

CATALOGUING NOTES FROM THE BIBLIOGRAPHIC CONTROL COMMITTEE

From time to time the Bibliographic Control Committee will communicate cataloguing information of general interest to ACMLA members through the Bulletin and CARTA. This message was first posted on CARTA on March 4, 1999. It contains important information for libraries cataloguing cartographic materials.

National Union Catalogue Map Records - Mismatched Records

Many libraries are now contributing their map records to the National Library's AMICUS National Union Catalogue. There are more than 60,000 catalogue records for cartographic materials in the database representing the map records of more than 15 Canadian map collections. Plans to include additional map collections in the near future are in progress. It is exciting to see this Canadian map database develop and we are very pleased with the significant progress achieved to date.

However, when loading records from multiple sources into a union catalogue, a certain number of records are rejected because of possible mismatches or incomplete information which prevents loading. On February 23, 1999, we met with staff of the Union Catalogue to review the error logs created in the loading procedure to identify ways of improving the matching and loading rate for map records.

Although the rate of rejection is quite low, there is room for improvement. At the meeting, we identified corrective actions that contributing libraries can make for future reporting to the union catalogue. As well, there are steps that the National Library will take to improve loading of map records at their end. If you are contributing to the union catalogue, or are planning to do so (we strongly encourage you to do so), we hope that you will consider implementing the following suggestions.

General Material Designation

The GMD is a necessary part of the title statement for matching. If a GMD is not present, the record will not match to any pre-existing records and thus will be rejected and placed in an error log. Rejected records have to be reviewed individually which is a time consuming activity. It should be noted that the National Library does not have staff to undertake this type of work and ACMLA is looking into the possibility of hiring someone or obtaining student help through work study programs to eliminate the error logs by adding or rejecting the records as appropriate.

As a result of a meeting in September 1998, the Anglo-American Committee on Cataloguing Cartographic Materials will be recommending that libraries use the GMD 'cartographic material' (which in French would be 'document cartographique'). It is felt that this term

is more inclusive and thus more appropriate as a GMD. Many institutions are already using "cartographic material" as a GMD. If your library policy does not allow the use of this term, the National Library has agreed to convert the GMDs 'map', 'globe', and 'carte géographique' to the new form when the records are loaded.

A small thing that we also noticed in reviewing the error logs is the presence of a period immediately preceding the \$h for the GMD. Libraries should verify their practice to ensure that punctuation is correct (no period). Also, it should be noted that the GMD should not be capitalized.

Fixed Field 007

Another source of failure to match records is the lack of the 007 Map tag in individual records, or the inconsistent coding of this field. Below is the preferred coding which we recommend for use in all future records:

007 Map Physical Characteristics Coding

- 0 GMD = a
- 1 SMD = d, g, j, k, q, r, s, y, or z
- 2 = [blank]
- 3 Colour = a or c
- 4 Physical medium = a, b, etc.
- 5 Type of reproduction = use n for printed or manuscript maps
- 6 Production/reproduction = use z for printed or manuscript maps
- 7 Polarity = use n when not a photocopy or film

We hope that you will discuss this suggestions with your cataloguing department and consider making the necessary changes to reduce the error rate to as low as possible. Members of the Bibliographic Control Committee are available to provide more information on the above recommendations, or, if you are a contributing library, your Systems or Cataloguing staff may wish to talk with the NLC's Union Catalogue staff.

If you are interested in having your map records included in the National Library's AMICUS National Union Catalogue (or if you want to verify that your institution is contributing) please contact Emilie Lowenberg, Chief, Union Catalogue Division (e-mail: emilie.lowenberg@nlc-bnc.ca).