understood.

4. The numeral following the Slant may be 2 through 9. Only one digit



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																							
A.M.S. CALL NO.												SHEET NUMBER OF NAME											
ARFA TYPE WILLIAMS AUTHORITY SCALE												MARILA - MAP CARD BLUE VERTICAL - H.O. CHARTS											
CLASSIF.												SALMON - CAPTURED MAPS BROWN VERTICAL - AAF CHARTS											
NUMBER												DOFT - URBAN AREA											
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25												26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45											

TYPE OF REC.												EDITION												TYPE												TYPE REPO.												UNION												DESCRIPTION												SECONDARY												CLASSIFICATION												ACCESION												PRINTING												ACC.												BNT. ANALYSIS																																			
SPECIAL												SIGNIFICANT												DATE												CATALOG												1 2 3												AUTHORITY												NUMBER												DATE												DATE																																																																							
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NEGATIVE NO.																																																																																																																																																																							
94 95 96 97 98 99 100												1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25												26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45												46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100												1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25												26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45												46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																																																																															

**FIGURE 6.—Facsimile of "A" card (basic color: buff)**

[illegible]

**FIGURE 7.—Facsimile of “B” card (basic color: red)**

Printed in U.S.A. Registration Book P-13325

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

FIGURE 8.—Facsimile of Authority card (yellow only)

can be accommodated by the space on the "A" card. (See Fig. 6)

5. The digit "1" is never used. When no Slant occurs the "1" is understood.

6. The numerals in the Slant indicate their order of cataloging only. No relationship exists as to date or reliability.

7. A/3 of a 5-slant series may be the latest date and A/5 the oldest.

### 3. NEW CARD SYSTEM

a. *Types.*—All Machine Record Cards are filed together in a central location. There are three basic types. Various colors within types "A" and "B" signify different functions and cross-reference. The printed form remains the same for each type. Some examples are shown below.

- (1) *Map Card A* (basic color).....Manila (See Fig. 6)
  - Urban Area (A card).....Buff
  - Captured Map (A card).....Salmon
  - Cross Reference (A card).....Manila with Brown Horizontal Stripe
- (2) *Map Card B* (basic color).....Red (See Fig. 7)
  - Scale (B card).....Green
  - Authority, Call Number and Reference (B card).....Yellow
  - Cross Reference.....Red with Brown Horizontal Stripe
- (3) *Authority Card*.....All Yellow (See Fig. 8)

Note:—Vertical Striped Cards within types A and B are presently being replaced.

(4) All these cards, as well as their location in respect to each other, are worthy of detailed discussion. Description of the information shown on them cannot avoid a summary of background material nor exclude mention of data, not directly pertinent to the card, but which tends to improve the researcher's knowledge of their purpose. The following must be kept in mind by all beginners.

(a) Each card is divided into two sections with a blank horizontal space running through its center. The punched data of the upper section has been interpreted and its contents are expressed on the top line. The lower section has been interpreted on the second line from the top.

(b) The punched and interpreted data comprise columns which are headed by self-explanatory titles.

When searching for specific information, it is necessary only to locate the heading or title in either the top or bottom section and follow its vertical borders to the line on which it is interpreted. Conversely, if there is doubtful information on the first or second line, follow the column down to the heading. If these practices are followed, confusion will be avoided and the beginner will find the cards simple to consult.

b. *Map Card "A."*—(See Fig. 6). Map Card "A" is typical of this whole group. It is the principal or master card for the majority of maps filed in the AMS Library. Since the other cards are identical in design, discussion will be limited to their use and location.

The top line of the "A" card identifies the specific map sheet while the second line contains information about that sheet.

(1) *Call Number*.—The Call Number has been discussed previously in detail. (Par. 1, a.)

(2) *Sheet Name or Number*.—The Sheet Name and/or Number identifies the specific sheet of a series.

(a) Sometimes both are used to identify the map. In such cases the cataloger gives preference to the latter.

(b) If only a sheet name appears on the card, it may be assumed no sheet number exists.

(c) In a General or Part Map an abbreviation of the title is given. In recent acquisitions attempts have been made to indicate the area, leaving the exact title to a different "B" card.

(d) The name of the city for Urban Area maps is given in Sheet Name or Number, and the name of the island or island group for Island Maps. The name of the city or island of a "5" type (See Page 7, Par. 2) in this column is an essential part of the Call Number.

(e) An "A" card is prepared for each sheet and the index of each series. Similarly, a card is prepared for each sheet of a 2 or more sheet map of a General or Part set. The sheet numbers in such instances will read: 1 of 2, 2 of 3, 3 of 3, as required.

(3) *Type of Negative*.—This column is no longer used for its original purpose. At one time it referred to the type of negative resulting from photographic process such as glass, film, etc. This practice has been discontinued. Evidence of an interim measure is occasionally encountered.

(a) Some cards were prepared with the letter "O" in this column to record the map's transmittal to an AMS Depository. This policy, also, has been revoked.

(b) The column is presently used to indicate, by insertion of the letter "P," the existence only of a Primary copy in the file.

(4) *Special Services Negative Number*.—The Special Services Section is part of the Photomechanical Branch, Reproduction Division. One of its primary functions is to reproduce maps photographically. This operation occurs at the request of the Library to duplicate items for either storage in its file, in the Depository, or to satisfy the need of a customer. Negatives which result from this process are usually stored in Manuscript Files.

(a) To identify this material, a six-digit number, assigned by the Library, is applied to each negative by stencil perforation. This number is stamped, customarily in the lower right portion, on the map. When additional copies of the map are available in the Library File, the number is added by either pen or pencil notation. For further reference the number is also added to the Machine Card.

(b). The researcher should keep in mind the elements which give the Negative Number its uniqueness. Since it is a part of the AMS Key Number system it always contains six digits. Within that system it has been limited to one of two numerical

sequences which require its first digit to be either 4 or 8. These characteristics should be remembered to avoid confusion with the Accessions Number which is described later in the manual.

(c) In some cases the Negative Number has been inadvertently omitted from the "A" card. Such omission should not be accepted as proof of non-existence. Three further sources should be consulted:

1. The map upon which the number should be stamped
2. The file established in the Library for this purpose
3. The Library Staff member assigned responsibility for such data. This employee maintains a file of Negative Numbers according to both Call Number and Sheet Name/Number. He should be queried only when the other sources have been unsuccessfully exploited.

(d) A specific form (See Fig. 9) is available for requesting photographic copies of Library material. Separate requests should be prepared for copies of maps which have and have not previously been photographed. When requests of the latter type are combined with those from existing negatives, they delay completion of the entire order. The form, when completely filled in, is presented to the Library Staff member mentioned in the paragraph above. From that point Library routine assures delivery of the requested material.

1. Some intelligence maps contain an overprint of pencilled outlines of descriptive information. When the base without this data is already on file, AMS does not assign a Negative Number to the elaborated copy. If requested, the map will be photographed and the negative transmitted to the customer.

2. When a map is sent to AMS for photographic reproduction and there is no copy in the Library, AMS will have two additional copies made for its files. If there is one copy, AMS will bear the cost of photography so as to have two copies in its files. This copy will be cataloged and charged out to the person requesting it. Such procedure is automatic.

(5) *Edition*.—Edition is shown by either number, coded letter, or combination of them.

(a) For example: A second edition will be indicated by the number "2."

(b) A second provisional edition will be indicated by the combination "2P."

The following letters are employed in the edition code:

- P - Preliminary or Provisional
- E - Emergency
- A - Advance
- N - Interim
- X - Expurgated

(6) *Issue*.—The number in the edition column for all maps of AMS authority indicates the AMS sequence of issue rather than the edition.

(a) AMS frequently reprints maps originally published by foreign agencies

such as Directorate of Military Survey (D/Svy). A combination of numbers showing the number of the edition and the numerical order of publication by AMS appears on such maps. The part of this number which indicates AMS issue is only advanced by revision of factual data and not by change in format or by facsimile reprint.

(b) A detailed description of the system which controls the edition and issue numbers of AMS publications is contained in AMS Technical Manual No. 22.

(7) *Significant Date*.—This term signifies the date which most accurately describes the information of the map. It is separated into type and calendar reference.

(a) A priority list has been established to aid in the selection of the most significant date. An alphabetical code indicates the interpretation of the edition. This code is used in the column marked "Type." (See AMS Memorandum No. 27, 11 Sept. 1946.)

(b) The month is shown whenever possible with the year. The month is shown by the first two units and the year by the last two. For example: January 1940 would be shown as 0140, and December 1941 as 1241. When the month is unknown, only the year is shown, i.e., 1941.

(c) When the issue is AMS-1, the significant date is uncoded; anything higher than AMS-1 is considered a revised or V-date.

Two code letters require further explanation:

1. Where the map gives merely a date without reference to compilation or publication data, no code letter is given under "Type."

2. An Accession Date indicates that no edition date appears on the map in question. The Accession Date, therefore, describes the time when the map was cataloged.

(d) No attempt should be made to memorize the Edition Code since it can be assimilated by usage.

(8) *Type of Reproduction*.—An alphabetical code has been established to indicate the reproduction processes by which each Library item was made. This description does not necessarily apply to the medium of original publication. The code is included in the Accession Report.

(9) *Union Catalog*.—This consists of a code list that parallels the principles of the Authority List. It indicates the location of the original of a map when either a photo or no copy resides at AMS. Maps located in AMS Depositories are assigned a specific type card. The Union Catalog was used especially during the war to indicate maps whose owners loaned them to AMS with the provision they be returned after the period of emergency.

A separate file listing of the Union Catalog numbers and their file location is maintained in the Library.

(10) *Description*.—The purpose of this item is to give additional information to that shown in the call number.

(a) The box allotted on the "A" card is composed of three (3) subcolumns which are labelled numerically.

(b) Subcolumns No. 1 and 2 show the type of topography and the contour



# ARMY MAP SERVICE SUPPLEMENTAL ORDER

## CARTOGRAPHIC DIV.

To: PLANT CARTO. \_\_\_\_\_  
 DRAFTING \_\_\_\_\_  
 COMPILATION \_\_\_\_\_  
 PROJECT DRAFTING \_\_\_\_\_  
 PHOTO MAPPING \_\_\_\_\_  
 PHOTO REVISION \_\_\_\_\_  
 MAP DESIGN \_\_\_\_\_  
 MAP CHECKERS \_\_\_\_\_  
 TRANSLATION \_\_\_\_\_  
 MAP LIBRARY \_\_\_\_\_

From: \_\_\_\_\_

NAME OF JOB \_\_\_\_\_

CLASS PROD. NO.

--	--

DATE DUE \_\_\_\_\_ 194 \_\_\_\_\_

## PHOTO:

..... Dry Plate Positive  
 ..... Dry Plate Negative  
 ..... Wet Plate " "  
 ..... Film " "  
 ..... Cont. Tone " "  
 ..... Mergers " "  
 ..... Film Positive  
 ..... Thin Base Positive  
 ..... Di-couple Transparencies  
 ..... Peeltypes  
 ..... D. W. G. 1  
 ..... S. W. G. 1  
 ..... D. W. S. M.  
 ..... S. W. S. M.  
 ..... Ad Type  
 ..... Photostats  
 ..... Ozalids  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_

## REPRODUCTION DIV.

..... PHOTO  
 ..... SPEC. SERVICE  
 ..... NEG. CUTTING  
 ..... LAYOUT  
 ..... PROCESS  
 ..... LITHO DRAFTING  
 ..... TRANSFER  
 ..... PRESS  
 ..... MAP MOUNTING  
 ..... NEG. FILES  
 ..... PLATE FILES  
 ..... FINISHING  
 ..... \_\_\_\_\_  
 ..... \_\_\_\_\_

## PROCESS:

..... Blue Lines  
 ..... Sepias  
 ..... Glucotones  
 ..... Lustro Film  
 ..... Combination  
 ..... \_\_\_\_\_

## OTHER DEPTS:

## COPY FURNISHED

QUANTITY	MOUNTED	UNMTD.
.....	SEPA	.....
.....	BLUE LINES	.....
.....	PULLS	.....
.....	FORMS	.....
.....	OVERLAYS	.....
.....	PHOTO PRINTS	.....
.....	NEGATIVES	.....
.....	TYPE SHEETS	.....
.....	POSITIVES	.....
.....	LITHOS	.....
.....	MOSAICS	.....
.....	BOARDS	.....
.....	SINGLE	DOUBLE

DELIVER COPY AND MATERIALS  
ORDERED TO:

.....  
 .....  
 .....  
 .....  
 .....

PREPARED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_ PROD. SPEC. DEPT. \_\_\_\_\_ DEPT.

200371  
A.M.S. 1-2

RETURN THIS SUPPLEMENTAL ORDER WITH THE WORK TO THE WRITER. ORDER TO BE FILED IN JACKET.

DATE \_\_\_\_\_

FIGURE 9.—Supplemental Order form

interval found on the sheet.

1. Topographic expression is abbreviated to the first four letters as follows:

- a. Bath - Bathymetric tints
- b. Hach - Hachure
- c. Shad - Shading
- d. Tint - Gradient or Layer tints
- e. Form - Form lines
- f. Spot - Spot Elevations

2. When the map contains contours of regular interval, that condition is so described.

a. If it is calibrated in meters, the letter M, or if in feet, the letter F, is placed in the last row of subcolumn No. 2.

b. The contour interval is indicated immediately to the left.

c. Where necessary, this value occupies subcolumn No. 1.

d. If contours occur at varying intervals, the abbreviation "Var" plus "M" or "F" indicates that condition such as:

Varm - Contoured with variable interval in meters

Varf - Contoured with variable interval in feet

3. Subcolumn No. 3 contains a secondary subject classification of the sheet according to the Williams Classification System.

a. If the cataloger feels the map merits recognition for characteristics not otherwise indicated, a tertiary and even a quarternary subject classification can be shown.

b. The priority of subclassifications proceeds from right to left with the highest or most important subclassification in subcolumn No. 3 and the lowest in subcolumn No. 1, i.e., 292614, signifying a map whose less important elements are geologic, communication and cultural data in that order or importance.

(11) *Secondary-Authority*.—Essentially, the Secondary Authority is an agent which has taken an important role in the compilation or publication of the map, but which the cataloger has decided is not of primary consideration.

(a) An example of this circumstance occurs when a series of maps, originated by one agency, is recompiled or revised by another. The latter is considered the Primary Authority.

(b) In the case of facsimile reprints, the reprinter is considered the Secondary Authority and the original agency the Primary Authority.

(c) The AMS Authority Code List is also used to describe Secondary Authorities.

(12) *Classification*.—Classification refers to the degree of military security imposed on a map. It is assigned to items whose publishers have determined them important as national defense intelligence.

(a) These Security Classifications have been numerically coded as follows:

	CODE	CLASSIFICATION
1.	5	Restricted
2.	6	Confidential
3.	7	Secret
4.	8	Top Secret

(b) AMS has established three other classifications that do not pertain to military security, but whose restriction to authorized agencies is considered vital:

1. *Heringen Collection (Code 1)*.—This is an especially valuable German collection of maps and allied data, accessioned by the Library through capture. It has been assigned a security code to limit its scrutiny and to provide reference for its components. However, when a map in this collection is used in the future, it will be reassigned to the Captured Map category shown by the Code number 4. Only a small part of the collection still resides at AMS. The rest has been distributed to appropriate Federal agencies.

2. *Captured Maps (Code 4)*.—This classification is similar to but of lesser degree than Code 1. It is applied to all other material gained through capture during World War II.

3. *Special Maps (Code 9)*.—This classification applies to certain cartographic material acquired by AMS through exchange with institutional or commercial agencies. At present there are two such categories:

a. The United States was given certain map series by foreign governments in return for lithographed copies of those maps. Terms, governing the exchange, stipulated that the maps be distributed only within the Department of Defense.

b. AMS has negotiated with several private corporations to exchange copies of its Library or stock maps for topographic data which those corporations acquire during activities in foreign countries.

Special Maps are not listed in the Accessions Bulletin.

(13) *Accession Number*.—Every new map accepted by the Cataloging Section is stamped with a number which it retains during its life at AMS regardless of changes in its Call Number.

(a) These numbers are assigned consecutively and arbitrarily. No attempt to categorize is made. Each 1 July the accession number reverts to "1" (one) and then progresses through the following 30 June. Duplication occurs, but never within any year.

(b) The purpose of the Accession Number is to distinguish a map among two or more copies of the same sheet. It is used in conjunction with the sheet name or number to procure specific copies from the Library. It is used also to identify specific sheets in Special Service requests.

The Accession Number is closely allied to the Accession Date.

(14) *Printing Date*.—The Printing Date is the date that the map was produced by lithography. In cases where the Printing Date is the same as the Significant Date, it is shown in both columns. Whenever possible, the month is shown in conjunction with the year.

(15) *Accession Date*.—The Accession Date is the date on which the Accession Number was stamped on the map.

(a) Only the year is shown on the Machine Card, but the month and frequently the day appear on the map.

(b) As mentioned previously, the date serves to prevent confusion among similar Accession Numbers on similar maps of the same set. Although such a possibility is remote, a proper safeguard against it is considered essential.

(16) *Sheet Analysis*.—The purpose of Sheet Analysis is twofold:

(a) It indicates the number of duplicates of a specific map.

(b) It aids the Library Staff in preparing the Accession Bulletin.

(c) Three code numbers are used:

1. #1. *Initial Sheet*.—The Initial Sheet is the first copy of a map accessioned by AMS. It also refers to the maps that were in file at the time of the change-over from the "old" to the "new" system. The code "1" is applied only to one sheet. If there are additional copies, these are called "duplicates" and given code number "5."

2. #3. *Different Edition From the One in File*.—After the map under code "1" has been established, subsequent arrivals of different editions will be cataloged as "3." There may be several different editions coded as "3" due to various dates of publication, etc. However, if there are identical copies of the original edition, they will be called "duplicates" and assigned code "5."

3. #5. *Duplicates*.—Code "5" shows that there are additional copies of either code "1" or "3." To determine which material is duplicated, a comparison must be made with the other cards.

(d) Two other code numbers are used in sheet analysis but are not entered on the cards. The Accession Bulletin lists only new maps which have been acquired by the Library since the previous Bulletin was published. On maps which have never been included and for the convenience of the staff which sorts the new maps and prepares the Bulletin, the following numbers are used:

1. #2. New maps.

2. #4. Later date than the map in file. There can be only one "2," but there can be many "4"s.

(e) When new maps are cataloged, duplicate cards are made. One set is used to prepare the Accessions Bulletin, after which it is destroyed. The second set is filed. At this time a resolution of codes occurs. The "2" becomes a "1" and all "4"s become "3"s. No change takes place in the "5."

(17) *Important Items on "A" Card*.—The Call Number and the Sheet Name/Number are considered the most important research items. They enable a researcher to procure the material (maps) with which to work.

(a) The Williams Classification of the Call Number forms a basis upon which to initially separate the pertinent from the irrelevant maps. It is immediately associated with the date.

(b) Closely allied with Call Number and Sheet Number is the Accession Number which, when coupled with the former, affords the exact description for one of several sheets having similar names or numbers.

(c) Next in importance to the researcher are the Date and Edition.

1. The date has a relative value depending on the scope and recency of coverage. It establishes a fairly accurate basis on which maps can be accepted or rejected.

2. The Edition is important in the same degree. The latest edition should always be examined. Earlier editions should be considered for comparative purposes and for their capacity to furnish supplemental information.

(d) After the source material has been selected, a final examination of the cards should be made to check the Type of Copy and the Sheet Analysis columns.

1. The former advises that lithographs are or are not available. Where possible, the lithographs, because of superior legibility, are sent to the compilers.

2. Where only Primary File Copy lithographs are available, and the photocopy is a poor substitute, a recommendation that the project be assigned to AMS personnel should be made. Such assignment will permit use of the lithographs.

3. In lieu of this procedure, the ordinary monochrome photograph can be supplemented by a "Printon" copy. This is a multi-colored copy at reduced scale which is an excellent reference when used in conjunction with the full-scale monochrome.

4. All such maps do not yet have the Primary File Copy stamp, therefore the Library Charge-out Desk must be consulted to ascertain that a specific copy is a duplicate.

5. This check determines whether the Special Services Negative Number is to be used. It is useless and wasteful to copy a Negative Number until its necessity has been ascertained. In most cases the Negative Number is secured from the map.

(e) Of doubtful importance to the researcher is the Description. Although it should not be ignored, information on relief is not apropos to preliminary examination of the cards. However, it may be of value after the maps are examined. Then the contour interval of the best topographic source will be known. The Secondary Williams Classification is significant in this respect. The Williams Classification Number is actually the cataloger's opinion. There may be information pertinent to the researcher's problem that is not indicated by the Williams Code. There is no real substitute for examination of the maps.

(f) Of slight importance to the researcher is the Union Catalog, Secondary Authority, the Printing and Accession Dates. However, on some series such as the German, a "run" or printing date may indicate that later material has been added. Usually the Germans describe corrections made prior to reprinting, but where no statement occurs, only comparison will reveal the truth.

(18) *Conclusion.*—The "A" card, since it offers maximum data for minimum effort, is undoubtedly the most significant medium for reference and investigation in the Library. Its detailed description in this manual is based on the expectation that it will occupy a prominent position in the researcher's daily activities. Familiarity with its elements is recom-

mended as a worthy and profitable pursuit.

(a) Several salient features of the "A" card warrant remembering.

1. The only difference among its subtypes is color.

2. The data included in each is identical. (See Fig. 6)

3. The cards which describe Captured Maps and Hydrographic Charts are filed in the regular card catalog.

4. Only the Urban Area cards are filed separately.

c. *Map Card "B."*—The function of the "B" Card (See Fig. 7) is to afford the researcher supplementary information, considered pertinent but too voluminous for inclusion in the Type "A" Card. Several of its items (Call Number, Area, Type, Williams Classification Number, Authority, Scale and Slant) are common to both cards.

(1) *Exact Title.*—The exact title is transcribed verbatim from the map.

(a) If the title is too lengthy for the space provided, Card File personnel type the excess on the blank strip which occupies the middle of the card.

(b) If the map is untitled, that condition will be indicated and the identification of the general area will be appended. For example: NO TITLE - FINLAND.

(2) *Projection.*—The maps' projection is expressed in code. The key to this code is available in the Cataloging Section. An attempt has been made to apply standard nomenclature to this item where the map publisher has failed to indicate the projection employed (See Fig. 10).

(3) *Series Number or Exact Location.*—The Exact Location or Series Number indicates where in the world the map occurs.

(a) Under the former category, localizing consists of the geographic coordinates of the map's center.

(b) Under the latter category, the map is governed by the series identification established by AMS Memorandum No. 443, modified for Library purposes.

(c) The majority of Library items fall in the Series Number category.

(d) In general practice, location by geographic coordinates is applied only to Part Maps and City Plans. Even the latter are not so identified when they comprise a group of maps which have been constructed and designated as a series by their publishers.

(e) A series number is an arbitrary identification, usually numerical, assigned to a group of maps which are characterized by a similarity of one or more features. Examples of such assignment are the AMS 1301 and the GSGS 2555 series of maps.

1. The GSGS Number in this case is without relationship to the components of the series. Only memory or the publishers catalog can supply the information that it is a topographic series at scale 1:1,000,000 extending over the Asiatic Continent.

2. The AMS number is derived from a system which informs one familiar with the system's theory that it identifies a topographic series at scale 1:1,000,000 extending over the world. A complete explanation of the system's development is contained in AMS Memorandum No. 443. Some of its salient features are worthy of mention here.

3. Each AMS series number consists of a four-digit expression. The first digit is either a numeral or a letter. The other three digits are always numerals.

# PROJECTION CODE

<u>Code Number</u>	<u>Projection</u>
2	Aitoff, Hammer
4	Aitoff Equal Area
6	Albers Equal Area
8	Armadiole Orthoapsidal, Oblique
10	Azimuthal Equal Area, Equatorial, Lambert Equal Area
12	Azimuthal Equal Area, Oblique
14	Azimuthal Equal Area, Polar
16	Azimuthal Equidistant
18	Azimuthal Equidistant, Equatorial
20	Azimuthal Equidistant, Oblique
22	Azimuthal Equidistant, Polar
24	Bipolar Oblique conic Conformal
26	Bonne
28	Cassini
30	Conic Simple
32	Cylindrical Equal Area
34	Cylindrical Simple
36	Eumorphic Equal Area
38	Galls Stereographic
39	Gauss Conical
40	Globular
42	Gnomonic
44	Gnomonic, Equatorial
46	Gnomonic, Oblique
48	Gnomonic, Polar
50	Goodes Homolographic
52	Homolosine Orthomorphic
54	Lambert Conformal Conic, Lambert, Conical
56	Mercator
58	Mercator Oblique
60	Mercator Transverse, Gauss Conformal
62	Miller Cylindrical
64	Mollweide Homolographic, Elliptical Equal Area
66	Mollweide Oblique
68	Mollweide Transverse
72	Orthographic
74	Orthographic, Equatorial
76	Orthographic, Oblique
78	Orthographic, Polar
80	Parabolic
82	Polyconic
83	Polyhedral
84	Sanson Flamsteed, Sinusoidal Equal Area
86	Stereographic
88	Stereographic, Equatorial Stereographic
90	Stereographic, Oblique Stereographic
92	Stereographic, Polar
94	Tissot
96	Van der Grinten
98	Werner

FIGURE 10.—The Projection Code

a. The first digit refers to the major area concerned. Its function in the series number is similar to the area element of the Library Call Number described in this manual. Where the first digit is a letter, it indicates a series of subcontinental or national extent. In the example cited above, AMS 1301, the initial "1" signifies a series of world coverage. An example of letter occurrence as the first digit is P642, which identifies a series of maps covering Algeria.

b. The second digit describes the scale of the series. For this factor an arbitrary division of map scales based on military definition and knowledge of scale groups established by map publishers throughout the world has been made. The numeral "3" in 1301 signifies a scale smaller than 1:510,000 and larger than 1:2,000,000. The "6" in P642 signifies a scale smaller than 1:75,000 and larger than 1:190,000.

c. The third digit results from a refinement of the first digit. It indicates a portion of the major area covered or partially covered by the series. In 1301 the "0" corroborates the world coverage of the initial "1." In P642 the "4" qualifies the "P" by reducing the North African significance of the letter to the Algerian limitation of the numeral. Usually when a series number of subcontinental or national application contains a "0" as the third digit, it indicates complete coverage or occurs in two subdivisions of the area and applies to maps at scale 1:250,000 or smaller. However, some areas, such as L, contain a "0" which defines a subarea. This has been enforced by the extent and complexity of the lettered area.

d. The fourth digit may have one of two meanings:

1. That several map series were published at the same scale to provide complete coverage of the area.

2. That two or more series of maps possess characteristics of scale and coverage so similar that a further refinement is necessary to separate them.

In the former case, the numeral is assigned arbitrarily. Where possible a regard for latitudinal or longitudinal progression is applied. In the latter case, chronology of publication governs the fourth digit assignment. The final "1" in 1301 means it is the first series of world coverage at scale 1:1,000,000 published by AMS. The final "2" in P642 means it is the second of several series of maps within the scale group "6" covering all or a part of Algeria.

3. A few instances of five-digit series numbers exist. Usually the fifth digit is the letter "S." It indicates a special edition of the series previously identified by the other four digits. The special series may contain one or several items, such as non-standard grid, irregular sheet lines, supplemental gradient tints or nomenclature; or it may result from a request for extraordinary overprinted information.

(4) *Alphabetizing*.—The alphabetizing code which occupies a portion of the Exact Location or Series Number column should be ignored by the researcher. It is included for Machine Records purposes and its contents are issued for sorting the cards into correct sequence.

(5) *Book, Document or Area Cross Reference*.—If the map is a part of a book or document, the Account Number and Area Designation is typewritten on the middle portion



of the cards.

(a) Many maps, which cover a complete area, also contain a small segment of an adjoining area. In such cases the completely covered area is designated in the Call Number. If the segment of the other area is considered sufficiently important, an Area Cross Reference is established. These references are maintained at a minimum.

(b) The procedure for Area Cross Reference parallels generally accepted library methods. Its presence in the regular "B" card is evidence of complementary data in the file.

1. The second card, however, contains the segmentary area in the Exact Location column, and thereby develops a Call Number different from the first cards. It will also occupy a different position in the file; a place where the researcher interested in the minor area will discover it.

2. Naturally the major area then becomes the Cross Reference item of the second card. This means that a set of maps which covers Germany and a relatively small segment of Poland will be doubly identified in order that the researcher in the Polish territory will be made cognizant of the series' existence.

(6) *Text*.—This item identifies the language in which the nomenclature and descriptive material is expressed.

(a) Only the first four letters of any nationality are used.

Fren	French
Span	Spanish
Port	Portuguese
Engl	English

(b) When more than one language is employed by the map publisher, a separate card identical in all other respects is prepared for each language.

(c) A scale card is also included under the "B" category. The accumulation of these cards is kept in a separate file.

d. *File System—New Cards*.—All Machine Record Cards are maintained in the Card File Room. There are two primary files, plus a Cross Reference and other supplementary files.

(1) The primary file contains cards for all maps in the Library except Urban Area sheets. These cards are filed according to area, numerically and alphabetically in that order.

(a) Each file drawer displays a tag which indicates the span of its contents. This is a handy guide in locating the proper compartment of cards within the drawer.

(b) The cards are filed from back to front. Tabs are set up within the drawer to indicate the numerical subareas. They are arranged in convenient column patterns with the largest on the left and the smallest on the right.

(c) The cards are filed according to the AMS Call Number except that they are filed by Scale and then Authority, rather than Authority and Scale. As the Call Number is constructed after the area category, the cards are logically arranged according to type.

(d) All the "1" or general maps are, therefore, filed together. They are followed by the "2" or part maps and lastly the "3" in sequence.

1. Series are distinguished and separated from each other by blue cards.

2. Within the "1" category the cards are in order back to front of the Williams Classification based on the numerical span of 1 through 31.

(e) The same condition exists in the "2" and "3" categories.

1. After the Williams Classification, the cards are filed according to scale, beginning with the lowest number or largest scale and progressing to the highest number or smallest scale.

2. If there are several similar scales, the filing is further refined according to Authority.

(2) Several pertinent facts should be remembered about the card files:

(a) A "B" card is always filed in front of the "A" cards which refer to the same items.

(b) A "32" is still considered a part map and its card is filed with the "2" category.

(c) A "23" is filed in the "3" category.

(d) The cards for the "No Scale" maps are filed in front of a group of scales identified by the same Williams Classification.

(e) The cards for the "V" Scale maps are filed last in a group of scales of a specific Williams Classification.

(f) The cards for the "A" Scale maps are filed among the regular scales.

e. *Other Files.*—To facilitate research, other files of machine cards have been established. They will aid immeasurably when specific data is needed. The individual files are Urban Areas, Scale, Special Services, Negative Number, Special Number and Authority Call Number Reference.

(1) *Urban Areas.*—There are two files of Urban Area cards.

(a) In one the cards are filed according to area.

(b) In the other, the same cards are filed in alphabetical order of the city name. It is good policy to check one list against the other when searching for specific cities.

(c) The Urban Area files are governed by the same rules as the main file.

(d) Where city names have undergone change an attempt has been made to prepare cards for both designations with cross-reference between current and obsolete identifications.

(2) *Scale.*—The Scale card file occurs at the end of the main file. This file serves when a specific scale of a specific area is desired. However, the scale file was established after the main file and does not contain cards for all maps in the Library. This condition is being corrected as circumstance permits. Eventually, it will be in current status.

(a) The Scale cards are filed according to area, numerically and alphabetically in that order.

(b) The second reference is Scale followed by Authority.

(c) Classification and Type Scale cards differ from the regular file cards in that only one Scale card is used for an entire series.

(d) There is no point in preparing such a card for each sheet within the series whose scale is standard throughout.

(3) *Special Service Negative Number*.—This is a special file of “A” cards which are arranged according to an arbitrary number assigned for purposes of identifying negatives of Library maps which have been made for monochrome duplication. This also is a recently established file and although continuing attempts are being made to bring it up-to-date, some inconsistencies are still present.

(a) The researcher will discover this file a medium for tracing the Call Number from the photographic copy.

(b) The system of this file precludes its use in searching for the Negative Number of a specific sheet. The regular files are designated for that purpose.

(4) *Special Number*.—As an aid when only a Series or Special Number is known, a card file has been established so that the AMS Call Number can be secured from such knowledge. Special Numbers which are similar to Series Numbers are applied to maps by the publishing agency.

(a) The Special Number file consists of the names of the publishing agencies (or Authority) arranged in alphabetical order within each section of authorities.

(b) The cards are arranged in numerical order. A unique card is used for this file.

(5) *Authority Call Number Reference File*.—A new file of Machine Cards has been added to assist the researcher in determining map coverage at different scales by Publishing Agency.

(a) If only the Publisher and Scale is known, reference to this file will give information regarding maps published at other scales and other pertinent data.

(b) They indicate on Yellow Cards by the numerical order of the Call Number the following:

1. Authority Number
2. Scale
3. Area
4. Type of Map
5. Williams Classification

(c) These cards, although they are part of the Map Card “B” Type, are to be considered different, since the information contained is shown in a different numerical order.

#### 4. OLD SYSTEM

The old system of reference consisted of a Master card and a variety of supplemental colored cards. The text of the latter was developed from the Master card. They were produced by mimeograph duplication of all these. Only two were of value to the researcher—the Master and Scale cards. In comparison with the Machine Record cards, the old system cards were immediately legible. The majority of their elements were either fully spelled out or abbreviated (See Fig. 11). The Williams Classification was identical in

concept to present practices but included fewer elements than the current modified version.

a. *Master Card*.—The items which comprise the Master card were developed on the same premise as its current counterpart. The Master cards contained the following items:

(1) *Call Number*.—The Call Number identified as “filed as” on the old Master card was similar to that previously explained.

(a) Its major difference from the Machine Record expression consisted of a completely textual area designation such as Morocco, Brisbon County, Faulkland Islands.

<b>-Africa</b>		<i>Outline of Title</i> <b>INDEX TO ETHNOGRAPHIC SURVEY OF AFRICA</b>		
<i>Country</i>	<i>Authority</i> <b>Edward Stanford</b>		<i>Old File No.</i> <b>327</b> <b>Africa</b>	
<i>Filed as</i> <b>AFRICA</b> <b>B2-ES-24</b>	<i>Date</i> <b>(1924)</b>	<i>Scale 1:</i> <b>V</b>	<i>Negative</i>	<i>Store Room</i>
<i>Exact Title</i>  <b>Index - Ethnographic Survey of Africa.</b>				
<i>Shows</i> <b>index to tribes and languages in which any portion of Bible has been published as shown on survey map.</b>				
<i>Source</i>		<i>Received</i> <b>Dec 31/33</b> <i>No.</i>		
<i>M. I. D. No.</i>		<i>Sheets</i> <b>1</b>	<i>Copies</i> <b>1</b>	<i>Total Sheets</i> <b>1</b>
<i>Remarks</i> <b>Index accompanying- AFRICA</b> <b>G8-24-5977</b>		<i>Date of Survey</i>  <i>Compiler or Publisher</i>		
AMS 1-00		204800		

FIGURE 11.—Sample of “old system” card

(b) The same three map Types as are now employed were used in the old system. However, they were abbreviated rather than coded.

(2) *Security*.—Military Security Classification was indicated by pairs of letters. The first a “C” for Classification and the second letter signified Restricted, Confidential or Secret.

(3) *Authority*.—The complete title of the responsible agency was included.

(4) *Scale*.—The scale was expressed in its entirety.

(5) *Slant*.—The slant was used in a manner similar to the new system.

(6) *Country*.—The box immediately over the Call Number specifically designated the country by name.

(7) *Outline of Title*.—When the Title fit, it was shown in this box. If the Title was too large to be shown, it was expressed in outline form and written in full elsewhere on the card.

(8) *Exact Title*.—If the complete title was not given under "Outline of Title," it was entered in this box. If it were already given, then the space was devoted to an inventory of the map's characteristics.

(9) *Date*.—The Date was divided into three categories.

(a) *Accession*.—When no date could possibly be determined, the date of accession was shown in parentheses (1948).

(b) *Circa (C)*.—Date would be prefixed with a "c" when it could only be approximated.

(c) *Simple*.—The actual date indicated on the map.

(10) *Shows*.—This space contained a brief but accurately detailed description of features included in the map.

(11) *Source*.—The agent or agency was credited if the map was received through official channels.

(12) *MID (Military Intelligence Division)*.—The file number assigned by the Military Intelligence Division, General Staff, to the document which contained the map.

(13) *Remarks*.—This box described the type of copy, style of grid, method of reproduction, etc., or any data considered important.

(14) *Received*.—This was similar to the Accession Date and included the day as well as the month and year.

(15) *Number*.—This was actually the Accession Number.

(16) *Sheets-Copies-Total Sheets*.—Only one card was used for a series in this fashion:

(a) The number of specific sheets were shown in the Sheets column.

(b) The number of duplicates were indicated in the Copies column.

(c) The Total Sheets column was determined by multiplying the number of copies by the number of sheets.

(17) *Date of Survey - Compiler or Publisher*.—These two items were self explanatory.

(18) *Recatalog Number*.—Under the old system, when a map was recataloged under the new system, the new Call Number was inserted in the upper left corner of the Master Card. To supplement the Master cards other distinctive cards were used. They were known individually as Source, Authority, Scale, Urban Area, Geographical and Accession cards.

## 5. COMPARISON OF THE OLD AND NEW SYSTEMS

There are distinct advantages for the researcher in the two systems. Neither is a completely satisfactory reference.

a. Both contain deficiencies of varying importance:

(1) The new cards offer only meager descriptions of map characteristics. The old cards included a detailed analysis of such features.

(2) The new cards contain exact data regarding map sets and the number of copies

available. The old cards referred the same data to sets or series and were ambiguous about the specific number of copies.

(3) The new cards afford an immediate, rapid and exact tabulation of their data by completely mechanical means. They also provide an invaluable aid to inventory operations. The old cards offered none of these benefits. Any list of their pertinent elements had to be copied with the usual incidence of error.

## Chapter II

# MAPS, BOOKS, DOCUMENTS

### 6. MAPS

Even the most comprehensive records will not satisfy the researcher's investigation. Although the Card Files can reduce or occasionally eliminate exhaustive inspection of Library material, the researcher seldom will be content without at least cursory examination of selected items. Whenever his problems must be resolved by knowledge of the map's details, only the map will satisfy his technical curiosity. The map's features and marginal text are part of the researcher's daily tools. He is expected to be completely acquainted with their expression and significance. Their discussion is beyond the scope of this manual. Other data with which the researcher should have a high degree of familiarity appear on every map in the AMS Library. It is ordinarily stamped or transcribed by personnel of the Catalog Section. It repeats much of the information contained in the Machine Cards. It can be used without reference to the card for preparing loan requests. It usually consists of a Call Box and several miscellaneous notes.

a. *Call Box*.—The researcher's examination of maps from a purely library viewpoint should include scrutiny of the Call Box (See Fig. 12 and 13). This is a device developed from the same data as the Machine Card. It contains only those items which assist the librarian in filing the map and recording its loan.

Under the New System the Call Box is located on the reverse side of the map, usually in the lower right hand corner (See Fig. 12). The old system located the Call Box on the front side in the lower right hand corner. (See Fig. 13)

(1) The New Call Box is divided into three parts.

(a) The right hand portion contains the Call Number. It is expressed somewhat differently than on the cards.

1. Area is written above instead of on the line with the balance of the Call Number.

2. The last three digits of the Scale are discarded so that a 1:63,360 becomes 63 and a 1:500,000 becomes 500. This corresponds to the scale treatment of the old system cards.

(b) The left hand side of the Call Box contains references to Sheet and Copy.

1. In the case of a series the Sheet Name or Number is shown.

2. In a two or three section map, either General or Part, an entry such as 1 of 2, 2 of 3, 3 of 3 is made.

3. For a single sheet, General or Part map, no entry is made. A change

has been wrought in the definition of Copy.

4. Previously, an entry was made to indicate the numerical status of a specific copy among several, such as 1 or 2. This notation gave way to the Significant Date which in turn was supplemented with the Print Date in parentheses.

5. Instances of all three stages of development will be encountered in the Library file. The period of accession and the incidence of recataloging are conditioning factors.

The diagram shows a map's lower margin with a wavy line representing the map's edge. In the center of the margin is a rectangular box labeled 'PRIMARY FILE COPY'. Below this box is a smaller rectangular box labeled 'ARMY MAP SERVICE LIBRARY'. This box contains the following information:

SHEET	-----/-----	23-30-43040-100
COPY	W 8/44 (8/44) Tied	
ACCESSIONS NO.	30681	'50

FIGURE 12.—The "new system" Call Box

(c) The lower portion of the Call Box contains the Accession Number and Date.

(2) The Old System separated the Call Box from the Sheet and Copy notation and the Accession Number. (See Fig. 13)

(a) The Call Box consisted of the old type Call Number and the Accession Date only.

(b) The Accession Number was applied by a separate stamp, usually above the Call Box. It was distinctive in design and easily recognizable on old maps.

b. The Sheet and Copy Box occurs in the approximate center of the map's lower margin.

(1) The Sheet is identified by Name or Number.

(2) The Copy is numerically designated as 1, 2, etc.



(3) In some cases the Significant Date is also indicated.

c. *Miscellaneous Stamps.*—The Primary File Copy stamp usually is applied to the latest sheet, preferably a lithographic copy. It restricts the use of that copy to Army Map Service personnel. The Lake Survey, the Aeronautical Chart Service and other agencies for purposes of this regulation, are *not* considered part of AMS activity. Employees of the former installation are permitted to examine Primary File Copies within the confines of the Library. They must not leave the premises. Primary File Copies are subject to immediate recall. In such cases they will be substituted by photographic duplications.

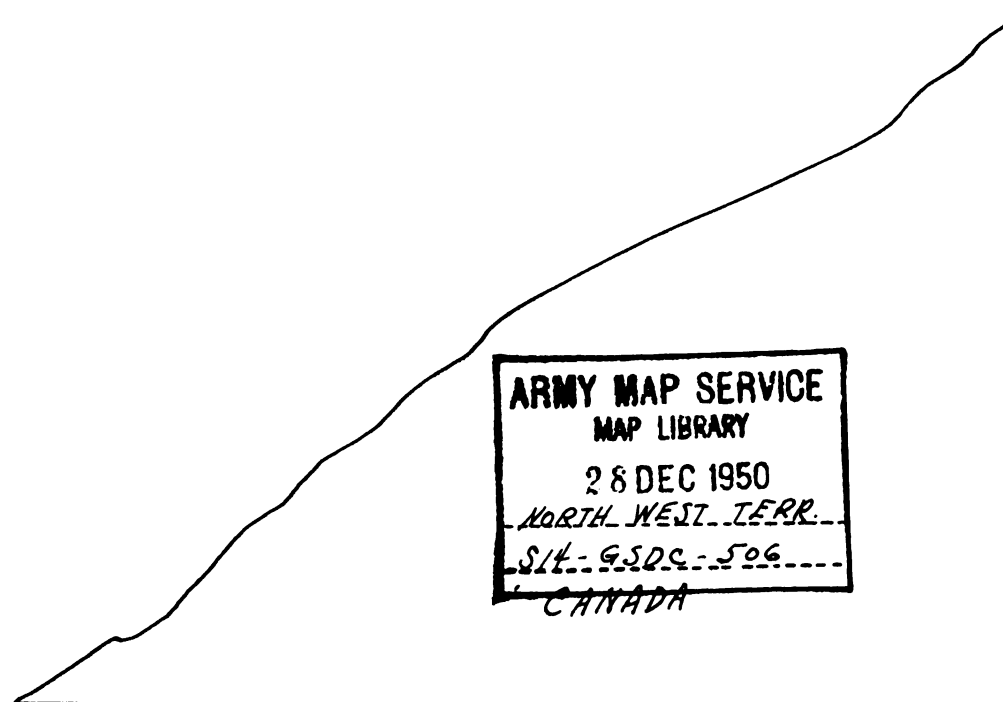


FIGURE 13.—The "old system" Call Box

Absence of the Primary File Copy stamp does not guarantee the map is not a Primary File Copy, nor the only copy. Some maps have not been so stamped. Maps cataloged under the old system are not so stamped. A check must be made at both the Card Files and the Library Charge-out Desk to ascertain the existence of another copy at AMS.

(1) The Sheet Analysis is somewhere in the vicinity of the upper left hand corner of the Call Box (See Fig. 12). A range from 1 to 5 including 2 and 4 is employed. These numbers can be used as a guide in selecting duplicate and later date copies.

(2) The Captured Map or Captured Map File stamp occurs at the bottom of the Call Box. The Library distinguishes maps which were captured from those acquired through routine procurement. The Captured Map File stamp refers to items gained through acquisition of material from an enemy nation.

(3) The Herringen stamp, which may also occur on map sheets, refers to a unique collection of this type. At one time AMS maintained a separate file of this category. The present system files them inter-changeably with other maps.

(4) The Security Classification stamp occurs in close proximity to the Call Box.

(5) The Distribution stamp, which reads "Distribution—do not return to AMS Library," occurs on the reverse of some sheets. It indicates cancellation of the map as a Library item and advises against its return to the Library File. A sheet so stamped may be mutilated in the interest of cartographic practices or completely destroyed.

(6) None of these stamps influences the Call Number. They are of only passing concern to the researcher.

(7) A few items such as Negative Number, Distribution Number and Run Date occur in both systems.

(a) A Negative Number is usually located at the bottom of the map. It is customarily stamped but may be written in pencil or ink. This stamp is unique and easily distinguished from other stamped data. If the characteristics of the Negative Number are kept in mind, there should be no confusion with the Accession Number.

(8) AMS has devised a system of Key Numbers (sometimes referred to as Distribution Numbers). This designation bears a resemblance to the Accession Number. It applies to a map in stock or one intended for distribution. The Key Number is used instead of the Call Number or Title as a means of securing a specific map sheet from stock (Map Distribution Division).

(a) Two types of Distribution Numbers appear on maps.

1. One results from stamping.

2. The other is lithographically reproduced as a part of the sheet format.

(b) The Run Date consists of the month and year of the lithographic reproduction and the number of copies of AMS maps so published. The Run Date minus the quantity for AMS maps is located beneath the imprint usually in the lower right corner. In series produced from material furnished by other agencies it may occur in a break in the neckline.

d. *Map Files.*—The Map Files are the area where unclassified and Restricted maps are stored and from which they are made available to authorized customers. This area corresponds to the general stacks in a book library. As in most large libraries, the public is not permitted to browse indiscriminately in this area. Personnel are assigned to specific sections of the stacks. Their duties include the proper maintenance of the maps. This function requires them to assist people in securing material and to return such material to file. A Theater Area Index, with appropriate boundaries and names, advises the uninformed to which geographic area specific personnel are assigned.

(1) *Organization.*—Even though personnel are available for the services described above, it is advantageous to become acquainted with the system of the file cases and the method by which maps are arranged in them.

(a) At the rear of the Map Files area are shelves containing Hydrographic Charts. They are filed by nationality of the publisher and by Chart Number.

1. Indexes for some, such as British Admiralty and U. S. Hydrographic Office, are available in the stacks.

2. Indexes for others can be examined in either the Procurement Section of the Reference Room or in the Cataloging Section.

3. When searching for an index, it is advisable to ask Map File personnel first. They will be able to furnish or procure one for your use.

4. When examining the U. S. Hydrographic Office Index, bear in mind the fact that the Hydrographic Office has published charts of various foreign waters as "Emergency Reprints."

5. Hydrographic and Aeronautical Charts are too familiar in appearance to warrant Call Numbers. The Chart Number for either is sufficient identification.

(b) Cases containing City Plans are located in front of the Hydrographic Chart Files.

1. They are arranged in alphabetical order by country within each drawer.

2. Jackets containing these maps are similarly arranged, and within each jacket the alphabetical sequence is further maintained.

3. At one time the captured material was filed in this section. It is currently being interpolated among the rest of the main files.

4. The remainder of the Herringen collection, however, is still filed as an entity in this area.

(c) The regular files begin at the third row from the rear wall.

1. They are arranged numerically and alphabetically according to Area Designation within each geographical area.

2. Group maps are filed by Call Number. No distinction is made between maps cataloged under the old and new systems.

3. General maps are filed together followed by Part Maps and Series in that order.

4. Economy of space and scarcity or abundance of maps within an area can result in a condition where several types are filed in a single drawer or where several drawers are required for a single type. This situation also occurs where series are filed by the further refinements of Williams Classification and Scale.

(d) The contents of each file drawer are indicated by a tab fixed to the front of the drawer. Normally, maps are placed in file jackets so that the Call Number is uppermost, thereby providing easy access to the maps' identity.

(e) As a precaution against misfiling it is well to remember that maps extracted from jackets *must not be returned by the researcher*. They should be left conveniently close to their proper location on top of the files. Library personnel who are responsible for maintenance of the files will return them to their proper places.

(f) Indexes are available in the file jackets for many of the map series. They are not necessarily current and should be used only as an immediate and convenient guide to the series scope. These indexes may be removed from the Library for a maximum period

of one day. They are a part of the jacket and are of no benefit when separated from it.

(2) *Back Issue or History File*.—An independent set of files is located in the Library immediately to the left of the entrance. It is mainly historical. It contains superseded issues of maps published by AMS. It is arranged according to Series Number. Only personnel assigned to this file are permitted to explore it.

(3) *Charge-Out Desk*.—All maps that are to be removed from the Library File Room must be charged out. The charging out process is accomplished by specifically assigned Library personnel.

(a) The principal medium of record is the Charge-out Slip, AMS Form 3-28 (See Fig. 14). The segments of this form are self-explanatory. Most important of them, from a personal standpoint, is the signature of the borrower. Regardless of the map's ultimate purpose during its loan period, the signatory will be held accountable until relieved by its return or authorized transfer to other personnel. This responsibility persists until the borrower concludes AMS employment, at which time satisfaction must be affected before he is permitted to leave.

(b) At the time of loan a duplicate of the Charge-out Receipt is given the borrower. This should be preserved both as a convenient reference of maps on loan and as exchange for the original receipt when the maps are returned. Few Library customers realize that regulations provide for return of the original receipt to the borrower. However, since it is in the same category as a satisfied bank note, it should be accepted and destroyed.

(c) When a map, for which a reference card exists, cannot be found in the file jacket, the Charge-out Desk should be consulted to determine where it is on loan. Charge-out Receipts will reveal the borrower and the section concerned. Similarly, when a Primary File Copy is the only item left in file, it is possible to discover from the Charge-out Desk where the duplicate copy can be located. An interview with the individual so charged may result in an exchange. If a trade can be negotiated, both Charge-out slips must be processed through the Charge-out Desk so that both are properly assigned.

(d) The Library has recently instituted a system by which the researcher can prepare a list of maps deposited at the Charge-out Desk and be notified when the order has been filled. This system was conceived as an economy and efficiency measure. It permits the researcher to return to his office for other duties and eliminates lengthy delays when requests are being processed. It also reduces the congestion occasioned by numerous customers waiting in the vicinity of the Charge-out Desk. A form has been devised for this purpose (See Fig. 15).

(4) *Map Mounting*.—Maps, for which unusual demand is anticipated or which show signs of wear, are temporarily withdrawn from the files. The former, and many of the latter category, are sent to the National Archives for reinforcement by lamination. The balance of the latter category are mounted on cloth in a section of the Library. Specific regulations govern the selection of the method for strengthening the maps. Their discussion is not appropriate to this manual. A file card is kept at the Charge-out Desk to indicate a map's removal from the Library for this purpose. If a check reveals that a map is not in file nor charged-out, it is accepted practice to investigate the possibility of its

It is impossible to over-emphasize the expensive hazards of amateur map repair. Too many examples of misguided effort have been returned to the Library beyond any hope of redemption. The most common offender is scotch tape which defies all subsequent attempts at removal without complete defacement of the map's features. Even

**FIGURE 14.—Charge-out slip**

(5) *Map Borrowing Procedure.*—An examination of the File Cards generally results in a list of source material which must be checked in the Map Files.

(b) As he does so, it is good policy for the researcher to examine each sheet to determine whether it warrants closer inspection and analysis.

(c) If it does, make certain it is a duplicate copy since the call boy may have inadvertently pulled a Primary File Copy.

(d) A check also should be made that the sheet is of the latest date. If it is not worth further examination, the call boy can replace it immediately. This procedure decreases the amount of work necessary to pull all the maps on the list prior to their inspection and refiling.

(e) After the list has been exhausted the maps are taken to the Charge-out Desk for recording as loans. Occasionally the volume of business at the Charge-out Desk prohibits immediate service. In such cases the maps will be charged out in priority to their request. When that operation is completed, the researcher will be notified by telephone.

1. After the maps are recorded they may be removed from the Library but not from the building.

2. To accomplish the latter a package pass must be obtained from the Library Chief.

(f) The researcher's attention is called to the new system for borrowing maps which is described in this manual. When the researcher has determined what maps are required for the subject under investigation, it may be more expeditious to fill in the prescribed form and await its processing.

(g) Frequently it is necessary to examine the entire contents of a file jacket.

1. The procedure in such cases is to request the call boy to bring the jacket to one of the several tables provided for that purpose.

2. If all the tables within the file area are in use, accommodations are usually available in the Reference Room. When jackets are to be examined in this latter area, notice of such intention should be made at the Charge-out Desk.

3. If a jacket is to be retained for a lengthy period of time, the Charge-out Desk will assign its accountability to him.

4. In any case, the Charge-out Desk must be informed of the status of all file jackets.

(h) After examining the maps make sure that the jacket is returned in the same condition it was received with the maps in their proper order and the Call Numbers uppermost. If the maps accidentally become disarranged, try to return them to their proper sequence and be sure to inform the call boy of the incident.

(i) If the maps are to be retained by the researcher more than one day, the Charge-out Slips should be filed in the Charge-out Box.

1. Be careful to indicate the pertinent Production Order Number of the project on each slip.

2. When the maps are returned to the Library be certain that the Charge-out Slips accompany them.

(j) Technically, all maps are loaned for a period of 30 days.

1. They are also subject to recall at any time.

2. In actual practice, maps can remain on loan for longer periods without renewal.

3. This practice is being discouraged and the researcher should make every effort to conform to the original regulation.

## 7. DOCUMENT CAGE

The Document Cage is a restricted area within the Library and contains maps, documents, catalogs and accession lists which are limited by security classification. It is

AMS LIBRARY REQUEST FORM			
NAME AND SECTION		DATE REQUIRED	DATE _____ TELEPHONE
AMS LIBRARY CALL NUMBER	SHEET NUMBER OR NAME	ACCESSION NUMBER	NOT IN FILE - CHARGED TO:

AMS 1-87 204808

FIGURE 15.

accessible only to personnel who have been specifically authorized and who, therefore, can borrow any of its contents. It is incumbent on the borrower that no improper person has access to the item in his possession. It is his further responsibility to guarantee the item against loss. Normal rules of security govern all material borrowed from the Document Cage.

a. Classified maps are filed in normal cases, but only special attendants are allowed to examine and handle them.

(1) All maps located in the Document Cage are referred to by cards in the

regular file. All maps classified higher than Restricted are filed in the Document Cage.

(2) An examination of the column titled "Classification" on the file cards will reveal whether a map is relegated to the Document Cage.

(3) At this point, the following advice will be helpful when acquiring a map in the document cage. The map desired may have had its Classification reduced. When this happens the revised Classification is noted. However, if by error the change has not been made and the map cannot be found, then a search in the open files is necessary.

(4) Classified maps are charged out by personnel assigned to the Document Cage rather than the Charge-out Desk.

(5) The procedure for securing a classified map is to advise your superior of the Call Number and make arrangements to have him either borrow or examine it.

b. *Documents Files*.—The AMS Library maintains a file of documents which pertain to maps which may influence the revision of maps. It is one of several sources for this type of information. Nearly all documents are classified and the normal rules for their security apply.

(1) *Card Files*.—Two files, cross-referenced to each other, are located immediately outside the door of the Document Cage for the convenience of all interested personnel. In one, the cards are filed according to geographical area. In the other, the cards are arranged alphabetically by source.

(a) In the area file, tabs provide separation among the groups within each area.

1. The cards are filed according to topical subject headings.

2. The important item on this card is the short summary of the document's text. From this, one can determine the document's value for a specific line of investigation.

3. When listing documents to be borrowed, it is imperative to indicate the Country as well as the Accession number for each. These two elements form a "Call Number" for the Document File.

(b) The Accession Number for documents is similar to that for maps. When a document is processed through the Document Section, a number, without regard to date or area, is assigned. These numbers are consecutive and accumulated from year to year. Since the document's preparation date and arrival date are not necessarily in direct relation, comparison of high and low Accession Numbers will not indicate the document's relative importance.

(c) The Source Cards are filed according to the agency that issued the document or its channel of procurement. The source notation serves as a means of securing the Call Number of the document. No summary of contents is included in the Source Card.

(d) Both Source and Area Cards contain the Source, Source Date, ID Number (where applicable), and the date of receipt by AMS.

(e) The Document File cabinets are labeled in alphabetical order according to the geographical significance of their contents.



1. Each drawer lists the countries included.
2. Documents are filed within each drawer in the numerical order of their Accession Numbers.
3. Some sets of documents, and documents whose size exceeds drawer dimensions, are filed in large book racks adjacent to the file cabinets. JANIS and GSGS reports are examples of these conditions.

(2) *Accession Report*.—Weekly Accession Reports are issued by the Library (See Fig. 16) and the Engineer Strategic Intelligence Division (See Fig. 17). They are received automatically by the Map Intelligence Branch and are circulated through the Area and Production Sections.

(a) The Area Units file those items which are of specific interest and maintain them for reference.

(b) A complete file of Library Document Accession Lists are available in the Document Cage. These are especially helpful in tracing an Accession Number to locate the country name under which it is filed.

(3) *Procedure*.—Since the Document Cage contains highly classified maps and documents, access has been restricted to select personnel. Qualification is based on a security clearance which depends on thorough investigation by authorized government agents.

(a) To secure documentary intelligence, first examine the card files under the geographical area concerned.

(b) Next prepare a list which includes the country and the Accession Number of each document which pertains to the project.

(c) Submit the list of Document Cage personnel with a verbal request for loan of the documents and a notice when they are ready for charge-out.

(d) One of the "cleared" personnel will visit the Document Cage and sign a receipt for the material.

(e) The procedure for charge-out and return, and the handling of the Charge-out Slip for both actions is similar to the procedure which governs the loan of maps.

(f) Documents are loaned for a 30-day period and are subject to recall at any time. It is recommended that documents be returned as soon as possible. There are several reasons for such action:

1. More documents are thereby available in the Library.
2. It relieves the Document Section of the necessity for notification of overdue items.
3. It eliminates excessive accumulation in the Map Intelligence Branch files.

(4) *Catalogs*.—Published catalogs are available in a separate file in the Document Cage. This serves as a duplicate file and consists of those catalogs not in general use. All editions of the catalogs are available in the Reference Room.

(5) *Accession Lists*.—The Document Section accumulates the accession lists of

NORWAY Namsos	MAP - City Plan PORTS	A/S LIBRARY Doc. Accession List No. 266
5D 29,403 - Restricted		
J.I.B. 4/4 (135) Ministry of Defence, London Port Information Sheet		15 Mar. 1950
Dec. 1949		9 - 17
Report on port capacity, weather and sea data, capacities of lines of communication leading inland, etc. 2 pp., map.		
ID 629102	28 Feb. 1950	
NORWAY Porsgrunn	MAP - City Plan PORTS	
5D 29,404 - Restricted		
J.I.B. 4/4 (121) Ministry of Defence, London Port Information Sheet		
Dec. 1949		
Report on port capacity, weather and sea data, capacities of lines of communications leading inland, etc. 2 pp., map.		
ID 629102	28 Feb. 1950	
NORWAY	TRANSPORTATION - General	
29,388 - Unclassified		
WDGS, R-2-50 Arm/A Norway		
4 Jan. 1950		
General report on the national highway and bridges in Norway. 1 p.		
ID 629041	28 Feb. 1950	
NYASALAND	GENERAL INFORMATION	
29,425 - Unclassified		
WDGS, Army/A London R-89-50		
6 Jan. 1950		
Forwarding of the Statistical Handbook of Nyasaland, 1949. Publ. contains info on climate, transportation, economy, etc. 1 p., Incl. in Bk. Sec. HAL977.NYN99.		
ID 626384	28 Feb. 1950	

FIGURE 16.—Weekly Accessions Report issued by the Library (facsimile of a sample page)

- (1) Tientsin-Pukou railroad  
 (2) U.S. Dept of the Army Intelligence Division  
 (3) MA Nanking Report noR-557-47 Dec 6 1947 3p illus  
     (a)                      (b)                      (c)                      (d)                      (e)  
     map Restricted encls  
     (f)                      (g)                      (h)  
 (4) Rails, railroad bed and bridges badly damaged or destroyed by Communists. Raids against communications will continue untill Communists are driven out of Shantung
- (5) EIF 00,000      (6) ID 000000  
 (9) China - Tientsin
- 555.422.553  
 China (51) — (8)  
 355.422.551  
 555.2-17

1. Title
2. Author
3. Imprint
  - (a) Source
  - (b) Report number
  - (c) Date
  - (d) Pagination
  - (e) Illustrations
  - (f) Maps
  - (g) Classifications
  - (h) See paragraph 4 of cover page
4. Abstract
5. Engineer Intelligence File number
6. Intelligence Division number
7. Classification numbers
8. Geographic location & geographical number
9. Cities and Towns

FIGURE 17.—Accessions Report issued by ESID (facsimile of a sample page)

other agencies. Organizations, such as the Engineer Strategic Intelligence Division, CIA, etc., are represented.

(a) The Engineer Strategic Intelligence Division Document List is similar to that issued by the Library.

(b) Cases of duplication are almost impossible to avoid. They derive from the fact that both units are the recipients of some documents from the same source. In spite of the fact that they are both located in the same building, their document collections are physically separate.

(c) Each contains documents which are not available in the other.

(d) Card files, such as exist in the Library Document Cage, are available in ESID. They do not coincide in system or context to the Library reference cards.

(e) Therefore, the Area Units of the Map Intelligence Branch must be depended on for information regarding ESID material.

1. ESID Accession Lists do not afford expeditious reference.

2. Each ESID Accession List is divided into sections.

a. The first, or general, section contains summaries of documents concerned with more than one continent or involving several phases of technical data.

b. The balance of the documents are grouped by continents and countries.

(f) Figure 17 is self-explanatory except in one item. When an asterisk follows a notation, it signifies that the inclosure is retained by another organization than ESID.

(g) When reference to a map is included, the coordinates of the southwest corner are given.

## 8. BOOKS

AMS maintains a Book Section containing approximately 35,000 volumes. It is a technical library, housing books published in English and foreign languages. For mapping and allied subjects it provides excellent reference. The Library of Congress system with modifications is used for cataloging the Book Section's contents. Since the system is used solely for mapping and related subjects, alphabetizing indicating the main subject breakdown under the Library of Congress system has been changed somewhat in order to facilitate the use of Book Indexes. Reference cards are available. A periodical unit is maintained in conjunction with the Book Section. A charge-out system is in operation. All functions are similar to the ordinary municipal library except that no fines are levied for delinquent accounts.

a. *Card Files.*—The reference card files for books and periodicals are located in the Reference Room. The cards are filed alphabetically according to Author, Title, Subject, Authority and Miscellaneous Information.

(1) Books are not always cataloged by subject. For example, when the text of a volume is unimportant but its appendix contains relevant data, it will be cataloged with notations to indicate the pertinent information.

(2) The Call Number is immediately available on the cards. This identification

assists in locating the book in the stacks.

b. *Book Stacks*.—The book stacks are located in the Map File Room, next to the Document Cage.

(1) There are two major divisions. Cataloged books are arranged in the front of the stacks. The rear is occupied by a backlog of uncataloged items. The latter is gradually being supplemented by the former as time permits its processing.

(2) At the end of each stack of cataloged books there is a card which indicates the range of Call Numbers and the subjects contained in that stack.

(3) The stacks of uncataloged books are furnished with labels which indicate the subjects or areas.

(4) Consolidation of books and periodicals in the book stacks is contemplated in the near future. This will be done in order to keep subject matter together.

(5) If the researcher experiences difficulty in locating a book, inquiry at the Charge-out Desk will bring immediate assistance.

c. *Periodicals*.—The Periodical Section is located in the book stacks. Its contents are filed in alphabetical order of author or distinctive titles.

(1) Many foreign language publications are available. No serious attempt is made to extend the collection.

(2) AMS subscribes to a selected list of periodicals. An annual review of the list is made by divisional representatives for the purpose of eliminating unimportant items and considering suggested additions.

(3) One disadvantage inherent to the Periodical Section is worthy of mention. As periodicals are received at AMS they are circulated through the divisions which have specified their interest. This action occurs before the periodical is forwarded to the stacks. Consequently, current editions of some popular periodicals are not always found on the shelves.

(4) However, since the periodicals are listed and routing slips accompany their circulation, they can be located within a short period of time if needed.

d. *Charge-out Desk*.—The Book Section and Periodicals have a separate Charge-out Desk and Charge-out File. They are governed by the same principles as the customary charge-out procedures.

*Note:* All uncataloged books and periodicals must be cataloged before they are charged out.

## Chapter III

# ADDITIONAL LIBRARY FACILITIES

### 9. ADDITIONAL AIDS.

Certain additional items of material and service within and outside the Library offer the researcher invaluable assistance. Knowledge of their existence and the means for their application to his purposes will expedite many phases of his work. Comprehension of their relationship to his organization and the channels through which he must seek their advice or cooperation will eliminate delay in many of his projects.

### 10. MISCELLANEOUS LIBRARY FACILITIES.

There are several sources of information within the Library which have not previously been described in this manual.

a. *Reference Room*.—The Library Reference Room contains several items of significance. In addition to standard reference books, the Authority Desk, the Book Card Files and the Procurement and Reference Section offer the most advantageous points of investigation. The Authority Desk and the Book Card Files have been discussed previously.

b. *Reference Books*.—Publications such as foreign language dictionaries, encyclopedias, telephone directories for the larger U. S. cities, and a variety of atlases are located in stacks constructed against the Reference Room walls.

(1) The atlases are filed according to a numerical shelf system.

(2) A revolving "flap" index above the shelf provides a handy aid in selecting specific atlases.

(3) Each atlas is described by area, date and shelf location.

(4) A reference table adjacent to the Book Catalog unit in the center of the Reference Room contains reference aids for the use of Periodicals and Books. Included among these are the United States Book Catalog (a cumulative Book Index), current International Periodical Indexes and Industrial Arts Indexes.

c. *Procurement and Reference Section*.—This unit serves in a dual capacity. Its procurement efforts acquire most of the maps, books, periodicals and documents accessioned by the Library. Reference duties are executed on a geographic area basis similar to the Map Intelligence Branch division of responsibility. Each person in charge of an area acts as an authority on questions involving map coverage of that area. An important phase of the procurement function includes coordinating requests for map procurement teams composed of Government personnel operating in foreign areas.

(1) The activities of the Procurement and Reference Section are diversified, and the additional services they offer can aid the researcher materially in his search for map-

ping information. Some of their services are:

(a) Procurement and Reference Area Heads serve as a liaison between the Library and other sections of AMS to locate and correct information which could be misleading to the researcher.

(b) They will have maps, texts from books and documents reproduced for personnel concerned. To accomplish this, a Supplemental Order form is required and must be approved by a Branch Chief.

(c) For the researcher they will determine the type of reproduction copy (blow-up or reduction) needed.

(d) By use of a Procurement Requisition Form in triplicate, and approved by a Division Chief, requests by the researcher for maps, books and documents will be honored, either by borrowing or purchasing them from outside agencies (See Fig.18).

(e) They may be called upon and will actively cooperate with recently employed personnel, giving them the necessary orientation to use the facilities of the Reference Room.

(f) The new researcher can use their services to investigate and locate sources of information and material.

(g) Telephonic requests and miscellaneous questions from outside agencies pertaining to map books and documents should be directed to this office.

(h) The researcher can procure maps through the Procurement and Reference Section from outside agencies who are participants in the AMS Depository Program. Such participants include State libraries and educational institutions.

(1) Copies of Publishers Catalogs of latest date are maintained by the Procurement and Reference Section and are always available in the Procurement and Reference Room.

(a) Duplicate copies, if there are any, and older catalogs can be found in the Document Cage.

(b) They may be examined on request to the person responsible for the country of their publication.

**d. Miscellaneous Publications.**—The Library issues at least two publications that warrant description and discussion.

(1) *Machine Tabulations.*—(See Fig. 19) A tabulation or tab run is a machine-produced list of maps prepared by the Card File Section. A tab run of maps by scale, area or series can be made from "A" cards and/or "B" cards.

(a) All the information contained on the cards is expressed in a single line on the tabulation. Since the majority of the data is coded, ability to read the cards will assist in deciphering the tabulation. All the columns of the tabulation are titled in a manner similar to the Machine Cards.

(b) One important fact should be kept in mind. A tabulation is a reliable list of the maps available at AMS only at the time the tabulation was produced. Its currency must be maintained through reference to daily and monthly accession lists as well as recataloging reports. The researcher must try to keep up with the changes.

**ARMY MAP SERVICE  
LIBRARY PROCUREMENT REQUISITION FORM**

This form to be submitted in DUPLICATE.

DATE:

Division:	Section:	Requested by:	Telephone Ext:
CHECK: <input type="checkbox"/> Loan <input type="checkbox"/> Purchase    JOB NO. _____			
Loan material available from _____			
Purchase material available from _____			
SERIES, NAME/NUMBER OF MAPS, CHARTS OR TITLE OF BOOK DESIRED (do not list more than one (1) book, or set of books, on this form):			QUANTITY
ADDITIONAL LISTING OR INFORMATION ON REVERSE SIDE    (yes)    (no)			
<b>TO BE COMPLETED FOR THE REQUISITIONING OF BOOKS ONLY:</b>			
Author .....		Edition .....	
Publisher .....		Address .....	
Place of Pub .....	Date .....	Vol .....	Price .....
<b>REMARKS (if expedite, give reasons):</b>			

**FOR LIBRARY USE ONLY:**

Library No: \_\_\_\_\_ Date \_\_\_\_\_ Clerk \_\_\_\_\_  
 Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Complete \_\_\_\_\_ Incomplete \_\_\_\_\_ Dir to \_\_\_\_\_  
 Remarks: \_\_\_\_\_

ANS 1-52

204492

FIGURE 18.—Procurement Requisition form (facsimile)



LINE NO. COLUMN 17 SUBJECT	AMS LIBRARY LISTING FOR:										NOTES	
	523 3000 82002	63360	83 J 5	101916L	50F29	613821942445	523 3000 82002	63360	83 J 6	101916L	50F29	613821942445
12	523 3000 82002	63360	83 J 6	2 1937L	50F29	51981937401	523 3000 82002	63360	83 J 6	2 1937L	50F29	51981937401
11	523 3000 82002	63360	83 J 6	2 1937L	50F29	1128791942435	523 3000 82002	63360	83 J 6	2 1937L	50F29	1128791942435
10	523 3000 82002	63360	83 J 6	2 1937L	50F29	1128791942435	523 3000 82002	63360	83 J 6	2 1937L	50F29	1128791942435
9	523 3000 82002	63360	83 J 9	476908 2 1938L	50F29	51991938405	523 3000 82002	63360	83 J 9	476908 2 1938L	50F29	51991938405
8	523 3000 82002	63360	83 L 9	423377L 2 1931L	50F29	3418921932421	523 3000 82002	63360	83 L 9	423377L 2 1931L	50F29	3418921932421
7	523 3000 82002	63360	83 J 9	476908 2 1938L	50F29	8151131938465	523 3000 82002	63360	83 J 9	476908 2 1938L	50F29	8151131938465
6	523 3000 82002	63360	83 J 9	2V1938L	50F29	7252531947485	523 3000 82002	63360	83 J 9	2V1938L	50F29	7252531947485
5	523 3000 82002	63360	83 L 10	423378 2 1931L	50F29	7027911932421	523 3000 82002	63360	83 L 10	423378 2 1931L	50F29	7027911932421
4	523 3000 82002	63360	83 L 10	423378 2 1931L	50F29	620991932425	523 3000 82002	63360	83 L 10	423378 2 1931L	50F29	620991932425
3	523 3000 82002	63360	83 L 12	101932L	50F29	139171942435	523 3000 82002	63360	83 L 12	101932L	50F29	139171942435
2	523 3000 82002	63360	83 L 12	101932L	50F29	139181942431	523 3000 82002	63360	83 L 12	101932L	50F29	139181942431
1	523 3000 82002	63360	83 L 13	423379 2 1931L	50F29	370361932421	523 3000 82002	63360	83 L 13	423379 2 1931L	50F29	370361932421
	523 3000 82002	63360	83 L 13	423379 2 1931L	50F29	469461932425	523 3000 82002	63360	83 L 13	423379 2 1931L	50F29	469461932425
	523 3000 82002	63360	83 L 14	435779 101931L	50F29	139201942431	523 3000 82002	63360	83 L 14	435779 101931L	50F29	139201942431
	523 3000 82002	63360	83 L 14	435779 101931L	50F29	139191942435	523 3000 82002	63360	83 L 14	435779 101931L	50F29	139191942435
	523 3000 82002	63360	83 L 15	1V1942L	50F29	173461942431	523 3000 82002	63360	83 L 15	1V1942L	50F29	173461942431
	523 3000 82002	63360	83 L 15	1V1942L	50F29	815121942465	523 3000 82002	63360	83 L 15	1V1942L	50F29	815121942465
	523 3000 82002	63360	83 L 16	435777 101933L	50F29	139271942431	523 3000 82002	63360	83 L 16	435777 101933L	50F29	139271942431
	523 3000 82002	63360	83 L 16	101933L	50F29	815131942465	523 3000 82002	63360	83 L 16	101933L	50F29	815131942465
	523 3000 82002	63360	83 M 1	417336 2 1924L	50F29	341921925421	523 3000 82002	63360	83 M 1	417336 2 1924L	50F29	341921925421
	523 3000 82002	63360	83 M 2	417336 2 1924L	50F29	52001979401	523 3000 82002	63360	83 M 2	417336 2 1924L	50F29	52001979401
	523 3000 82002	63360	83 M 3	NP1941L	50F29	621011941421	523 3000 82002	63360	83 M 3	NP1941L	50F29	621011941421
	523 3000 82002	63360	83 M 4	NP1941L	50F29	815141941465	523 3000 82002	63360	83 M 4	NP1941L	50F29	815141941465
	523 3000 82002	63360	83 M 4	2V1926L	50F29	621021926421	523 3000 82002	63360	83 M 4	2V1926L	50F29	621021926421
	523 3000 82002	63360	83 M 4	2V1926L	50F29	8151521926465	523 3000 82002	63360	83 M 4	2V1926L	50F29	8151521926465
	523 3000 82002	63360	83 M 5	417335 2V1925L	50F29	621031925421	523 3000 82002	63360	83 M 5	417335 2V1925L	50F29	621031925421
	523 3000 82002	63360	83 M 5	2V1925L	50F29	815161925465	523 3000 82002	63360	83 M 5	2V1925L	50F29	815161925465
	523 3000 82002	63360	83 M 6	417332 2V1925L	50F29	341991925421	523 3000 82002	63360	83 M 6	417332 2V1925L	50F29	341991925421
	523 3000 82002	63360	83 M 6	2V1925L	50F29	342001925425	523 3000 82002	63360	83 M 6	2V1925L	50F29	342001925425
	523 3000 82002	63360	83 M 7	2V1929L	50F29	160591929431	523 3000 82002	63360	83 M 7	2V1929L	50F29	160591929431

FIGURE 19.—Facsimile of a tab run

(c) Actually, constant reference to the card files will afford the most up-to-date and most reliable information in this regard.

(2) *Theater Area Indexes*.—(See Fig. 20) AMS produces indexes of series and sets of maps which are revised daily. Each index graphically portrays the coverage of a specific series.

(a) There are three types of area indexes currently in existence. The first and second will not be reproduced when the supply in stock is exhausted.

(1) Lithographed in two colors, 10½" by 16" (See Fig. 21).

(2) Ozalid copy of the preliminary version of one (See Fig. 22).

(3) Ozalid copy, 22" by 30".

(b) Each sheet is named or numbered on the Index. A tick in one corner of each square indicates the map's existence in the Library.

(c) Significant dates are shown by code in the upper right corner of the square.

(d) The type of copy is designated in the lower left corner.

(e) Shading or "hatching" indicates that portion of the map which is devoid of information or unmapped.

(f) The Index Title Box contains the name and the scale of the series, the publisher and the Library Call Number.

(g) A legend, if necessary, is included below the call number.

(h) The "correct" date is shown below the neatline on the left side.

1. This is an important feature since it establishes the reliability of each Index.

2. Additional or later maps may have been accessioned since the "correct" date.

3. The Call Number may have changed since the sheet was published.

(i) These factors must be considered in the use of the Indexes.

(j) The above information should be used only as a guide. A complete explanation of the Theater Area Index is given in T. I. 66 (Rev. 1), 3 March 1949.

**e. Other Facilities.**—Several units of AMS, other than the Library, offer the researcher material, information or service. Each operates within the scope of prescribed functions. Each must be approached through proper channels and according to proper formalities.

(1) *Map Distribution Division*.—This organization maintains and distributes stock of all maps and allied periodicals determined to be in active status by the Operations and Planning Staff. Authorized agencies and personnel may apply for copies of maps through the Division's Map Order Branch.

(a) The instrument for such application is AMS Form 5-66. (See Fig. 23) The recognized signatory for this request is the Division or Branch Chief. The form is generally self-explanatory and its execution is simple.

1. Although the Key Number is the most important element of stock

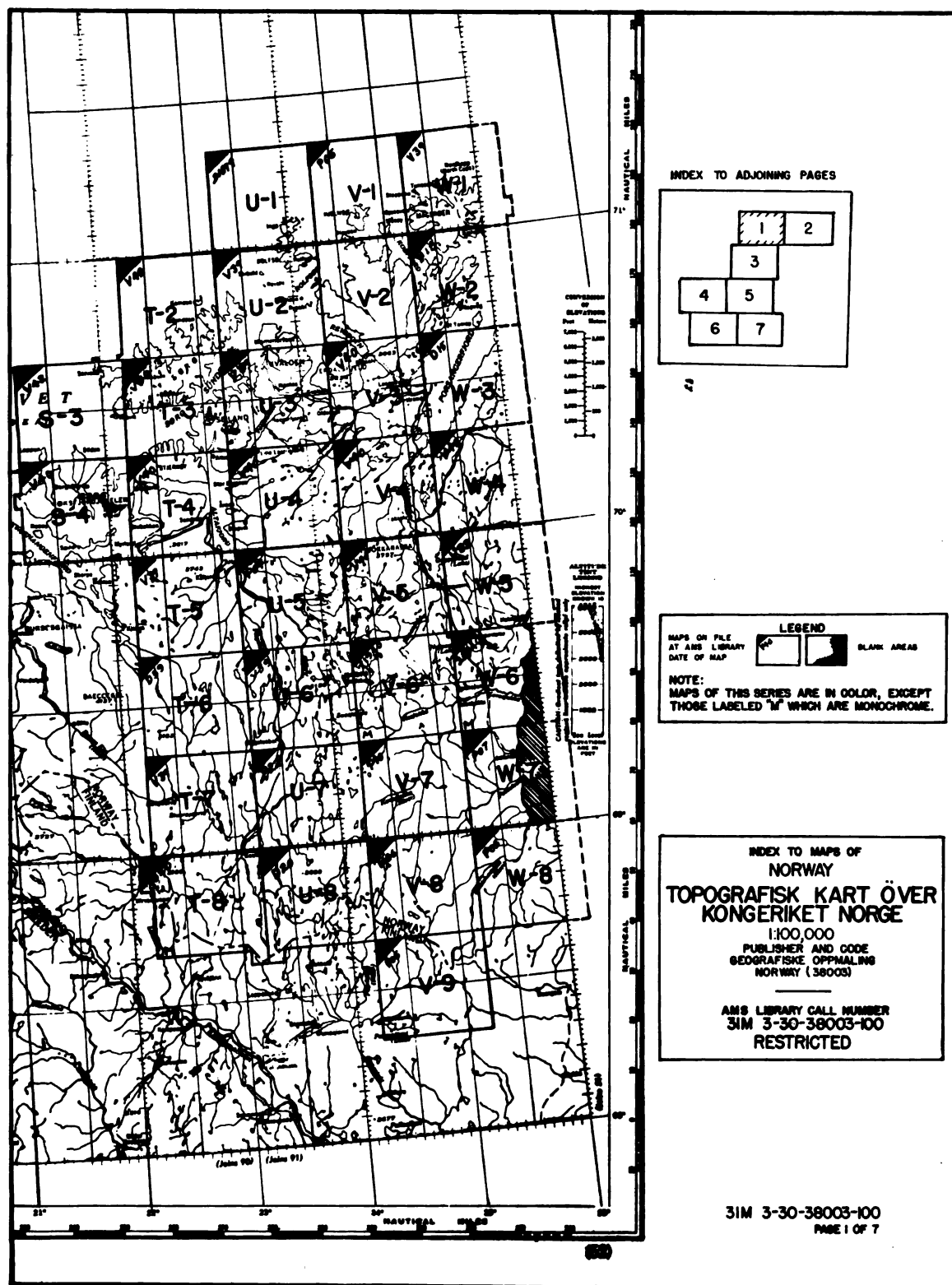


FIGURE 20.—Facsimile of a portion of a Library Area Index (ozalid)

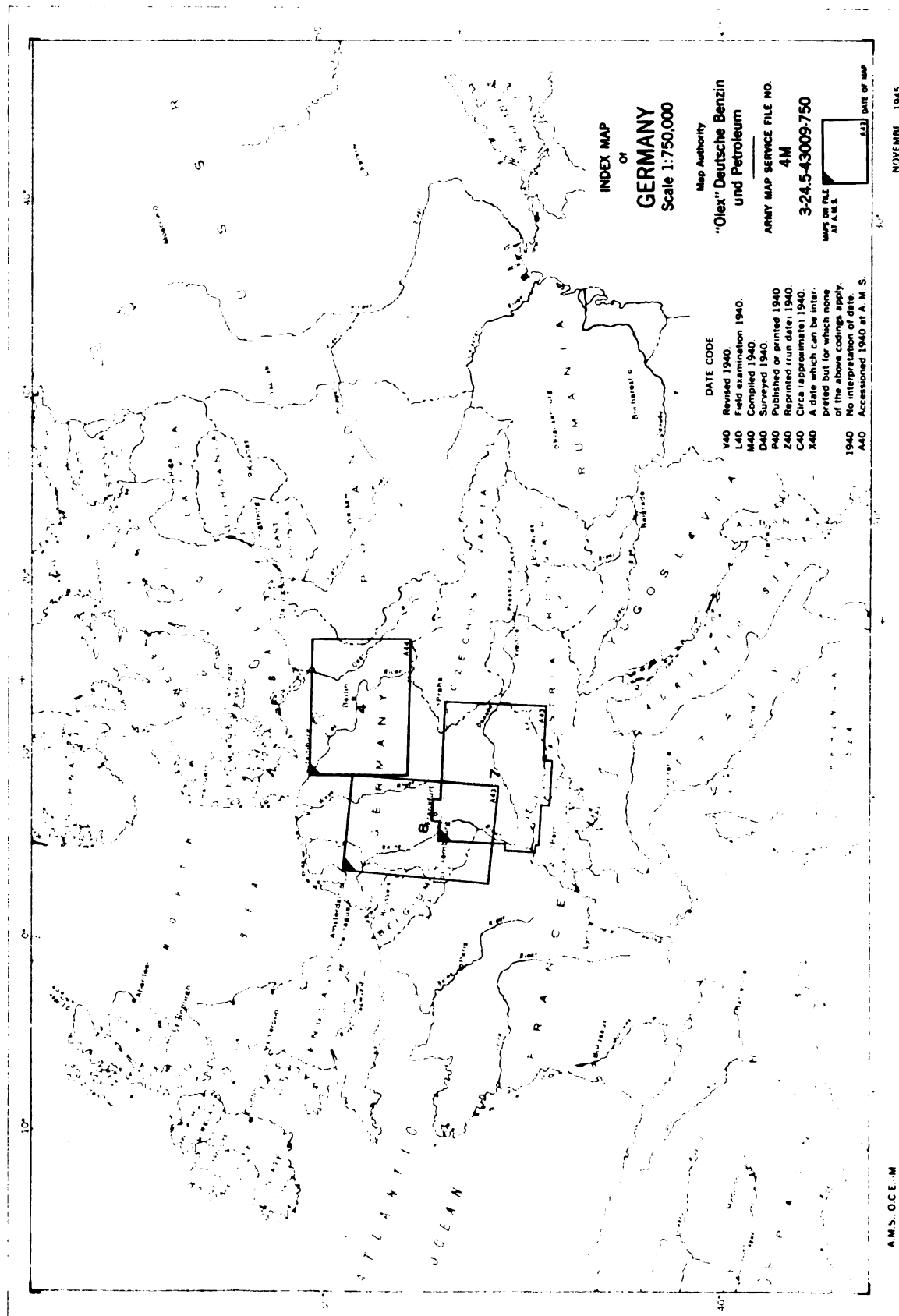


FIGURE 21.— Library Index litho

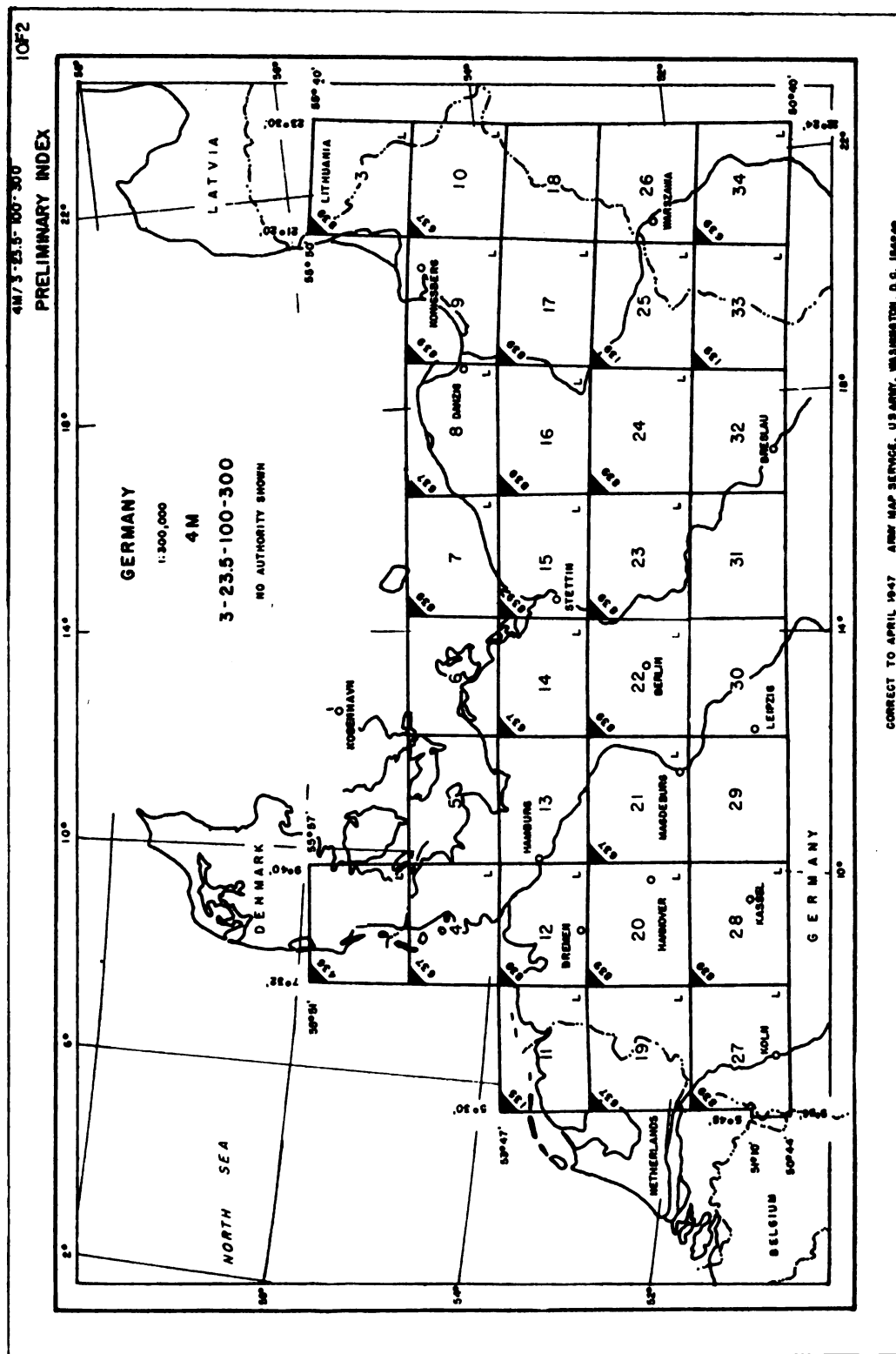


FIGURE 22.—Facsimile of a preliminary version of a Library Index (ozalid)





**FIGURE 24.—Stock index**

**ARMY MAP SERVICE PUBLICATIONS**  
FOR THE MONTH OF JUNE 1950

The maps listed in this publication are classified as active or inactive. Such and reproduction material are maintained for sheets which are active. Sheets classified as inactive will be destroyed.

Category 1. Map sheets and reproduction material cancelled and destroyed.

Category 2. Reproduction material only maintained. No sheet available.

Category 3. Sheets will be allowed to duplicate, after which the series will be put in Category 2.

The AMS issue number is a positive identification indicating the AMS sequence in publication of new or substantially revised map sheets. This number is applied to AMS reproductions and limited map sheets of other agencies' publications as well as publications compiled or prepared by AMS. The number is not accompanied by the term "issue" on map sheets, but is prefixed by the letters "AMS" to clearly define it as an AMS issue, such as, AMS 1, AMS 2, AMS 3, etc. In conclusion, it can be assumed that a publication with a higher issue number contains later map information than the same publication having the preceding issue number.

**DOMESTIC LIST**

SHEET 1 OF 2

KEY NUMBER	SERIES NAME AND NUMBER	SHEET NAME AND NUMBER	SCALE	SHEET NUMBER
<b>NORTH AMERICA</b>				
<b>TOPOGRAPHIC MAPS</b>				
<b>NEW AMS COMPILATION</b>				
103443	UNITED STATES E	AMS V801 TOLEDO	NR 17 7	250000 149
174887	UNITED STATES E	AMS V801 GLENS FALLS	NR 18 3	250000 150
173189	UNITED STATES E	AMS V801 LAKE CHAMPLAIN	NL 18 18	250000 150
173084	UNITED STATES E	AMS V801 LEWISTON	NL 19 10	250000 150
688967	UNITED STATES W	AMS V808 MC ALESTER	N 18 4	250000 150
688969	UNITED STATES W	AMS V808 MELENA	N 18 6	250000 150
102830	UNITED STATES W	AMS V808 VANCOUVER	NL 10 8	250000 150
109798	ALABAMA	AMS V744 JENIPER	3891111	50000 150
101076	KANSAS	AMS V778 LEAVENWORTH	70621V	50000 150
107948	MISSOURI	AMS V779 SMITHVILLE	70621	50000 150
139793	NEW MEXICO	AMS V781 CAPITOL PEAK	47801V	50000 150
106131	LOUISIANA	AMS V788 CHOPIN	74461V	50000 150
601898	MASSACHUSETTS	AMS V814 WORCESTER NORTH	66681V SE	25000 250
601891	MASSACHUSETTS	AMS V814 WACHUSETT MTN	66681V NW	25000 250
601880	MASSACHUSETTS	AMS V814 SANDWICH	6667111 NW	25000 250
600424	NEW YORK	AMS V821 ROPE HILLS	80721 NE	25000 149
600425	NEW YORK	AMS V821 NATURAL DAM	80721 SE	25000 149
600426	NEW YORK	AMS V821 HUSHALONG LAKE	80721 SW	25000 149
600427	NEW YORK	AMS V821 HAMMOND	80721 NW	25000 149
600428	NEW YORK	AMS V821 ANTWERP	80721 NE	25000 149
600429	NEW YORK	AMS V821 NORTH WILNA	80721 SE	25000 149
600431	NEW YORK	AMS V821 PHILADELPHIA	80721 NW	25000 149
600400	NEW JERSEY	AMS V822 BROWNS HILLS	60631 NE	25000 150
600401	NEW JERSEY	AMS V822 CHATSWORTH	60631 SE	25000 150
600402	NEW JERSEY	AMS V822 INDIAN HILLS	60631 SW	25000 150
600403	NEW JERSEY	AMS V822 PEMBERTON	60631 NW	25000 150
600404	NEW JERSEY	AMS V822 KESWICK BRIDGE	61631V NE	25000 150
600405	NEW JERSEY	AMS V822 BROOKVILLE	61631V SE	25000 150
600406	NEW JERSEY	AMS V822 WOODHANSIE	61631V SW	25000 150
600407	NEW JERSEY	AMS V822 BRITING	61631V NW	25000 150
102853	MARYLAND	AMS V833 EDGEWOOD	57681V NE	25000 150
102844	MARYLAND	AMS V833 GUNPOWDER NECK	57681V SE	25000 150
102834	MARYLAND	AMS V833 MIDDLE RIVER	57681V SW	25000 150
102835	MARYLAND	AMS V833 WHITE BARON	57681V NW	25000 150
102835	VIRGINIA	AMS V834 MERRON	5488111 NE	25000 250
102836	VIRGINIA	AMS V834 DARVILLS	5488111 SE	25000 250
102837	VIRGINIA	AMS V834 BLACKSTONE	5488111 SW	25000 250
102838	VIRGINIA	AMS V834 WELLSVILLE	5488111 NW	25000 250
600840	NEW MEXICO	AMS V881 TRES HERMANOS NE	4749111 NE	25000 150
600841	NEW MEXICO	AMS V881 TRES HERMANOS SE	4749111 SE	25000 150
600842	NEW MEXICO	AMS V881 TRES HERMANOS SW	4749111 SW	25000 150
600843	NEW MEXICO	AMS V881 TRES HERMANOS NW	4749111 NW	25000 150
600844	NEW MEXICO	AMS V881 LAKE LUCERO NE	4749111 NE	25000 149
600845	NEW MEXICO	AMS V881 LAKE LUCERO SE	4749111 SE	25000 149
600846	NEW MEXICO	AMS V881 LAKE LUCERO SW	4749111 SW	25000 149
600847	NEW MEXICO	AMS V881 LAKE LUCERO NW	4749111 NW	25000 149
600905	OKLAHOMA	AMS V883 MOUNT SCOTT	6353111 NE	25000 150
600906	OKLAHOMA	AMS V883 SUANAH MTN	6353111 NW	25000 150
600907	OKLAHOMA	AMS V883 ARBUCKLE HILL	6353111 SE	25000 150
600908	OKLAHOMA	AMS V883 FORT BILL	6353111 SW	25000 150
600909	OKLAHOMA	AMS V883 ELGIN	6353111 NW	25000 150
130428	WASHINGTON	AMS V891 VAIL	14771 SW	25000 149
130429	WASHINGTON	AMS V891 TENING SW	14771V SW	25000 149
131375	WASHINGTON	AMS V891 STELLAGOON	14771V SE	25000 150
131394	WASHINGTON	AMS V891 FORT LEWIS	14771V SE	25000 150
131397	WASHINGTON	AMS V891 HUSSELY	14771V SE	25000 150
131418	WASHINGTON	AMS V891 ANDERSON ISLAND	14771V NW	25000 150
130439	WASHINGTON	AMS V891 HARTS LAKE	18771V NW	25000 149
130434	WASHINGTON	AMS V891 PUYALLUP	18771V NE	25000 149
<b>ADDITION OF UTM GRID</b>				
601077	MARYLAND	AMS V833 BALTIMORE EAST	56621 SE	25000 250
601083	MARYLAND	AMS V833 REISTERSTOWN	56621V NE	25000 250
601094	MARYLAND	AMS V833 MANCHESTER	5662111 NW	25000 250
600820	MARYLAND	AMS V833 PRESTON	5662111 NW	25000 250
600821	MARYLAND	AMS V833 FORLING GREEN	56621V SW	25000 250
600820	MARYLAND	AMS V833 HILLINGTON	56621V SE	25000 250
600831	MARYLAND	AMS V833 GALENA	56621V SW	25000 250
600832	MARYLAND	AMS V833 EARLEVILLE	56621V NW	25000 250
600833	MARYLAND	AMS V833 ABBATONHAY BAY	56621 NE	25000 250
600834	MARYLAND	AMS V833 BETHESDA CITY	56621 SE	25000 250
600835	MARYLAND	AMS V833 SELBYVILLE	56621 NW	25000 250
600837	MARYLAND	AMS V833 WHITTINGTON POINT	56621 SW	25000 250
600838	MARYLAND	AMS V833 WESLEY	5662111 NE	25000 250
600843	MARYLAND	AMS V833 WEAVERVILLE	56621V NE	25000 250
600845	MARYLAND	AMS V833 WANGO	56621V SW	25000 250
601133	VIRGINIA	AMS V834 MIDLAND	5462111 SW	25000 249
600846	VIRGINIA	AMS V834 REAMS	5662111 SW	25000 249
600847	VIRGINIA	AMS V834 PETERSBURG	5662111 NW	25000 249
601444	VIRGINIA	AMS V834 CHESSONESSEX	56621V SE	25000 249
601188	VIRGINIA	AMS V834 STAFFORD	56621V NW	25000 249
601187	VIRGINIA	AMS V834 JOPLIN	5662111 SW	25000 249
601189	VIRGINIA	AMS V834 SYRLING	5662111 SE	25000 249
<b>SCALE CONVERSION AND ADDITION OF UTM GRID</b>				
100898	MASSACHUSETTS	AMS V814 SHELBOURNE FALLS	6669111 SW	25000 150
100741	MASSACHUSETTS	AMS V814 NORTHFIELD	6669111 NW	25000 150
100894	MASSACHUSETTS	AMS V814 STAFFORD	6669111 SE	25000 150
100899	MASSACHUSETTS	AMS V814 TUCKERNUH ISLAND	66691V SE	25000 150

FIGURE 25.—Facsimile of a page from the AMS Publications List.



his responsibility, it should be constantly revised according to information contained in the AMS Monthly Publications List. (See Fig. 25)

(e) This periodical is issued automatically on a monthly basis by the Map Distribution Division to authorized holders of the catalog as a notice of additions and cancellations of map stock.

(f) Even this method is not completely satisfactory since it does not advise of items which are in stock.

(g) Knowledge of that condition is best determined by telephone inquiry to the Order Branch of the Map Distribution Division. However, that procedure should be employed only in emergencies.

(h) To insure full cooperation with the Map Distribution Division, and to avoid the unnecessary delay of its normal operation, the researcher should bear in mind the following facts at all times:

1. Order maps only when quantities are required.
2. Procure copies of maps from this division if the use of a Library copy would be impractical (maps which are to be annotated or mutilated).
3. If the map is to be used only for reference, it should be borrowed from the Library.

(3) *Engineer Strategic Intelligence Division*.—This unit performs a function similar to the Map Intelligence Branch in the field of engineer intelligence.

(a) It is organized on two bases—by geographic area and by technical category. The former enjoys excellent operating liaison with the Map Intelligence Branch. Its personnel are instructed to analyze all material acquired by the Division and to determine its value to mapping. Those documents deemed appropriate are forwarded to the Map Intelligence Branch for appraisal and abstraction of pertinent data. The Map Intelligence Branch conducts a similar survey of material for ESID.

(b) ESID maintains a document collection which may be consulted by the researcher. An accession list is distributed to all interested and authorized personnel of AMS.

(4) *Geographic Names Branch*.—In addition to its primary function of transliterating place names for all AMS maps and most ACS charts of foreign areas, this Branch translates books, periodicals and the marginal notes of foreign-published maps. In both respects it cooperates closely with research personnel. Its most immediate benefit to the researcher is the availability of talent for translating material which in its native language is incomprehensible.





