NEW MEXICO
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PALACE OF THE GOVERNORS

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Fray Angelico Chavez History Library Amigos Fellowship Final Report

Introduction

The recipient, Patricia Hewitt, cataloger at the Fray Angelico Chavez History Library in Santa Fe, sought an Amigos Fellowship in 2010 to assist the Library in making its historic map collection accessible on WorldCat and in Contentdm. The Amigos Fellowship award of $1861 funded travel and attendance at the ALA-Preconference entitled "Cataloging & Description of Cartographic Resources: from Parchment to Pixels, Paper to Digital" on June 24-25, 2010 in Washington, D.C. This map cataloging workshop assisted the recipient in learning more about map cataloging rules, policies and procedures. The ALA preconference covered map cataloging basics of bibliographic description of paper sheet maps on the first day, and expanded upon the basics to cover the cataloging of digital map collections on day two.

At the two-day workshop the recipient learned many new skills needed to create high-quality bibliographic records for sheet maps. The workshop covered these descriptive cataloging topics: how to decide which title to choose when more than one title appears on the map itself; the proper way to measure maps; how to record those measurements and other physical descriptions such as scales; how to correctly determine the scale on a map; what are the upcoming cataloging changes for maps under RDA.

Additionally, the workshop covered the topics of handling map series and the cataloging of facsimiles. Subject analysis and classification, as well as proper shelving and handling of maps were also covered in this workshop. Overall this two-day workshop gave the recipient the foundation needed to undertake the challenges presented to begin an inventory, analysis, and finally the cataloging of our large map collection.

In December of 2011 the Library received a grant from the Council on Library and Information Resources' Cataloging Hidden Collections program in the amount of $179,600. This grant has enabled the Library to hire additional staff to catalog its historic collection of approximately 5,000 maps on the Southwest. The training that the Amigos Fellowship afforded the recipient enabled her to better understand the challenges and parameters needed to establish the workflow necessary to manage a large map cataloging project. The map cataloging training provided with the Amigos Fellowship grant allowed the recipient to share the knowledge and skills she acquired at the two-day "Cataloging & Description of Cartographic Resources: from Parchment to Pixels, Paper to Digital" to train the grant staff hired to catalog our map collection.

Results

The recipient, along with CLIR grant staff and volunteers, performed the following tasks by the end of the two year Fellowship award:

- Conducted a survey, with the assistance of a Library volunteer, to identify and prioritize the cataloging of the History Library's map collection and to assess conservation needs of the collection. In order to conduct the survey, the recipient and a Library volunteer pulled each folder in the map room, and examined each map in the folder. A form was created to record any conservation needs, called the Map Damage Report. The survey looked for these specific criteria for the individual maps:

  1.) significant historic value
  2.) Santa Fe
  3.) New Mexico
  4.) Southwest
  5.) Railroads
  6.) Mexico
  7.) United States
  8.) Other maps

The survey was begun in June 2010 and completed by January 2011. A copy of the completed map survey, and a blank copy of the Map Damage Report form are attached to the end of this report.

- Attended ALA pre-conference "Cataloging & Description of Cartographic Resources" on June 24-15-2010.
- Created cataloging records on WorldCat (along with CLIR funded staff) for 848 maps identified in the survey by end of the Fellowship period (June 2012). The original goal for the Fellowship period was 200 maps, but with the addition of CLIR funded staff we were able to accomplish more cataloging. As of the end of September 2013 the Library staff has cataloged over 3800 sheet maps.
- Digitized 29 maps and made them available on Contentdm by end of project (June 2012); our original goal was 25 maps.

Evaluation

The following statistics were collected during the Fellowship period:

- Number of maps cataloged on WorldCat during the Fellowship period was 848. Approximately 60% of these records required original cataloging.
- 92 maps digitized as of September 2013
- 29 maps added to Contentdm so far
- (http://econtent.unm.edu/cdm/landingpage/collection/histmaps)
- Number of requests for maps (in-person and via telephone and email). The History Library has closed stacks, and all material usage, including maps, are requested from staff. We had just over 100 requests for maps during the Fellowship period. Most requests require that we retrieve several folders of maps, and each folder has several maps inside. The subject areas most frequently requested are the Santa Fe Trail, Santa Fe maps (King's map of 1912, and Sandborn insurance maps), and topographic maps of New Mexico. We also receive frequent request for maps which show land grants, and also requests for our Railroad maps. The cataloging of the Railroad maps is not quite finished, so we expect to have more requests as these records are imported into our local online catalog.
- Number of requests for duplication of maps—we had approximately 30 requests for map duplication during the Fellowship period. Many of the requests were for more than one map. Since the Library does not have a large scanner we have to take these materials to a commercial vendor and wait for the maps to be scanned. We can also have a Museum staff person take a digital photograph of the map(s).

Conclusion

An analysis of map usage during Map Cataloging Project two year Fellowship time period shows that the number of requests for maps and the number of duplication requests has increased since we have been adding cataloging records for maps into our online catalog. Additionally, the Library staff feel that they have a better understanding of the scope of our map collection, and can offer more complete reference services as a result of having the maps cataloged in the online catalog. The recipient is confident that the skills acquired with the assistance of the Fellowship will continue to help her sustain and build her cataloging skills to provide better access to the Library's collections through the online catalog, and our other online discovery tools such as Contentdm and Encoded Archival Descriptions on the Rocky Mountain Online Archive.

The Amigos Fellowship grant awarded to the recipient allowed for both personal growth and professional development of cataloging skills, specifically related to map cataloging. The Fellowship also resulted in the recipient being able to train additional staff in map cataloging, and in having both the tools and knowledge to undertake a large map cataloging project. The Fray Angelico Chavez History Library has benefited greatly from having its senior cataloger be the recipient of the Amigos Fellowship, and also from the recipient writing, acquiring, and managing the CLIR Cataloging Hidden Collections grant. The Amigos Fellowship provided the funding for training which was crucial to the awarding and the success of the CLIR grant. Our Library has a wonderful collection of New Mexico and Southwest history, but it is a small institution, with only two full time staff. Grants and Fellowships allow our staff the training and support needed to provide our users with better access to our collections.

Attachments to Report:
- Financial statement from Museum Director Frances Levine
- Receipts for conference and travel
- Map survey results
- Map Damage Report form
- Cataloging Hidden Collections grant press release
- Map cataloging statistics report

Submitted by Patricia Hewitt, October 3, 2013

NEW MEXICO DEPARTMENT OF
CULTURAL AFFAIRS

Map Damage Report

Brief Title: _____

Call Number: _____

Dimensions: _____

Date Inspected: _____

Damage Location on Map Code:
UL-Upper Left/LL-Lower Left/UR-Upper Right/LR-Lower Right/AO-All over

Issue	X	Location/Brief Description
Previous attachments & repairs		
Adhered to backing (fabric, paper, paperboard, etc.)		
Old tapes (Scotch, masking, brown gummed tape, etc.)		
Stains		
Darkening, yellowing of paper, foxing		
Tape or adhesive stains, water stains		
Structural Damage		
Rolled, warped		
Embrittlement		
Tears		
Loss of paper		
Tears (no loss)		

Other Issues:

Survey									
ID	Drawer	Folder Title	Folder Date	Folder #	Originals	Reprints	Photocopies	Totals	Note
2	1	World		1.0	0	2	4	6	
3	1	Western Hemisphere		1.812	4	4	8	16	
4	1	Call# 1	1785	46.416 M183	0	0	2	2	Madrid - folder 3
5	1	Call# 2	1656/1957	46.41c M183	0	23	0	23	Madrid - folder 3
6	1	Call# 3	1784	46.353	0	0	4	4	Burgos - folder 3
7	2	North America	to 1719	7.0	7	8	13	28	
8	2	North America	1720 to 1749	7.0	0	24	6	30	23 page book(1972)
9	2	North America	1750 -	7.0	12	1	21	34	
10	2	unmarked	unmarked	7.1	0	2	0	2	Canada(1657)
11	3	Mexico	1846 - 1900	7.2	9	0	9	18	
12	3	Mexico	1650 - 1799	7.2	9	10	27	46	0
13	3	Mexico	1800 - 1845	7.2	7	4	8	19	
14	3	Mexico	1500 - 1649	7.2	2	2	7	11	
15	3	Mexico	1901 -	7.2	2	3	0	5	
16	4	Mexico	1657,1843.1960	7.21 - 7.29	17	3	18	36	
17	4	Mexico		7.2 P-S	6	0	0	6	Highway maps 1930-1973 folder 2
18	4	Mexico		7.2 P-S	3	0	2	5	Railroad maps - 1900 - 1906 folder 2
19	4	Mexico		7.2 P-S	1	2	0	3	Jormadas - folder 2
20	4	Mexico Cities			1	3	11	15	
21	5	Central America - West Indies		7.28 - 7.29	1	2	2	5	
22	6	United States - General		73.0	11	2	4	17	
23	7	United States A-K		73.0	32	4	2	38	
24	7	United States L-Z		73.0	29	2	0	31	
25	7	Florida	1657	75.9	0	0	1	1	
26	8	Empty Folders			0	0	0	0	
27	9	Texas Subjects		76.4	36	9	1	46	
28	9	Texas Cities		76.4	1	2	8	11	

29	9	Texas General		76.4	4	5	7	16	
30	9	Lousiana		76.3	0	0	4	4	
31	10	Mostly New Mexico			40	0	11	51	2 books - Unsorted
32	11	North Central US		77.0 to 77.6	1	1	0	2	
33									
34	11	Oklahoma	1900 to 1970	76.6	12	2	0	14	
35	12	The West	to 1839	78.0	0	5	9	14	
36	12	The West	1840 to 1860	78.0	0	16	0	16	
37	12	The West	1861 to 1900	78.0	0	10	0	10	
38	12	The West	1901 -	78.0	1	3	4	8	
39	13	The West A--E		78.0	1	15	1	17	Subjects
40	13	The West F--P		78.0	7	30	7	44	Subjects
41	13	The West Q--Z		78.0	1	8	6	15	Subjects
42	14	Wheeler Survey	1869 ---		100	0	0	0	3 folders-- approx.100 Originals
43	15	Colorado		78.8	5	8	6	19	General
44	15	Colorado		78.8	15	10	13	33	Subjects
45	15	Colorado		78.8	3	0	0	0	Topo
46	15	Kansas		78.1	1	3	5	7	9
47	15	North/South Dakota Wyoming Montana		78,3 78.7	1	0	8	9	
48	16	New Mexico	to 1845	78.9	0	7	18	25	General
49	16	New Mexico	1846 to 1850	78.9	1	4	1	6	General
50	16	New Mexico	1851 to 1870	78.9	7	2	27	36	General
51	17	New Mexico	1871 to 1873	78.9	7	5	2	14	General
52	17	New Mexico	1874 to 1879	78.9	10	2	5	17	General
53	17	New Mexico	1880 to 1898	78.9	18	7	7	32	General
54	18	New Mexico	1900 to1911	78.9	12	3	4	19	General
55	19	New Mexico	1912 to 1939	78.9	24	0	2	26	General
56	19	NM Topos			75	0	0	0	Topos
57	20	NM Topos			80	0	0	0	Topog
58	21	NM Cities A-E		78.9C	45	5	2	52	
59	21	NM Cities F		78.9C	6	13	12	31	
60	21	NM Cities G-L		78.9C	37	7	13	57	Las Vegas+blue prints
61	22	NM Cities M-R		78.9C	8	7	7	22	3 blue prints

62	22	NM Cities S-Z		78.9C	13	15	5	33	
63	23	Santa Fe	to 1879	78.9C S231	4	6	14	24	4 blue prints
64	23	Santa Fe	1880 to 1899	78.9C S231	0	2	31	33	
65	24	Santa Fe	1900 to 1915	78.9C S231	6	0	54	60	5 blue prints
66	24	Santa Fe	1916 to 1925	78.9C S231	1	0	24	25	
67	25	Santa Fe	1926 to 1939	78.9C S231	0	0	45	45	
68	25	Santa Fe	1940--	78.9C S231	62	0	0	62	5 blue prints
69	26	Building Plans			0	0	0	0	not counted
70	27	Ft. Marcy		78.9c S231f	10	6	49	0	
71	28	Southwest		79.0	6	2	0	8	
72	28	Arizona General		79.1	14	5	0	19	
73	28	Arizona Subjects		79.1 A-N	8	4	0	12	
74	28	Arizona Subjects		79.1 P-S	37	6	0	43	
75	28	Arizons Subjects		79.1c 79.13	14	7	0	21	
76	29	Nevada,Calif,Idaho.Oragon,Wash.		79.3,4 - 79.7- 79.798	3	0	6	9	
77	29	Utah		79.2	14	2	0	16	
78	30	South & Latin America		80.0 - 86.0	34	0	7	41	
79	30	Star Chart		99.0	0	2	0	2	
80	31	Colfax(Mora)		78.92 - 78.922	8	15	0	23	2 blueprints
81	31	Roosevelt		78.932	2	3	0	5	2 blueprints
82	31	Curry		78.923 - 78.927	3	2	0	5	1 blueprint
83	31	Quay		78.923 - 78.927	3	3	0	6	1 blueprint

84	31	Guadalupe		78.923 - 78.927	1	3	0	4	1 blueprint
85	31	Harding		78.923 - 78.927	1	3	0	4	1 blueprint
86	31	Union		78.923 - 78.927	1	3	0	4	1 blueprint
87	32	Lea		78.933	3	3	0	6	1 blueprint
88	32	Lea		78.933	24	0	0	24	24 blueprints
89	33	de Baca		78.944	2	1	0	3	2 blueprints
90	33	Chaves		78.943	2	11	0	13	2 blueprints
91	33	Eddy		78.942	4	12	2	18	2 blueprints - 2 Xerox
92	34	All Except K's		78.95	10	15	10	25	10 xerox 3 blueprints
93	34	K	to 1920	78.95 K	2	7	2	10	2 xerox 1 blueprint
94	34	K	1921 TO 1940	78.95 K	11	17	0	28	6 blueprints
95	34	K	1941 -	78.95 K	13	12	0	25	2 blueprints
96	35	Northern NM Counties		78.952 - 78.953	12	21	6	39	7 blueptints 6 photos
97	35	Northern NM Counties		78.954 - 78.955	4	13	4	21	4 blueprints 4 photos
98	36	Santa Fe County	General-F	78.956	17	9	0	26	13 blueprints
99	36	Santa Fe County G-S		78.956	15	9	0	24	10 blueprints
100	37	NM Counties		78.957 - 78.958	8	10	1	19	8 blueprints 1 photo
101	37	NM Counties		78.96	1	4	0	5	
102	37	NM Counties		78.961	5	12	0	17	2 blueprints
103	37	NM Counties		78.962	9	6	3	18	3 blueprints 3 xerox
104	38	Torrence Count		78,963	1	4	1	6	1 blueprint 1 xerox
105	38	Lincoln County		78.964	3	3	3	9	3 blueprints 3 Photos
106	38	Otero County		78.965	3	7	0	10	3 blueprints
107	38	Dona Ana		78.966	6	11	6	23	2 blueprints 6 Photos
108	39	Valencia, Grant, Hidalgo		78.969 78.9692 78.9693`	10	12	1	23	7 blueprints -1 photo
109	39	Sierra, Luna		78.967 78.968	5	12	0	17	3 blueprints

110	39	San Juan, Mckinley		78.982 78.983	2	23	7	32	2 blueprints 7 Photos
111	39	Catron Valencia		78.992 78.993	9	19	3	31	4 blueprints 3 Photos
112	40	Blackmore Maps			12	0	0	0	
113	40	Bandelier Maps			4	2	0	0	London Virgenia
114	41	NM Subjects A+B		78.9 A+B	7	1	8	16	8 Xerox
115	41	NM Subjects C		78.9 C	15	2	4	21	3 Blueprints
116	41	NM Subjects C	1950 to 1975	78.9 C	7	0	0	7	
117	41	MN Subjects C	1976 ---	78.9 C	22	1	0	22	
118	41	NM Subjects D	1976 ---	78.9 D	7	0	1	8	1 Xerox
119	42	NM Subjects E		78.8 E	17	0	0	17	1 Blueprint
120	42	NM Subjects F		78.9 F	7	27	10	44	2 Blueprints 10 Photos
121	42	NM Subjects G		78.9 G	18	0	0	18	
122	42	NM Subjects G	1978 --	78.9 G	87	0	0	87	BLM color Quads
123	43	NM Subjects H		78.8 H	1	20	0	21	1 Blueprint
124	43	NM Sublects J		78.9 J	1	0	0	1	1 Blueprint
125	44	NM Subjects K	to 1919	78.9 K	2	9	0	11	
126	44	NM Subjects K	1920 - 1959	78.9 K	35	0	0	35	
127	44	NM Subjects K	1960 --	78.9 K	18	0	0	18	
128	45	NM Subjects Railroads		78.9 Pa	20	14	0	34	
129	45	NM Subjexts P		78.9 P	16	0	9	25	3 Xerox 6 Photos
130	45	NM Subjects L-O		78.9 L-O	0	2	0	2	4
131	46	NM Roads	to 1925	78.9 Pb	14	0	1	15	1 Blueprint 1Photo
132	46	NM Roads	1926 to 1930	78.9 Pb	11	0	0	11	6 Blueprints
133	46	NM Roads	1930 to 1935	78.9 Pb	11	0	2	13	2 Blueprints 2 Xerox
134	47	NM Roads	1936 to 1940	78.9 Pb	20	0	0	20	9 Blueprints
135	47	NM Roads	1941 to 1950	78.9 Pb	17	3	0	20	3 Blueprints
136	47	NM Roads	1951 --	78.9 Pb	43	31	0	74	
137	48	NM SE Quads	1936 to 1952	78.9 Pb	0	40	0	40	
138	48	NM SW Quads	1936 to 1952	78.9 Pb	0	31	0	31	
139	48	NM NE Quads	1936 to 1952	78.9 Pb	1	28	0	28	
140	49	NM General	1940 -	78.9	6	0	0	6	2 Blueprints
141	49	NM SW Quads	1936 to 1952	78.9 Pb	0	41	0	41	

142	50	NM Subjects Q -R		78.9	9	7	1	17	1 Phptp
143	50	NM Subjects S		78.9	6	5	0	11	
144	1001	To be shifted into folders			51	0	36	87	New Mexico
145	1001	To be shifted into folders			0	21	0	21	SW topos
146	1001	To be shifted into folders			16	0	0	16	Arizona
147	1001	To be shifted into folders			20	0	0	20	Colorado
148	1001	To be shifted into folders			10	6	0	16	General SW
149	1001	To be shifted into folders			28	0	9	37	General SW
150	1002	To be shifted into folders			23	0	0	23	General SW
151	1002	To be shifted into folders			26	0	0	26	General SW
152	1002	To be shifted into folders			45	0	0	45	Santa Fe
153	1002	To be shifted into folders			2	2	0	4	Santa Fe
154	1002	To be shifted into folders			26	2	28	56	Santa Fe
155	1003	To be shifted into folders			0	68	0	68	New Mexico
156	1003	To be shifted into folders			24	5	0	29	New Mexico
157	1003	Santa Fe River			0	130	0	130	Hydrographic
158	61	NM Quads			50	0	0	0	
159	62	NM Quads			50	0	0	0	
160	63	NM Quads			50	0	0	0	
161	64	NM Interstate Highways			400	0	0	0	
162	80	Original Santa Fe Maps	-1879		1	0	0	0	

163	80	Original Santa Fe maps	1926 - 1939	78.9 c S231	21	0	0	21
164	80	Original Santa Fe	1916 - 1925	78.9 c S231	33	0	0	33
165	80	Original Santa Fe maps	1900 - 1915	78.9 c S231	25	0	0	25
166	80	Original Santa Fe maps	1880 - 1899	78.9 c S231	8	0	0	8
Rolled	Basement	Oversized rolled	1800-1950	78.9	25			
Rolled	Basement	Railroad rolled	1900-	78.9	700			
Totals					**3206**	**1130**	**732**	**5068**