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 4/30/2013, Oral Presentations 4/30 or 5/7)
- 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.

**Hours of assignments and activities calculated as follows:**

<table>
<thead>
<tr>
<th>Assignment or Activity</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned readings (14 weeks @ 3 hours per week)</td>
<td>42</td>
</tr>
<tr>
<td>Four short papers (10 hours research/writing per week)</td>
<td>40</td>
</tr>
<tr>
<td>Pathfinder project (research and writing)</td>
<td>50</td>
</tr>
<tr>
<td>Class lectures/discussions/tours/workshops (14 @ 1.83 hours per week)</td>
<td>25.66</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>157.66</strong></td>
</tr>
</tbody>
</table>

**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.
- All assignments are due in electronic copy
- All assignments are to be formatted in 11 pt. Times New Roman font with default MS Word margins
ASSIGNMENTS

Assignment 1
Hands-on reference observation in Map Division & Findings Report (10% of Grade)
Each student chooses 2 consecutive hours, between 1 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 1/29/2013 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 Find the Future exhibition in the Gottesman Exhibition hall in the Stephen A. Schwarzman Building during the class session on 2/5/2013.

Deliverable: 500 word [minimum] Findings Reports for the field trip
Write a 500 word critique of the Find the Future 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 Tuesday, February 12, 2013.

Assignment 3
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

Due Date: On or before Tuesday, March 5, 2013.

Assignment 4
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. Others are web based journal titles. Some of these titles may be available at your school library.

Deliverable: 500 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.
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 Tuesday, April 30, 2013, (the first day of the presentations) and a hard copy must be handed in to the instructor on Tuesday, April 30, 2013. 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, Tuesday, April 30 and Tuesday, May 7. Please be prepared to present on Tuesday, April 30 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 Tuesday, April 30
Oral and Visual Presentations on Tuesday, April 30 and Tuesday, May 7.
(be prepared to present Tuesday April 30, time slots will be drawn the day of)

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

Class format:
Tuesdays 4:30-6:20 p.m. class South Court Classroom (unless otherwise noted).
Tuesdays 2-4 p.m. individual or group work in Room 117, Map Division (as necessary).

Plus 2 hours reference desk observation (schedule time on 1/29); 2 field trips.
CLASS MEETINGS

1. Introduction to Map Institute.
1/22/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-5:00 ~ Map Institute introduction.

5:00-5:30 ~ 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.

5:30-6:20 ~ 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/blog/2013/01/06/elements-cartography
http://www.gsd.harvard.edu/gis/manual/style/

Handouts: Map Scales and Equivalents sheet; Lat/long; Ferro vs. Greenwich.

2. Institute Assignment Logistics & Tour of the Map Division.
1/29/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-4:45 ~ Overview and scheduling of Assignment 1

4:45-5:30 ~ Discussion of Assignment 5

5:30-6:20 ~ 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; CATNYP; OCLC Worldcat; ColLipp Gazetteer.

3. Self Guided tour of the Lunch Hour NYC exhibition.
2/5/2013, Tuesday, 4:30-6:20 [Gottesman Exhibition Hall]

While not a map exhibition, the Lunch Hour 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.
2/12/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-6:20 ~ 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

2/19/2013, Tuesday, Presidents Day Weekend - NO CLASS

5. Antiquarian Maps.
2/26/2013, Tuesday, 4:30-6:20 [Room 117]

4:30-5:15 ~ 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.

5:15-6:20 ~ Pathfinder models, discussion. Individual or group work, instructor present. [Room 117] Be as quiet as possible, the room is open for public service. Bring paper & pencil only, or your laptop. Check as much of your belongings as possible in the checkroom down the hall from the Map Division, before class or during the break.


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

Web: Peruse all.
http://www.maphistory.info/
http://www.geography.wisc.edu/histcart/
http://www.chartingthenation.lib.ed.ac.uk/
http://www.nypl.org/research/midatlantic/
http://www.libs.uga.edu/darchive/hargrett/maps/civil.html
http://hcl.harvard.edu/libraries/maps/
6. Maps as Sources of Historical Geographic Data and Artistic Inspiration.  
3/5/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-5:15 ~ Researching with maps, several case studies

5:20-6:20 ~ The Map as Art

Due: Assignment 3 - Study & Findings Report on Web Map Resources

3/12/2013, Tuesday, Spring Break - NO CLASS

3/19/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-5:30 ~ New technologies and mapping at the NYPL

5:30-6:00 ~ GIS and the web

6:00-6:20 ~ 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

Due: Assignment 4 - Map Librarianship Literature Review

8. Pathfinder Research.  
3/26/2013, Tuesday, 4:30-6:20 [Room 117]

4:30-6:20 ~ Independent work on Pathfinders in Map Division. Instructor present.
4/2/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-4:45 ~ 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.

4:45-5:00 ~ Fundraising: Grantmaking and Donor Cultivation.

5:00-5:20 ~ Promoting: Social Media and the Map Library.

5:20-5:40 ~ Managing: Collection management strategies

5:40-6:00 ~ Conserving and Preserving: Discussion about acid-free materials; Mylar, cloth backings of maps; tissue coverings; folders; wood vs. metal cases; etc.

6:00-6:20 ~ 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

Readings: Larsgaard, Map Librarianship, ch. 1, 4, 6; Baldwin, Dekker, peruse all.; Parry & Perkins, World Mapping Today, ch. 1, ch. 2.

10. Describing a Map Collection  
4/9/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-5:00 ~ Cataloging: Overview of map cataloging.

5:00-5:30 ~ Metadata: In the NYPL context from Digital Gallery to Oracle database, to new Metadata Management System and Fedora Repository

5:30-6:00 ~ Indexing: Map indexes old and new.

6:00-6:30 ~ Catalogs, Metadata & Indexes in the Reading Room: Map Division

Handouts: Map cataloging worksheet; CATNYP, 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.
11. Map Technology Workshop
4/16/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

4:30-6:20 – Hands on workshop on Map Technology taught by Map Division Library Technical Assistant Mishka Vance.

4/23/2013, Tuesday, 4:30-6:20 [Room 117]

4:30-6:20 – Independent work on Pathfinders in Map Division. Instructor present.

******Assignment 5: Pathfinder: Due Tuesday 4/30/2013******

4/30/2013, Tuesday, 4:30-6:20 [South Court Auditorium]

Pathfinder presentations, Group 1.

14. Assignment 5 Pathfinder presentations, pt. 2; Students complete course!
5/7/2013, Tuesday, 4:30-6:20 [South Court Classrooms]

Pathfinder presentations, Group 2.
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/MapColl/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.nhqis.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 in Room 117 and in the Map Division Stacks. No books in the Humanities Library circulate. 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.

Journal Titles:

ALA Map and Geographic Information Round Table (MAGIRT)
http://www.ala.org/magirt/publicationsab/publicationsa

ALA MAGIRT Baseline
http://www.ala.org/magirt/publicationsab/baseline/baselinea

ALA MAGIRT Coordinates
http://www.stonybrook.edu/libmap/coordinates.htm

Western Association of Map Libraries (WAML) Index to Publications
http://www.waml.org/IBindex.pdf

North American Cartographic Information Society (NACIS) Cartographic Perspectives
http://www.nacis.org/index.cfm?x=42

IMAGO MUNDI Available on JSTOR

Monographs at the NYPL:

Andrew, Paige.
Cataloging Sheet Maps, the Basics.

Baldwin, Robert.
Globes.
[Map Div. 94-12563]

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 1968 ++]

Brown, Lloyd A.
The Story of Maps.
[Map Div. (Brown, L. A. Story of maps)]

Dekker, Elly. 

Edson, Evelyn. 

_Encyclopedias, atlases & dictionaries._ 

Farrell, Barbara E. 

Greenhood, David. 

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._ New York, Princeton Architectural Press, 2004. [Map Div. 06-4389]


Hudson, Alice C. 

Hudson, Alice C. 

Kandoian, Nancy. 
Cataloging early printed maps in _Maps and related cartographic materials: cataloging, classification, and bibliographic control._
Keller, Peter.  
Issue #39 promises to have follow-ups and possible rebuttals to his argument.

Kroessler, Jeffrey A.  
*A guide to historical map resources for Greater New York.*  

Larsgaard, Mary.  
*Map Librarianship, an introduction.* 3rd ed.  
[Map Div. 02-1698]  
Can be technical, peruse & skip carefully.

Paige G. Andrew, Mary Lynette Larsgaard, editors.  
*Maps and related cartographic materials: cataloging, classification, and bibliographic control.*  
[Map Div. 00-6511]  

Library of Congress. Geography and Map Division.  
*Map cataloging manual.*  
[Map Div. 00-13152]  

McGlamery, Patrick.  
*Digital map librarianship: a working syllabus, for the IFLA Section of Geography and Map Libraries.*  
[http://magic.lib.uconn.edu/exhibits/ifla/](http://magic.lib.uconn.edu/exhibits/ifla/)  

Manasek, F. J.  
*Collecting old maps.*  
1998.  

*Mapping Hacks, tips & tools for electronic cartography.*  
O'Reiilly 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!

*Maps and related cartographic materials: cataloging, classification, and bibliographical control.*  
[Map Div. 00-6511]  

Monmonier, Mark S.  
*Map appreciation.*  
[Map Div. 88-327] Note: he has many fascinating books on mapping.

Muehrcke, Phillip.  
*Map Use: reading, analysis, and interpretation.*  
100 Maps, the science, art and politics of cartography throughout history. New York, Sterling, 2005.
[*R-Map Div. GA201 .A15 2005 +]

[*R-Map Div. GA105.3 .P37 2000 +]

[Map Div. 02-688]

[Map Div. 04-4527]

[*R-Map Div. GA201 .P68 1999 +]

[*R-Map Div. GA105.3 .R62 1976]

[*R-Map Div. GA105.3 .S67 1982]

[*R-Map Div. GA193.U5 C62 2005]

[Map Div. 04-4740]

[Map Div. + 73-602] and supplemental volumes.