

A Map Melee

Starting a Survey of the Map Special Collection at Yale University

Objective: To determine the condition of Yale's rare map collection through a needs assessment using a random sampling methodology.

Pre-Survey Issues:

- Lack of electronic cataloging
- Local call numbering system
- Environmental conditions
- Access issues due to limited space
- General disorganization



Survey Terminology:

Maps - Flat, Rolled, Covers, and Atlases

Damage Types - Brittle, Discoloration, Splits/Breaks, Iron Gall, Copper Pigments, Creases, Adhesives, Water Damage, Mold, Foxing, and Staining



Created Survey Tool in FileMaker Pro

Included Bound and Unbound material

Used numbering system to rank damage



Map Special Collection Survey

Item Info Unbound Bound

Flat
 Folded
 Rolled
 Previously Bound
 Facsimile

Primary Support
 Paper
 Transparent Paper
 Parchment
 Cloth
 Joined Sheets
 Leather
 Other

Secondary Support
 Paper _____
 Cloth _____
 Board _____
 Other _____

Media Type
 Printed
 Manuscript
 Handcolored
 Annotations
 Stamps

Media Condition
 Copper Pigments 1 Strike-through _____ Losses _____
 Iron Gall _____ Abrasions _____
 Varnishes/Coating _____ Flaking _____

Paper Condition
 Brittle 1 Discoloration (overall) 1 Tape _____
 Splits/Breaks 3 Losses _____ Transparent _____
 Staining _____ Foxing _____ Cloth/Paper _____
 Tears 1 Water Damage _____ Heatset _____
 Creases 1 Weak/Fragile _____ Mold _____
 Cockling _____ Dirt/Grime 1 Insect Damage _____

Notes _____

Hanging Support
 Type _____
 Wood
 Metal
 Other
 How Attached _____
 Nailed
 Sewn
 Adhered
 Looped
 Other
 Condition _____

Enclosures
 Mylar
 Phase Box
 Other
 Replace Housing

Attachments
 Stubs
 Bookplates
 Seals
 Fasteners
 Other

New Record

Completed pilot survey to assure suitability of survey instrument



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