Maps training for Dewey Library staff
January 2012

Searching for paper maps
- Where to find helpful information about maps: http://libguides.mit.edu/gis
- Where to look for maps in the MIT collection:
  o http://web.mit.edu/geoweb/
    ▪ Only electronic GIS files are searched by default, so remember to click the “Paper Maps” button after typing in a search term and clicking the “Search Metadata” button. The Paper Maps button in Geoweb will include searches for uncataloged maps located in the Rotch flat file map drawers. It does not include uncataloged maps in Dewey Library.
    ▪ Example: Title search “Energy map of Africa”
  o http://libraries.mit.edu/barton
    ▪ the advanced search will let you limit your format type to maps
- For in depth questions regarding paper maps refer the patron to mapshelp@mit.edu

Dewey Library Map and Atlas area arrangement

There are 3 drawers of folded print maps in a vertical filing cabinet, located on the main floor of Dewey Library. The top two drawers contain maps that have come from the CIA through the Federal Depository Library Program. These maps are uncataloged so they cannot be searched in Barton.

The online CIA maps and Publications site can give a sense of what is available in this collection: https://www.cia.gov/library/publications/cia-maps-publications/index.html
Maps acquired from this site are not free. Many of these maps have been scanned and made freely available from the Perry-Castañeda Library Map Collection, University of Texas Libraries, Austin: http://www.lib.utexas.edu/maps/index.html

The 3rd drawer from the top contains map sheets that have come from the Petroleum Economist journal series. These maps can be searched in Barton as being part of the Series “Petroleum Economist energy maps”.

Other drawers of the vertical filing cabinets contain items such as the “Current Industrial Reports” and are not part of this maps training.

Atlases are kept next to the filing cabinets.

Care and handling of maps and oversize materials:

- Make sure you have a clean flat surface and that the maps is fully supported on the work surface when you unfold a map.
- Clean hands. No food or drink on the map or near it.
- When you are done, fold the map exactly the way you unfolded it. (new folds or refolding a different way make the creases weak and cause tears)
- Turning a large map over on a copy machine can be a potential cause of damage. Digital photographs are preferred for capturing a copy of the map.
Circulation and Returns

This documentation will be posted to:

- https://wikis.mit.edu/confluence/display/LIBPUBSVDOC/Circulation+Policies
- https://wikis.mit.edu/confluence/display/libmaps/Maps+Training
- and the Dewey wiki.

The goal is to avoid damaging maps, while providing easy access to them for the MIT community. We’d also like this workflow to be as smooth and easy for the desk workers to handle as reasonably possible.

Circulation

- A black map carrying tube will be kept at the Dewey front desk, on the shelves labeled “journals on reserve”, so it can be easily accessed by desk staff.
- desk staff check out the maps in Aleph or create a card for manual checkout (maps are not to be checked out on self-service machines)
  - If there is notable damage to the map before checkout, we recommend creating a circ note about the damage in order to avoid confusion when the item is returned about whether the patron caused the damage
  - maps can only be circulated to MIT patrons. The default loan period is 1 week. Any questions about loan periods can be emailed to mapshelp@mit.edu.
- checkout the barcoded maps tube (to ensure it gets returned with the maps)
- prepare maps for travel
  - gently roll the maps and place them in the barcoded maps tube
    - Note: tubes are especially important for large maps that are difficult to carry (hence more likely to get torn) and when the maps will be carried outside on wet, inclement weather days
    - if a patron will only be carrying a small map indoors and the risk of damage is minimal it is ok for them to decline checking out a map tube
- Tell the patron that maps must be returned to a desk worker during regular library hours. They cannot be returned to a book drop because they would get damaged.

Returns

- Maps can't be returned to a book drop (they are too likely to be damaged)
- Maps are to be returned to the library service desk that they were checked out from (so they don't have to be routed through campus mail, which is also likely to lead to damage).
- desk staff check-in maps and map tube
- Dewey desk staff will put any returned maps into the reshelving basket on top of the filing cabinet by the end of their shift at the desk. Dewey staff will track in-house use of maps, and re-shelve maps into their appropriate space in the drawers as part of their regular shelving practices.
- return the map tube to the shelves labeled “journals on reserve” behind the front desk
Records of manually circulated maps and in-house use statistics of maps without barcodes will be collected by Jennie Murack, to be part of a maps usage assessment.

**Atlases in Dewey Library:**

![Image of atlases in Dewey Library](image1.jpg)

Vertical file cabinet with sheet maps in Dewey Library.

Located next to the atlases. The first 2 drawers have uncataloged maps from the CIA. The 3rd drawer contains energy maps from the Petroleum Economist Series, and other maps.

![Image of vertical file cabinet](image2.jpg)