

SUMMARY OF THE DECISION-MAKING PROCESS IN CATALOGING SHEET MAPS

- Review all of the details on the map(s), front and back, to “get familiar” with it — pay particular attention to items in *very small print*, often critical information is located there
- Spend at least two to three minutes reviewing, mentally check-listing the presence of such things as multiple titles, availability and type of scale statement(s), statement(s) of responsibility, dates, ISBNs, etc.
- Do your authority work now, its easier than after you’ve done the descriptive work
- Begin the bibliographic description process:
 - A. How many main maps are there? Your final description should follow precisely the answer to this question in terms of the 245, 255/034, and 300 fields especially;
 - B. If there is more than one title to choose from, which is the appropriate one for the 245 field? Title(s) not chosen as the title proper go into a 246 field in the majority of cases;
 - C. If present, is the scale statement already in representative fraction (RF) form? If not, proceed to convert the statement to a RF form;
 - D. Is there a projection statement? If so, make sure to include it in the 255 field, in subfield “b” and code for it in the “Proj:” fixed field;
 - E. Are there coordinates on the map? If so, you must put them into your record if they appear on the map; and, if they do not appear at the corners, you will need to go through an extrapolation process, and if not it is advisable and easy to add them;
 - F. Take the correct measurements and record them along with the rest of the Physical Description information, making sure to include the dimensions of a panel, cover, envelope or other kind of container if present;
 - G. Finish the description with appropriate notes;
 - H. Provide accurate and thorough subject headings/subdivisions and if you use them, form/genre headings;
 - I. Create a correct call number, based on the classification system you use locally and to match the subject headings you’ve supplied;
 - J. Be sure to provide additional access points (headings) in the 7XX fields for persons or bodies having a role in the creation, and sometimes publication, of the map; and
 - K. Fill in all the fixed fields and coded fields correctly
- Review your bibliographic record completely, correct errors and/or omissions, put it in a “Save” file, record the Save File number for retrieval
- Produce your bibliographic record later or the next day. Before doing so, re-search the OCLC WorldCat database so that you don’t input a duplicate title and re-review your record one final time for errors and/or missing information. Then submit as a brand new master record!