

Brooklyn Historical Society  
Map Cataloging Policy Decisions

**May 17, 2010**

**Mark on maps that have been cataloged**

After a bibliographic record has been created in ALEPH (not necessarily saved to the server, this applies to completed records saved to the local file and in the process of being proofed), indicate on the physical map that it has been cataloged. This will be done by putting a small x near the upper right hand corner of the call number.

**Rounding scale**

When computing scale, we will not round scale up or down, unless the result is not a whole number. If the result is not a whole number, round up if .5 or greater, round down in .4 or less.

Ex.

Scale [ca. 1:245,503] should **not** become:    Scale [ca. 1:250,000]

*But*

Scale [ca. 1:48,999.9] should become:    Scale [ca. 1:49,000]

**May 25, 2010**

**Brooklyn Subject Access—Adding 651**

When working with Brooklyn maps of specific neighborhoods, include a 651 for the neighborhood (if established in LC) AND a separate 651 for Brooklyn.

Ex. 245 Map of Sunset Park.

651 0 Sunset Park (New York, N.Y.) #v Maps.

651 0 Brooklyn (New York, N.Y.) #v Maps.

## **Genre addition for atlases**

When working with atlases, add a 655 (first indicator blank, second indicator 0) for Atlases.

Ex. Atlas of New York City

651 0 New York (New York, N.Y.) +v Maps.  
655 0 Atlases.

## **May 27, 2010**

### **Note for Hand colored**

If an item is hand colored, indicate this in the 300 #b as opposed to using “col.” in the 300 and specifying hand colored in a note.

Items issued before 1870 should be considered hand colored; items issued between 1870 and 1900 should be evaluated on a case by case basis. Items published after 1900 should *generally* not be considered hand colored.

### **Decorative Borders**

For copy cataloging, if the original record has a note indicating that the item has a decorative border, do not delete the note. However, if the original record does not include a note regarding the border and the item *does* have a decorative border, do not create a note in the copy record.

For original cataloging, note decorative borders.

## **June 8, 2010**

### **Adding and deleting general 052s**

If a record has a 052 that does not provide more precise geographic information than listed in the 043, do not delete the 052. However, if cataloging an item and there is no more precise code for the 052 than is found in the 043, do not add the general 052.

Ex.

043 n-us-ny  
052 3804

**June 14, 2010**

### **Engraving statements**

If an item has a statement concerning the engraver or lithographer of the item, do not record this information in the 245 †c if there are any other statements of responsibility on the piece (e.g. “drawn by ...” “écrit par” See CM App. 1F1 for more terms that indicate responsibility). In these cases, record engraver or lithographer information in the 260 †e and †f. However, if the piece has a statement including the following engraving terms (scripsit, sculpsit, s., sc., sct., Sculp.), record these in the 245 †c.

If the piece does not have an additional statement of responsibility and only has a statement concerning the engraver or lithographer, this information can be recorded in the 245 †c.

### **Definition of New York Metropolitan Area**

Based on the authority record for New York Metropolitan Area (ARN: 2071146), we will use New York Metropolitan Area as a subject heading for items that cover all of the city of New York, plus a substantial part of the suburbs of Southern Connecticut, Northeastern New Jersey, and Long Island. An item does not need to show all of the additional suburban areas to be assigned New York Metropolitan Area, but it should have at least one.

### **Referencing the Long Island Historical Society or Brooklyn Historical Society**

When referencing the Long Island Historical Society and Brooklyn Historical Society in prose, use the following:

Long Island Historical Society [now known as the Brooklyn Historical Society]

Brooklyn Historical Society [formerly known as the Long Island Historical Society]

**June 15, 2010**

## **Describing covers**

Describe covers in the 300 †c as follows:

†c 30 x 50 cm., folded in cover 15 x 20 cm.

Note: It is not necessary to indicate the material of the cover unless unusual, ex. silk, cloth, etc.

## **Abbreviation for centimeters**

Use cm. (period included) to refer to centimeters. Although examples in CM use the abbreviation cm (no period), there is no specific statement in CM that indicates to do this and the abbreviation in AACR2 is cm. (period included).

## **Framing note**

If describing an item that has been framed in a mat frame, use:

590 BHS copy affixed to mat frame.

590 BHS copy mounted on linen, affixed to mat frame.

## **541 – Immediate source of acquisition note**

Record provenance information as found on piece. If provenance information does not look authoritative (ex. in pencil), use question marks in the 541. Consider statements on paper that has been pasted onto the map to be authoritative.

## **Consistency of subject access**

If cataloging an item that is very similar to another item already cataloged (ex. same publisher, mostly same intellectual content, appears to be from the same plate), try to be consistent with subject access. To maintain consistency, we will be more inclined to add subject headings than to delete them. However, if a subject heading is blatantly incorrect, delete the subject headings from the item already cataloged and do not add to the new item.

Ex.

(Map already cataloged)

245 0 0 Map of New York and adjoining states.

260 0 N.Y. : #b Colton & Co., #c 1850.

651 0 New York (State) #v Maps.

651 0 Pennsylvania #v Maps.

(Map record of new item to be cataloged)

245 0 0 Map of New York and adjoining states.

260 0 N.Y. : #b Colton & Co., #c 1852.

651 0 New York (State) #v Maps.

ACTION:

Add: 651 0 Pennsylvania #v Maps to second record to maintain consistency.

## **June 16, 2010**

### **BHS copy vs. library's copy**

In the 590 field, when describing specifics of the BHS copy, use BHS copy as opposed to local or library's copy.

590 BHS copy imperfect; missing cover.

## **June 17, 2010**

### **Source of quoted notes**

When using quoted notes, cite the source if taken from source other than the chief source. However, if quoting from the verso, indicate that the item was taken from the verso.

500 "23"--Verso.

## **June 21, 2010**

## **Multiple holdings in 590**

When describing multiple holdings in the 590, use the following format (ex. Shown for 3 copies):

BHS has \_\_\_ copies: copy 1 \_\_\_\_\_; copy 2 \_\_\_\_\_; and copy 3 \_\_\_\_\_.

## **July 8, 2010**

### **Noting Encapsulation**

In the 300 #b and/or 590, do not note whether an item is encapsulated.

### **Coverage Dimensions**

If possible, note the streets that bound the area shown on a map. Do this when the map does not have other definite boundaries, such as city or town boundaries.

For example, if a map shows the city of Brooklyn north to the border with Williamsburg, it is fine to note the coverage dimension as “north to the border with Williamsburg” instead of citing a specific street.

However, if the map covers the city of Brooklyn south to 60<sup>th</sup> St., note the specific coverage dimension.

### **Manufacturers in 260**

If an item has a statement referring to the manufacturer of the map (ex. lithographer, engraver, etc.) but no additional publication information, do not assume that the manufacturer of the map is also its publisher.

If it can be proved that the manufacturer of the map also acted as the map’s publisher, use the manufacturer information as publication information in the 260 #a and #b. If it cannot be proven, use S.l., s.n. in 260 #a and #b and manufacturer’s information in 260 #e and #f.

### **Subject access for property maps**

When providing subject access for property maps that give the names of multiple property owners, use:

650 Real property †z Geographic Subdivision †v Maps.

650 Landowners †z Geographic Subdivision †v Maps.

If the map shows the property of only one landowner, use:

600 Personal name †x Estate †v Maps.

650 Real property †z Geographic Subdivision †v Maps.

Or

600 Personal name.

650 Real property †z Geographic Subdivision †v Maps.

Use †x Estate for the land of someone who has died. For living persons, if the land shown on the map is not a particular house or residence, simply add the personal name as a 600. For famous homes, such as Monticello, provide an access point for the name of the home in addition to:

601 Personal name †x Homes and haunts †v Maps.

650 Real property †z Geographic Subdivision †v Maps.

## **Modern place names in “shows” notes**

When citing geographic names in shows/coverage notes, use the form of the name given on the map. If using a geographic name that is not on the map, use the modern form of the name.

For example, if a map shows the city of Brooklyn and part of Williamsburg, and Williamsburgh is written on the map, use the form of Williamsburg found on the map in the shows note.

USE: *Shows the city of Brooklyn and part of Williamsburgh.*

But, if the map shows Brooklyn north to Greenpoint and Greenpoint is not written on the map, use the modern form of Greenpoint.

USE: *Shows Brooklyn north to Greenpoint.*

NOT: *Shows Brooklyn north to Green Point.* (variant spelling used in 19<sup>th</sup> century)

**July 13, 2010**

**Subject Access – Real property, Landowners**

The subject headings “Real property” and “Landowners” will be used to provide access for maps that display significant amounts of property. The headings will always be used for cadastral maps, and will be used in non-cadastral maps if property makes up at least 20% of the map. If a non-cadastral map shows property but it comprises less than 20% of the map, use cataloger’s judgment to determine whether this is an important enough feature of the map for subject access. In these situations, it may be best to describe the property in the 500 “shows/coverage” note, but not use the subject heading.

**July 19, 2010**

**Corresponding subject headings and call numbers**

For copy cataloging, if bringing in a record with an LC call number, make sure that the first subject heading in the record corresponds to the call number. For original cataloging, since we are not using LC, this policy does not apply. It also does not apply to copy catalog records that don’t have LC call numbers.

**July 22, 2010**

**Relief and Depths notes**

Describe relief and depths in 2 separate sentences. Do not combine into one sentence.

Ex. Relief shown by hachures. Depths shown by soundings.

NOT

Ex. Relief shown by hachures; depths shown by soundings.

**Sheet size**

We will use a loose interpretation of CM’s rules regarding describing sheet size. CM gives many rules that tell catalogers when to record sheet size, but does not say when

catalogers should not record it. Therefore, if a cataloger feels that sheet size is important for descriptive purposes or identification of the map, sheet size can be included.

## **July 27, 2010**

### **Local notes for imperfect items**

For original cataloging, if an item is imperfect and this affects the bibliographic description, record description of the imperfection in a note. However, use 500 instead of 590, so that the field is not stripped when exported to OCLC.

Ex. Significant portion of lower center margin is missing, and this section contained title information. Data in the 245 is bracketed.

### **Orientation of items removed from atlases**

For original cataloging, if an item has been extracted from an atlas, orient the piece so that the title of the map is facing the reader (i.e. not sideways or upside down). Describe the piece from this perspective, even though the piece may have been oriented differently when it was part of an atlas.

### **Inset continuation maps**

For original and copy cataloging, consider the spirit of an inset when deciding if it is an inset continuation map. An inset continuation map does not need to be an exact continuation of where the main map ends, nor does it need to be at the same scale as the main map to be considered a continuation.

## **August 2, 2010**

### **Variant titles**

Describe variant titles in a 246 as opposed to a 500.

For form use: 246 1 #i Panel title: #a \_\_\_\_\_

## **August 9, 2010**

## Genre terms – 655s

Use as 655 when applicable. Genre terms cannot be subdivided topically or geographically. You can use both form subdivisions and genre terms in the same record.

Ex.

651 0 New York (N.Y.) †v Maps.

655 0 Road maps.

The following is a list of authorized genre terms; those most applicable to the BHS map collection are highlighted in bold.

### **Aerial photographs.**

#### **Aerial views.**

Aeronautical charts.

Astronautical charts.

Astronomical models.

#### **Atlas factice.**

#### **Atlases.**

#### **Bathymetric maps.**

Block diagrams.

Bottle-charts.

#### **Cadastral maps.**

Cartographic materials for people with visual disabilities.

#### **Cartographic materials.**

Celestial charts.

Celestial globes.

Children's atlases.

Children's maps.

Comparative maps.

Digital maps.

#### **Early maps.**

#### **Fire insurance maps.**

Geodatabases.

Geographic information systems.

Geological cross-sections.

Geospatial data.

Globes.

Gores (Maps)

Index maps.

Linguistic atlases.

Loran charts.

Lunar globes.  
**Manuscript maps.**  
Mappae mundi.  
Meteorological charts.  
Military maps.  
Mine maps.  
Miniature maps.  
**Nautical charts.**  
Outline maps.  
**Physical maps.**  
**Pictorial maps.**  
**Plat maps.**  
Plotting charts.  
Portolan charts.  
**Quadrangle maps.**  
Raster data.  
Relief models.  
Remote-sensing images.  
**Road maps.**  
Statistical maps.  
Stick charts.  
Strip maps.  
Thematic maps.  
**Topographic maps.**  
**Tourist maps.**  
Vector data.  
Wall maps.  
**World atlases.**  
**World maps.**  
Worm's-eye views.

## **Publication dates and road map codes**

If inferring publication date from the code on a road map, use brackets in 260 †c and add the following note. You do not need to add an extra note quoting the code.

500 Publication date derived from code: \_\_\_\_\_

(For note order, this corresponds to 260 †c)

**August 17, 2010**

## **Differences in physical condition (folded v. flat)**

When copy cataloging, if the map is described in the 300 #c as folded in cover, but our copy is being stored flat, you do not need to describe this difference in a 590. However, if our item is missing a cover or has accompanying materials, describe this in the 590.

## **L.I. subject access – adding 651**

When working with Long Island maps of specific counties or towns, include a 651 for the county/town AND a separate 651 for Long Island.

Ex. 245 Map of Montauk, L.I.

651 0 Montauk (N.Y.) #v Maps.

651 0 Long Island (N.Y.) v Maps.

## **NYC subject access – adding 651**

Add a 651 for New York (N.Y.) if the map shows all of the five boroughs. If a map is titled “New York,” but only shows Brooklyn and Manhattan, provide subject access for each borough but do not include a separate 651 for New York.

## **September 15, 2010**

### **Col. ill. in notes**

When copy cataloging, if the map is described in the 300 #b as col., you do not need to specify in 500 that ill. are col. If the original record describes the map as col. in 300 #b, and states in the 500 that the ill. are col., remove col. from 500.

300 #b col.

500 Includes ill.

NOT

300 #b col.

500 Includes col. ill.

**October 8, 2010**

### **Street abbreviations in notes**

In non-quoted notes, use the following abbreviations for streets: St., Rd., Ave., and Blvd. Use these abbreviations in “shows” notes, even if the piece uses a different abbreviation.

### **Standardizing “shows” notes**

When describing geographic coverage in “shows” notes, use the following phrases, when applicable:

Covers the entirety of ... [geographic entity/entities]

Ex. Covers the entirety of Manhattan.

Covers a portion of ... [geographic entity]

Ex. Covers a portion of Queens.

Covers portions of ... [geographic entities]

Ex. Covers portions of Brooklyn and Manhattan.

Covers [geographic entity/entities]

Ex. Covers Governors Island and Ellis Island.

### **Weaving the 655 into “shows” notes**

If using a 655, try to weave the genre term into the “shows” note. In the case of multiple 655s, use cataloger’s judgment to determine how many of the 655s to weave into the “shows” note without sacrificing readability.

Ex.

500 0 Cadastral map covering Brooklyn ...

655 0 Cadastral maps.

Ex.

500 0 Cadastral manuscript map covering Brooklyn ...

655 0 Cadastral maps.

655 0 Manuscript maps.

## **“Do no harm” v. consistency of local practice in notes**

In copy cataloging, err on the side of consistency of local practice as opposed to “do no harm” in the formatting of non-quoted notes.

Ex. (In original record)  
500 Ill. and inset on verso.

Although there is nothing technically incorrect about the formatting in the above example, our local practice has been to format these with more structured notes. So, the copy cataloger would change the field to be consistent with that local practice.

Ex. (In copy record)  
500 On verso: Ill. and inset.

## **“Do no harm” v. interpretation differences in transcribed fields**

In copy cataloging, err on the side of “do no harm” in transcribed fields, unless there is an error or misleading information. For titles, use 246s to show variant titles/different title interpretations, as needed.

Ex.

(On piece)  
BMT Lines  
Surface Division Map

(In original record)  
245 0 0 Surface division map / †c BMT Lines.

(In copy record)  
245 0 0 Surface division map / †c BMT Lines.  
246 3 BMT Lines surface division map

**December 2, 2010**

## **Describing cartouches**

Describe cartouches in “includes” note. If the map title is found in the cartouche, it is NOT necessary to add a note such as “Title in cartouche,” unless the cartouche is not on the main map (ex. cover, panel, accompanying material, etc.)

## **Genre terms and subject heading redundancy in copy cataloging**

In copy cataloging, use genre terms when appropriate; if the genre term creates redundancy with subject headings, eliminate the subject headings as long as there is no loss of information.

Ex. (on original record)

651 \_ 0 New York (State) †v Maps.  
650 \_ 0 Nautical charts †z New York (State)

USE

651 \_ 0 New York (State) †v Maps.  
655 \_ 0 Nautical charts.