

## SOURCES OF INFORMATION FOR CARTOGRAPHIC RESOURCES

Information about Sources of Information for all kinds of resources is found in **Chapter 2** of Section 1 of the RDA Toolkit. Specifically, see instruction **2.2**, *Sources of Information*. Key to understanding sources in RDA is the phrase “a source forming part of the resource itself”.

This area is broken into three primary Instruction sections: **2.2.2** covers Preferred Source of Information; **2.2.3** covers More Than One Preferred Source of Information; and **2.2.4** covers Other Sources of Information. Featured below are instructions **2.2.2** and **2.2.4**, but do be aware that under **2.2.3** is a set of instructions for Preferred Sources of Information for the Reproduction and the Original, found at **2.2.3.3**, which also applies to cartographic resources.

### Preferred Source of Information

For cartographic materials we begin by applying the Instructions in **2.2.2**, beginning with **2.2.2.1**, which includes:

- **2.2.2.1** General Guidelines, in which it says “Use as the preferred source of information a source forming part of the resource itself that is appropriate to: a) the type of description (see 2.1) and b) the presentation format of the resource (see 2.2.2.2—2.2.2.4).” For maps “a source forming part of the resource itself” means the entire sheet(s), front and/or back. ALSO, “When describing the resource as a whole using a comprehensive description, treat accompanying material as part of the resource itself” and in addition “Treat a container issued with the resource ... as part of the resource itself.” Accompanying material is often a text/booklet meant to be used with the map or an index to things like streets found on the map. Map containers are envelopes and tubes most often.

The next area of concern is for cartographic resources that have “pages”, notably atlases:

- **2.2.2.2** Resources Consisting of One or More Pages, etc. which says if your resource falls here then “use the title page, title sheet, or title card (or image thereof) as the preferred source of information.” Title page would apply to a bound atlas. Title sheet applies to an unbound atlas, and it sometimes applies to a map series/set when a separate sheet with title and other information is present (see *If the resource consists of ... a series of sheet maps...*)

What about digital forms of cartographic resources? **2.2.2.4** is for Other Resources, and:

- **2.2.2.4.2** is the instruction for online resources, which would include cartographic resources.

### Other Sources of Information

The next important area when considering sources of cartographic information covers things *not found in* “a source forming part of the resource itself”, or Other Sources of Information at **2.2.4**. This instruction tells us that if we cannot find a piece of data that is part of the resource itself, we can use other, or “outside”, sources instead. In the list of other sources found here, probably “d) any other available source (e.g., a reference source)”, especially online reference sources, will be used for contemporary maps, and “b) other published descriptions of the resource” would be used for historical cartographic resources.

Probably the most important aspect of instruction **2.2.4** is the text following the list of other sources:

“When instructions specify transcription, indicate that the information is supplied from a source outside the resource itself: by means of a note (see 2.17) *or* by some other means (e.g., through coding or the use of square brackets).” I have emphasized the “or” and the use of square brackets here because this is the instruction that **DOES** allow us to continue to use square brackets in our work. We can only do so though for elements that are to be transcribed, such as for title, statement of responsibility, or edition. Make sure to follow the list of

elements that fall under this category when you are not certain about data that can or cannot be given using square brackets.

*To compare sources of information according to AACR2 rules:*

**Rule 3.0B2. Chief source of information**

FIRST: From the map itself; even if the physical item is in multiple parts, treat all of the parts as the overall item.

SECOND: Any container that the map is part of, whether that is an envelope, attached cover, tube, portfolio, case, and cradle and/or stand for a globe

If data is not available from the Chief Source but you have accompanying printed material, such as explanatory texts for geological maps, then you may take information from the accompanying material.

**Rule 3.0B3. Prescribed sources of information.** The prescribed source(s) of information for each area of the description for cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<u>AREA</u>	<u>PRESCRIBED SOURCES OF INFORMATION</u>
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material
Mathematical data	Chief source of information, accompanying printed material
Publication, distribution, etc.	Chief source of information, accompanying printed material
Physical description	Any source
Series	Chief source of information, accompanying printed material
Note	Any source
Standard number and terms of availability	Any source

Note once again that if information is derived from outside of the Prescribed sources of information for each of the areas listed in Rule 3.0B3, except for those denoted as “Any source”, then it must be given in square brackets in the record in order to indicate that the cataloger found the given information in a source other than the map itself or its container.

**Note:** In AACR2R See **Rule 2.0B** for chief and prescribed sources of information for atlases.