

**Accessing our Cartographic Past
Antique Map Cataloging Project**
2006-2007 Mini Grant Proposal

Map & Imagery Library
Government Documents Department
Carol McAuliffe (primary)
Jennifer Farrington, Kenneth Solomon

Science & Social Science Cataloging Unit
Cataloging and Metadata Department
Jimmie Lundgren, Jorge Gonzalez

Amount of funds requested from MGP: \$5000
Amount of funds to be provided via Cost Share: \$583.75

2006-2007 Narrative

This proposal request is for funding that will catalog over 50% of the Map & Imagery Library's antique map collection. It will provide detailed records in the UF Libraries' Catalog, as well as perform the groundwork for submission to the OCLC Union Catalog. This will make a large number of the antique maps easily searchable and accessible by patrons. Currently, 800 of the collection's 1000 antique maps have incomplete records, inaccurate records, or no record at all. This leaves one of the most valuable and unique collections at George A. Smathers Libraries inaccessible to the patrons it is meant to serve. The grant funding would go towards having at least 460 of the 800 maps cataloged with detailed, accurate records. Furthermore, the project will allow for a minimum of 10% of the cataloged maps to be reviewed by a higher-level cataloger and submitted to OCLC. Finally, there is currently no one in the Libraries knowledgeable about the unique considerations that need to be taken into account when cataloging antique maps. Some of these considerations are: determining what the proper title is, identifying the responsible parties, determining scale as well as coordinate information, and verifying the antique map in source materials. The grant will fund a half-day seminar by an antique map expert to teach these essential skills. This will provide needed training for the staff of the Map & Imagery Library and the Cataloging Department, enabling them to catalog the rest of the antique map collection, as well as future antique map acquisitions.

This project will help the Libraries achieve the stated library-wide goals in a number of ways. First of all, it will accomplish the stated library goal to simplify the search and discovery of library resources. The project will increase patrons' ability to access the collection of antique maps, thus upholding five-star service. Without a searchable record that is easily found by the user, the general public is not aware of the unique resource provided by the antique maps, much less able to use it. It will also help achieve the library goal of delivering library resources and services

to where users are. The Digital Library Center will be able to scan many antique maps previously unavailable for digitization because they did not have catalog records. Increasing the online holdings of antique maps will allow both traditional and remote users enhanced access to the collection. In addition, this endeavor will allow the Libraries to continue to improve the accuracy and completeness of Library holdings searchable in Google, a stated library-wide goal. The Cataloging and Metadata Department will submit records for antique maps not found in the OCLC Union Catalog which will increase the accuracy of the Libraries' holdings within World Cat and therefore Google. Finally, it will directly support the goal to manage library collections in support of academic programs. The antique map collection is used by not only the Center for African Studies and the Center for Latin American Studies, but also many other academic departments around campus. By providing these departments with increased access to the antique maps, they will be more productive and be able to utilize the collection to its fullest extent.

Increasing accessibility to this valuable and unique library resource is the primary outcome of this project. There will be detailed, accurate, searchable catalog records in the library catalog for a minimum of 460 antique maps at completion. These records will also allow for more efficient management of the Map & Imagery Library's collection of antique maps, as the collection will then be organized by call number. The Cataloging Department will have reviewed and completed at least 46 of the 460 map records and added them to OCLC with the remainder of the 460 ready for final review. As previously stated, once the maps have catalog records, they can also be scanned by the Digital Library Center for inclusion into their holdings. The security of this valuable collection will also be increased. A physical description of the antique maps will be available allowing for protection in case of loss. Finally, at the end of the grant there will be at least four library personnel (including the Science and Social Science Cataloging Unit Head) who received training and will be capable of antique map cataloging.

The needs of this project lie in personnel. To accomplish this project an OPS cataloger will need to be hired as well as an Antique Map Expert. The proposed pay for the OPS hire is \$10/hr with a preferred part-time work schedule due to the intensive nature of the job. If an applicant has more cataloging experience the pay may be increased slightly with the idea that they will be able to catalog maps faster than a beginner. The OPS cataloger will report to the primary applicant, Carol McAuliffe. The Antique Map Expert will have a professional background in antique maps, such as an antique map dealer or a map librarian who specializes in this area. Proposed salary is \$25/hr. In addition to these two hires, staff time from the Map & Imagery Library and the Cataloging Unit will be required to complete training and review records. A computer in a secure location as well as labeling materials are also required but are already in stock and available.

This project is expected to run from Nov. 1, 2006 through May 31, 2007. The first step will be to hire both the OPS cataloger and the Antique Map Expert. It will take up to 4 weeks to complete the process of posting the positions, interviewing, and hiring. Once hired, the OPS cataloger will be trained by the Cataloging Unit in the basics of map cataloging in 6 sessions of ½ an hour each. It should take about a week to become comfortable with basic map cataloging and Aleph. After the basics have been learned and applied, a half-day Antique Map Seminar will be scheduled with the Antique Map Expert. The seminar will be attended by the OPS cataloger, as well as Jimmie Lundgren, Jorge Gonzalez, Carol McAuliffe, and Kenneth Solomon. Other interested staff may be invited to attend. Once training is complete the OPS hire will begin the

initial work of cataloging the maps using a template set up for them to enter the basic descriptive fields (title, measurements, publishing information, scale, etc.) with special attention given to accuracy. It is estimated that it will take at most an hour per map, resulting in a minimum of 460 maps with records in ALEPH at the conclusion of the project. In addition, while the maps are being cataloged, the Antique Map Expert will be available for up to three hours of follow up to answer questions that will arise. After an antique map's record is completed by the OPS cataloger, the map and record will be reviewed and completed by either Jimmie Lundgren or Jorge Gonzalez of the Cataloging Department before being submitted to the OCLC Union Catalog. Due to time constraints, only about 46 (10%) of the completed records will be reviewed and submitted into OCLC by the end of the project. However, it is expected that progress in getting the remainder of the antique map records reviewed and submitted will continue, with a significant amount of time saved since the majority of the detailed work will have already be completed.

The immediate benefits of streamlining a previously arduous process to utilize the antique maps are obvious. It is the long term effects though, the training of staff, the increased security of the collection, and the contribution to the library community, that make this project worthy of funding.

2006-2007 Application Budget Sheet (please add lines to the table as you need)

If you need help completing this form, please contact Grace Strawn in the Business Office, 273-2555

1. Salaries and Wages only (no fringe benefits needed)

| Name of person | Salary times % of effort | Grant Funds | Cost Share | Total |
|--|---------------------------|-------------|------------|-----------|
| Jimmie Lundgren | \$23.75/hr (13hrs) 2.5% | \$ | \$308.75 | \$ |
| Jorge Gonzalez | \$15.00/hr (16hrs) 3.1% | \$ | \$240.00 | \$ |
| Ken Solomon | \$11.50/hr (4hrs) 0.8% | \$ | \$34.50 | \$ |
| OPS hire | \$10.00/hr (450hrs) 92.3% | \$4500.00 | \$ | \$ |
| Antique Map Expert | \$500.00 (7hrs) 1.3% | \$500.00 | \$ | \$ |
| SUBTOTAL (Total Project Hours: 490) | | \$5000.00 | \$583.25 | \$5583.25 |

2. Equipment

| Item | Quantity times cost | Grant Funds | Cost Share | Total |
|-------------------|---------------------|-------------|------------|-------|
| In house computer | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| SUBTOTAL | | \$0 | \$0 | \$0 |

3. Supplies

| Item | Quantity times cost | Grant Funds | Cost Share | Total |
|-------------------|---------------------|-------------|------------|-------|
| In house supplies | | \$ | \$ | \$ |

| | | | | |
|-----------------|--|-----|-----|-----|
| | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| SUBTOTAL | | \$0 | \$0 | \$0 |

4. Travel

| From/To | # of people/# of days | Grant Funds | Cost Share | Total |
|-----------------|-----------------------|-------------|------------|-------|
| | | \$ | \$ | \$ |
| SUBTOTAL | | \$0 | \$0 | \$0 |

5. Other (services vended, etc.)

| Item | Quantity times cost | Grant Funds | Cost Share | Total |
|-----------------|---------------------|-------------|------------|-------|
| | | \$ | \$ | \$ |
| SUBTOTAL | | \$0 | \$0 | \$0 |

| | | | |
|--|---------------|-----------------|------------------|
| Total Direct Costs (add subtotals of items 1 through 5) | Grant Funds | Cost Share | Total |
| | \$5000 | \$583.25 | \$5583.25 |