NYPL/Palmer School

Institute on Map Collections

Class Sessions
January - May 2015
Mondays 5:30-7:20

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The Lionel Pincus & Princess Firyal Map Division (Room 117)
Hours: Mo 10-6, Tu 10-7:45, We 10-7:45, Th 10-6, Fr 10-6, Sa 10-6

Stephen A. Schwarzman Building (5th Ave & 42nd St)
Hours: Mo 10-6, Tu 10-8, We 10-8, Th 10-6, Fr 10-6, Sa 10-6, Su 10-5

Office Hours: Wednesdays 2-4, Thursdays 1-3, Fridays 3-4

[rev. 02/08/2015]

COURSE DESCRIPTION
Maps are most efficient deliverers of information, dealing with the spatial dimension of events in time. Ecology, history, property, archaeology, events in the news all can be clarified by the cartographer’s artistic and/or scientific hand, on paper or on the web. This institute is an introduction to maps as information tools. We will examine maps, atlases and globes, and their collection in local and national libraries; and by private collectors and their impact on library map collections. Participants will draw upon this information and experience to investigate and evaluate specific research areas and topics.

LEARNING OBJECTIVES
● Learn about cartographic information services, from the use of paper and web maps, and the types of research and resources in Cartography, Geographic Information Systems [GIS] and Geography
● Develop skills in the use of printed and web maps
● Become familiar with cartographic reference tools
● Understand the work and design choices of the cartographer
● Increase awareness of map librarianship issues, from reference services to storage, conservation, acquisitions, development
● Acquire specialized cartographic information knowledge and approaches through group and individual research, and extensive reading

PALMER SCHOOL LEARNING OBJECTIVES

This course, which focuses on building, describing, stewardship of and promoting access to map collections touches on the following aspects of the Palmer School Program Goals and Student Learning Objectives:

Goal I: This course will help students to reflect the principles, ethics and philosophy of the profession while serving their patrons, institutions and communities through the achievement of the following Student Learning Objectives: a. explain and apply the ethics, history, values, philosophy and principles of the library and information science professions; b. analyze and apply legal, social, economic, technological, and global policies and trends affecting libraries and information organizations and the profession; and c.
explain, compare and contrast different types of collections, libraries and information centers.

Goal II: This course will help students to utilize a broad range of systems and technologies to manage and deliver information through the achievement of the following Student Learning Objectives: b. explain and apply systems for organizing and structuring information and knowledge, such as cataloging, classification and other metadata formation standards; c. search, retrieve and synthesize information from a variety of systems and sources; and d. evaluate information systems and technologies based on functionality, usability, cost, and quality.

Method of Assessment for Grade:
- 40% Assignment 5 (Electronic Submission 4/27/2015, Oral Presentations 4/27 or 5/4)
- 40% Readings & Written Assignments
- 10% Attendance
- 10% Participation

Written work in assignments is to be treated as suitable for publication, that is, professional in presentation. Grammatical and spelling errors will lower grade.

Late Policy:
- Work will be deducted three percentages points per day late, e.g. 100% paper 1 day late is 97% paper, 2 days late is 94% paper etc...

Other Policies:
- No active communication via computers or mobile devices during class. Interruptions will affect your grade. This is really about common courtesy.
- Water and food are not to be consumed during class, we will often be handling Library materials.
- Assignments are due in electronic copy
- Assignments are to formatted in 11 pt. Arial font with default Google Doc or MS Word margins
- Assignments are to be named as follows (Last Name_Assignment #), e.g. “Knutzen_1”

ASSIGNMENTS

Assignment 1
Hands-on reference observation in Map Division & Findings Report (10% of Grade)
Each student chooses 2 consecutive hours, between 10 and 6 pm, Tuesday-Saturday during the first three weeks of the Institute, to observe reference service in the Map Division. Please select time by end of Tuesday 02/09/2015 session in consultation with Mr. Knutzen.

Deliverable: 500 word [minimum] Findings Report
Write up your map reference experience, describing your exchange with patrons, and the map librarian on duty, reference queries you heard or on which you assisted, and how the reference interview process operated in the cases you observed. Describe queries which seemed unique to a map room.

Due Date: 48 hours after map reference experience.

Assignment 2
Exhibition Findings Report (10% of Grade)
Take a self guided tour of the Public Eye exhibition in the Gottesman Exhibition hall in the Stephen A.
Schwarzman Building during the class session on 2/5/2015.

**Deliverable:** 500 word [minimum] Findings Reports for the field trip
Write a 500 word critique of the *Public Eye* exhibition. Think about the exhibition from an information and exhibition design perspective. Think critically about if and how well the design, collections and label text inform the storytelling; i.e. how effective is the dissemination of information.

**Due Date:** On or before Monday, February 23, 2015.

Assignment 3.1
**Findings Report on Web Map Resources (10% of Grade)**
Spend an hour minimum perusing ALL of the cartographically themed web resources in Appendix A, then drill down deep into three websites of your choosing (one from the Map Libraries section, and two from the other sections).

**Deliverable:** 1,000 word [minimum] Report on Web Map Resources
How might these sites be useful to researchers? How might these sites be useful for map reference? These sites should be helpful with Assignment 5

OR

Assignment 3.2
**Map Librarianship Literature Review (10% of Grade)**
Peruse several titles and Read and Review 2 from the Bibliography (see Appendix B). Most of these books are on the in Rm. 117 as well as at the Pratt Manhattan Library. Others are web based journal titles.

**Deliverable:** 1,000 word [minimum] Map Librarianship Literature Review (2 Titles)
The review should provide a critical look at the relative utility of both resources in a map library context.

**Due Date:** On or before Monday, March 2, 2015.

Assignment 4.1
**Creating a Webmap (10% of Grade)**
Follow the instructions on this blog post (from Mauricio Giraldo, my genius colleague in NYPL Labs) [http://www.nypl.org/blog/2015/01/05/web-maps-primer](http://www.nypl.org/blog/2015/01/05/web-maps-primer) to create a basic, interactive webmap using the following documents…

This 1817 map of New York City ([http://maps.nypl.org/warper/maps/15128](http://maps.nypl.org/warper/maps/15128)) and this City Directory of New York from 1818/1819 ([https://archive.org/details/longworthsameric1813newy](https://archive.org/details/longworthsameric1813newy)).

**Deliverables:** Working web map. Document your process in 500 words. Make sure to talk about things like what you had initially set out to do, what didn’t work, what worked well, what you might do different, what technological challenges you encountered.

OR

Assignment 4.2
**Create a Place Based Bibliography for a NYC block (10% of Grade)**
Pick a block in NYC. Conduct exhaustive research of all of its places using numerous sources, including the Map Warper, NYPL Digital Collections, Chronicling America or Internet Archive.
**Deliverable:** Create a place-based bibliography for your block.

Document your process in 500 words not including the bibliography. Talk about your methodology for uncovering information about the places. How did you conduct your research. What are useful tips you might give to researchers doing the same type of project.

**Due Date:** On or before Monday, March 9, 2015.

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**Assignment 5**  
**Pathfinder (40% of Grade!)**

For your Pathfinder, any and all cartographic and geographic resources should be considered, from paper to vapor: websites, paper maps [both geographic and thematic], atlases [geographic and thematic], gazetteers (place dictionaries), geographies, guidebooks, annotated and illustrated cartobibliographies, histories of cartography of the place, directories of map libraries, even fiction about the locale, etc. etc. Additionally, you may pick non-map resources that refer to geographic places such as photographic collections or other digital objects. Aim for a minimum of two excellent titles per category, comparing and contrasting, or highlighting differences. You may well look at more than two per category, but you must be selective, and choose the best. Always keep in mind limitations on length as noted above. See handout for guidance. We will take plenty of time in class sessions to discuss further and review example pathfinders.

Alternative: Create a pathfinder on a geographical topic, approved by Mr. Knutzen, e.g., global warming, earthquake/tsunamis, volcanic activity.

**Deliverable #1: Written Pathfinder**

Your Pathfinder must be emailed to mattknutzen@nypl.org before class on Monday, April 27, 2015, (the first day of the presentations) on Monday, April 27, 2015. Treat this with the care you would a professional paper. Grammatical, editorial and spelling errors will affect grade.

**Deliverable #2: Oral and Visual Presentation**

A presentation of your Pathfinder in the NYPL South Court classrooms, will be made on the last two days of the course, Monday, April 27 and Monday, May 4. Please be prepared to present on Monday, April 27 as presenters will be chosen randomly that day. Use your imagination, glue and paint, photography [digital or otherwise], Powerpoint, whatever. What is important here, is that you can deliver a 15-20 minute (MAXIMUM) presentation explaining your research, keeping the audience interested, and wanting to know more. One aspect of professional librarianship is the ability to promote library use and support via presentations to audiences large and small.

Practice your timing, as overtime will count against you, and threaten the time of the last presenters.

**Due Date:**
Electronic Submission to mattknutzen@nypl.org by Monday, April 27
(be prepared to present Tuesday April 27, time slots will be drawn the day of)

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**Class Sessions:** [ALL CLASS TOPICS ARE DESCRIBED TENTATIVELY; ANY OF THESE TOPICS MAY BE OFFERED ON ALTERNATIVE DATES DURING THE MAP INSTITUTE]

**Class format:**
Mondays 5:30-7:20 p.m. class South Court Classroom (unless otherwise noted).  
Mondays 3:00-5:30 p.m. individual or group work in Room 117, Map Division (as necessary).
Plus 2 hours reference desk observation (schedule time on 02/09/2015).
1. Introduction to Map Institute.
02/02/2015, Monday, 5:30-7:20 [Room 117]

5:30-6:00 ~ Map Institute introduction.

6:00-6:30 ~ Elements of Cartography ~ Overview of maps as information tools. What is a map, and how do I read it? What's on a map and how do I understand and decode its constituent parts? Hands on experience with new and old cartographic treasures from the Map Division.

6:30-7:20 ~ Syllabus Overview.


[Please read these as soon as possible, as they are all introductions to the field. Thanks!]

Web: Peruse all.
http://www.nypl.org/locations/schwarzman
http://www.nypl.org/locations/schwarzman/map-division
http://www.loc.gov/exhibits/maps/
http://www.nypl.org/blog2015/01/06/elements-cartography
http://www.gsd.harvard.edu/gis/manual/style/
NYPL Map Division Research Guides

2. Institute Assignment Logistics & Tour of the Map Division.
02/09/2015, Monday, 5:30-7:20 [Room 117]

5:30-5:45 ~ Overview and scheduling of Assignment 1

5:45-6:30 ~ Discussion of Assignment 5

6:30-7:20 ~ Tour of the Map Division.

Assignment 5, Where to start: Your favorite geographic location (personal = better, more authentic work); World mapping today; Bibliography of Cartography; Google; catalog.nypl.org; OCLC Worldcat; ColLipp Gazetteer.

3. Self Guided tour of the Public Eye NYC exhibition.
02/17/2015, Monday, 5:30-7:20 [Gottesman Exhibition Hall]

While not a map exhibition, the Public Eye NYC exhibition is indicative of how libraries (in this case the NYPL), museums and other cultural organizations utilize their collections to tell stories through the processes of curating and designing exhibitions.
Note: This is a required, self guided tour and will be part of Assignment 2, due 2/23/2015.

02/23/2015, Monday, 5:30-7:20 [Room 117]

5:30-7:20 ~ Types of map reference: four models—antiquarian, genealogical, environmental, place names. Copyright issues. Types of cartographic literature, reference and scholarly literature: Bibliographies, cartobibliographies, gazetteers, popular and scholarly periodicals, websites. Hard copies on display and for hands on examination and discussion.

Handouts: Typical map room reference queries; Map collector pamphlet; Genealogy info sheets.

Readings: Hudson in Role, p. 13-23 ; Larsgaard, Map Librarianship, ch. 5.

Note: Please be ready to submit your topic for Assignment 5 before or during this class session.

Due: Assignment 2 - Field Trip Finding Reports

5. Antiquarian Maps.
03/02/2015, Monday, 5:30-7:20 [Room 117]

5:30-6:15 ~ Antiquarian maps hands on. How are these maps unique, different from modern maps? How are they useful as reference tools? Worksheet questionnaire for each student to use with antiquarian map. Class discussion.

6:15-7:20 ~ Pathfinder models, discussion. Individual or group work, instructor present. Bring paper & pencil only, or your laptop.


Handouts: Worksheet questionnaire for each student to use with antiquarian map; Major map dealers referral sheet.

Web: Peruse all.
http://www.geography.wisc.edu/histcart/
http://www.charlingthenation.lib.ed.ac.uk/
http://www.nypl.org/research/midatlantic/
http://www.lib.ucla.edu/darchive/hargrett/maps/civil.html
http://hcl.harvard.edu/libraries/maps/
http://www.newberry.org/collections/mapoverview.html
http://www.usm.maine.edu/maps/
http://www.library.yale.edu/MapColl/index.html
http://maps.bpl.org/

Due: Assignment 3.1 or 3.2 - Study & Findings Report for Web Maps OR Map Librarianship Lit
6. Maps as Sources of Historical Geographic Data and Artistic Inspiration.  
03/16/2015, Monday, 5:30-7:20 [Room 117]  
5:30-6:20 ~ Researching with maps, several case studies  
6:20-7:20 ~ The Map as Art  

Due: Assignment 4.1 or 4.2 - Web Map Creation or Place Based Bibliography

03/23/2015, Monday, 5:30-7:20 [Room 117]  
5:30-6:30 ~ New technologies and mapping at the NYPL  
6:30-7:00 ~ GIS and the web  
7:00-7:20 ~ Open Data (Group Discussion)  
Readings: Larsgaard, Map Librarianship: p. 36-67; 237-9; 385-408; 449-455. / Monmonier, ch. 10.  
Web: Peruse all.  
http://maps.nypl.org  
http://www.openstreetmap.org/  
http://www.bing.com/maps/  
http://oakland.crimespotting.org  
http://cloudmade.com/  
http://www.oasisnyc.net/  
http://nypl.org/sites/default/files/New_York_City_Fire_Insurance_Maps_0.kmz

03/30/2015, Monday, 5:30-7:20 [Room 117]  
5:30-7:20 ~ Hands on workshop on Map Technology taught by Map Division Library Technical Assistant Mishka Vance.

04/06/2015, Monday, 5:30-7:20 [Room 117]  
5:30-5:45 ~ Building: Collection Development Strategies. Reviewing and selecting atlases and maps and GIS resources. Selection of atlases from Division collections to analyze as a group. Federal Depository Library Program maps: CIA, USGS, USNPS, NOS, etc., Gifts and Donations.  
5:45-6:00 ~ Fundraising: Grantmaking and Donor Cultivation.  
6:00-6:20 ~ Promoting: Social Media and the Map Library.  
6:20-6:40 ~ Managing: Collection management strategies
6:40-7:00 ~ *Conserving and Preserving:* Discussion about acid-free materials; Mylar, cloth backings of maps; tissue coverings; folders; wood vs. metal cases; etc.

7:00-7:20 ~ *Securing:* Examination of various antiquarian catalogs, security guidelines from libraries.

*Handouts:* Map Division collection policy summary sheet.

*Web:* peruse.

http://www.gaylord.com/
http://www.lightimpressionsdirect.com/
http://www.grant-ent.com/archivedesigns/9ad3_01.htm
http://www.spacesaver.com/
http://www.dickblick.com/categories/flatfiles/
http://www.mayline.com/
http://palimpsest.stanford.edu/byform/serials/
http://dmoz.org/Reference/Museums/Museum_Resources/Conservation_and_Preservation/
http://aic.stanford.edu/
http://www.rbms.info/standards/index.shtml


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10. Describing a Map Collection.
04/13/2015, Monday, 5:30-7:20 [Room 117]

5:30-6:00 ~ *Cataloging:* Overview of map cataloging.

6:00-6:30 ~ *Metadata:* In the NYPL context from Digital Gallery to Oracle database, to new Metadata Management System and Fedora Repository

6:30-7:00 ~ *Indexing:* Map indexes old and new.

7:00-7:20 ~ *Catalogs, Metadata & Indexes in the Reading Room:* Map Division

*Handouts:* Map cataloging worksheet; catalog.nypl.org, OCLC records.

*Readings:* Kandoian; Larsgaard, Map librarianship, ch. 2, 3; Manasek, p. 83-98; scan U.S.L.C. G schedule; scan U.S.L.C. Subject Headings, particularly in reference to your Pathfinder. Scan Andrew; Cartographic materials and Library of Congress Map cataloging manual. Scan Andrew Basics.

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11. Pathfinder Research.
04/20/2015, Monday, 5:30-7:20 [Room 117]

5:30-7:20 ~ Independent work on Pathfinders in Map Division. Instructor present.

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04/27/2015, Monday, 5:30-7:20 [South Court Classrooms]
13. Assignment 5  Pathfinder presentations, pt. 2; Students complete course!
05/04/2015, Monday, 5:30-7:20 [South Court Classrooms]
Appendix A (Webliography of Map Libraries and Map Data)

Map Library Websites [for more see Thiry, Appendix B]
http://www.lib.berkeley.edu/EART/
http://hcl.harvard.edu/libraries/maps/
http://www.lib.utexas.edu/maps/index.html
http://www.libs.uga.edu/hargrett/maps/index.html
http://www.newberry.org/collections/mapoverview.html
http://www.usm.maine.edu/maps/
http://www.library.yale.edu/MapCol/index.html
http://www.stonybrook.edu/library/map/
http://www.loc.gov/rr/geogmap/
http://magic.lib.uconn.edu/
http://www.nypl.org/locations/schwarzman/map-division
http://www.nls.uk/maps/
http://www.davidrumsey.com

Map Collections and Data (Federal)
http://gos2.geodata.gov/wps/portal/gos
http://www.nationalatlas.gov/
http://www.nhgis.org/
http://historicalcharts.noaa.gov/historicals/historical_zoom.asp

Map Data (State)
http://www.nysgis.state.ny.us/gateway/mg/

Map Data (City)
http://www.oasisnyc.net/map.aspx

Making Maps
http://www.openstreetmap.org/
http://maps.cloudmade.com/
http://www.arcgis.com/home/
http://geocommons.com/

Useful Miscellany
http://www.waml.org/maptools.html
http://www.mcwetboy.net/maproom/
http://www.nypl.org/blog/division/5217
Appendix B (Bibliography)

Bibliography: [Readings for each session are from these texts. Students are expected to at least peruse all of these texts.] Books are found on your shelf in Room 117, adjacent to the Reference Desk. All are for reference only, so please plan your time accordingly. Please feel free to read ahead, to explore websites well before the course sessions. The more you explore the resources early on, the easier it will be to construct your assigned "Pathfinder" due near the end of the Institute.

Andrew, Paige.  
*Cataloging Sheet Maps, the Basics.*  

Baldwin, Robert.  
*Globes.*  

Barber, Peter.  
*The map book.*  
London, Weidenfeld & Nicolson, 2005  
Map Div. 06-2168

Bricker, Charles.  
*Landmarks of mapmaking; an illustrated survey of maps and mapmaking.*  
Poole, Dorset, Eng., Westminster, 1981. [many variant editions available]  
[*R-Map Div. GA201 .B74 1981 +*]

Brown, Lloyd A.  
*The Story of Maps.*  
Map Div. Brown, in cartog. [Pratt Institute Library: 526/B878S]

Cartographic materials: a manual of interpretation for AACR2, prepared by the Anglo-American Cataloguing Committee for Cartographic Materials.  

Dekker, Elly.  
*Globes at Greenwich: a catalog of the globes and armillary spheres in the National maritime Museum, Greenwich.*  
[*R-Map Div. GA195.G7 D45 1999 +*]

Edson, Evelyn.  
“Bibliographic Essay. History of Cartography,”  
http://www.maphistory.info/edson.html

*Encyclopedias, atlases & dictionaries.*  
[*R-Map Div. AE1 .E48 1995*] [Pratt Institute Library 016.03/E56 non-circ]

Farrell, Barbara E.  
*Guide for a small map collection.* 2nd ed.
[Map Div. 85-670]

Greenhood, David.  
*Mapping.*  
[*R-Map Div. GA151 .G7 1964]*

Harley, J. B.  
*The New Nature of maps*  
Johns Hopkins University Press, 2001  
[Map Div. 01-9809]

Harmon, Katharine.  
>You are here, personal geographies and other maps of the imagination.*  
[Map Div. 06-4389]

Chicago, U.C. Press, 1987-  
[*R-Map Div. GA201 .H53*]  
[Harley, Woodward, Monmonier, et. al., eds.]

Hudson, Alice C.  
[*R-Map Div. Z692.M3 R64 1985]*  
[http://dx.doi.org/10.1080/15420353.2010.492307]  
T&F Online, Subscription DB

Hudson, Alice C.  
“Maps between the lions: a brief look at The New York Public Library Map Division,” in *MapForum,*  
Autumn 2004, pp. 40-44.

Kandoian, Nancy.  
“Cataloging early printed maps” in *Maps and related cartographic materials: cataloging, classification, and bibliographic control.*  

Keller, Peter.  
[http://www.nacls.org/cp/cp38/CP38Keller.pdf]  
Issue #39 promises to have follow-ups and possible rebuttals to his argument.

Knutzen, Matthew.  
[http://dx.doi.org/10.1080/15420353.2012.726204]  
T&F Online, Subscription DB

Kroessler, Jeffrey A.  
*A guide to historical map resources for Greater New York.*  
[*R-Map Div. Desk GA193U5 K76 1988]*

Larsgaard, Mary.  
*Map Librarianship, an introduction.* 3rd ed.  


*Mapping Hacks, tips & tools for electronic cartography.* O’Reilly Media, 2005. [Map Div. 05-6114]

“Maps.” In *Faces, the magazine about people,* v. VI, No. VI, March 1990. [Map Div. 95-1638] Aimed at youth, this is an excellent, easy to take overview of what maps are all about!


*100 Maps, the science, art and politics of cartography throughout history.* New York, Sterling, 2005. [R-Map Div. GA201 .A15 2005 +]


*The Map Library in the new Millennium.*
Past time, past place: GIS for history.
[Map Div. 04-4527]

Potter, Jonathan.
Collecting antique maps: an introduction to the history of cartography.
[*R-Map Div. GA201 .P68 1999 +]

Robinson, Arthur H. and Petchenick, Barbara Bartz
The Nature of Maps: Essays toward understanding maps and mapping.
[*R-Map Div. GA105.3 .R62 1976]

Southworth, Michael and Susan.
Maps, a visual survey and design guide. Boston,
[*R-Map Div. GA105.3 .S67 1982]

Thiry, Christopher J. J.
[*R-Map Div. GA193.U5 C62 2005]

[Map Div. 04-4740]

U. S. Library of Congress.
Bibliography of Cartography.
[*R-Map Div. Z6028 .U49 1973 + v. 3]