

Map Department – General Introduction

Cartographic materials can be found in several Cambridge University Library Departments – Rare Books, Manuscripts, Official Publications, the East Asian collections – but the main concentration is in the Map Department and this document provides a brief overview of the collection and how to access it.

The Map Department's web pages can be found at www.lib.cam.ac.uk/collections/departments/maps. Here you can find more detailed information about the Map Department plus various **Information Sheets** on subjects such as map libraries, buying maps, searching for maps in CUL's catalogues, etc. The Cartographic Resources **LibGuide** at https://libguides.cam.ac.uk/cartographic_resources may also be helpful.

MAP DEPARTMENT COLLECTIONS

The **Map Department** contains some 1,300,000 maps, both British and foreign, several thousand atlases and other ancillary material. The average annual intake is about 10,000 items and over the years the accumulation of variant editions recording the changing landscape has become a particularly valuable feature of the collection. The Copyright Act, which entitles the Library to claim a copy of every new British publication, applies to maps as well as to printed books.

The following **classes** are contained in the Map Department: *Atlas; Maps; Views; Maps.Ms.Plans* and *MS.Plans* (for manuscript maps); *S696* (for gazetteers and books on cartography). Map Department items must be requested and consulted in the **Map Room** – the Map Department's Reading Room.

Principal Categories of Material:

(a) **Old Maps and Atlases**

- i. Facsimiles of medieval maps and other old atlases.
- ii. Original maps and atlases by most of the principal British and foreign map-makers from the 16th century onwards.
- iii. Sea charts, in particular old British and French charts.
- iv. Large scale maps, including county maps at the scale of one inch to one mile published before the advent of the Ordnance Survey at the beginning of the 19th century, and town plans.
- v. Detailed maps and views of the City of Cambridge and of Cambridgeshire parishes.
- vi. Auction particulars of sale of rural estates.
- vii. Topographic views, including old engravings, photographs and a special collection of postcard views.
- viii. Manuscript maps, including estate plans and railway track diagrams.

(b) **Modern Maps and Atlases**

- i. Ordnance Survey maps – most editions of both the modern National Grid and earlier County Series (but note that coverage of the first edition 1:500 and 1:2,500 series, c. 1880-90, is not complete). The most recent detailed OS maps are accessed electronically in the Map Room.
- ii. Other British official map series, e.g. Geological Survey, Soil Survey, Directorate of Overseas Surveys.
- iii. British Admiralty Charts – these provide world-wide coverage.
- iv. Local authority development plans and planning reports.

- v. Major national topographic map series from many parts of the world. The most detailed scale we normally consider acquiring is 1:25,000.
- vi. Commercial map publications, e.g. British and foreign town plans, road maps.
- vii. Thematic maps, e.g. geological maps, soil maps, weather maps.
- viii. General, national, regional, thematic, historical and linguistic atlases.

(c) **Ancillary Material**

- i. Gazetteers of the world and of individual countries.
- ii. Books on general, regional, and historical cartography; cartobibliographies; catalogues of other map libraries.
- iii. Information about where maps not in the collection may be consulted or purchased.

(d) **Charles Close Society Archives**

- i. Technical works, catalogues, publication reports, historical material, papers written for academic journals, of relevance to the Ordnance Surveys of both Great Britain and Ireland.
- ii. Selected files defining the specification of individual series, and master files for individual sheets.
- iii. Files relating to the work of the Directorate of Overseas Survey.

For more information see the Charles Close Society website at www.charlesclosesociety.org/archives

Please Note:

- Cartographic periodicals do not stand in the Map Room; order online or ask in the library's Main Reading Room.
- The Map Room collection does not include books on surveying.

THE MAP CATALOGUES

For a comprehensive search of the Map Department's holdings it is necessary to search the Map Department's card catalogue, *iDiscover* (the Library's online catalogue) and *ArchiveSearch* (the University's archive catalogue).

It should be noted that individual maps within a **map series** are not catalogued separately; **indexes** showing the disposition of sheets within these series are available in the Map Room. In addition, individual maps in atlases are not routinely catalogued and neither are individual maps in books (though they have been in the past).

The Card Catalogue

The Map Department card catalogue is located in the Map Room. No new cards for printed maps or atlases have been added since August 2000; no new cards for manuscript maps have been added since January 2006. The card catalogue contains entries for separately published maps and atlases, for map series, for a large number of maps in older books (such items are no longer catalogued), for books on cartography and for gazetteers. It includes reference to material housed in the Map Department and to some cartographic items found elsewhere in the Library.

The principal heading in the card catalogue is the first geographic place-name mentioned in the title of the item being catalogued, but entries are also made for other place-names and certain personal and corporate names. The geographic and author names are filed in separate sequences. A leaflet explaining the arrangement of the card catalogue is available in the Map Room, or see www.lib.cam.ac.uk/collections/departments/maps/map-department-catalogues/card

iDiscover, the Library's Online Catalogue <https://idiscover.lib.cam.ac.uk/>

Catalogue entries for some books, atlases and maps originally catalogued before August 2000 will be found in both the card and online catalogues. However, catalogue entries for printed maps, atlases and books catalogued since August 2000, and for manuscript maps catalogued since January 2006, will only be found on the Library's online catalogue. Selected records from the card catalogue are gradually being added to the online catalogue and these items will be findable through both the card and online catalogues.

When searching *iDiscover* for a map or atlas of a particular place we recommend the following **search strategy**:

Using the *Advanced* search option conduct a *Subject* search using the name of the place of which maps are required and the word 'maps', e.g. Cambridge maps. This will retrieve maps of Cambridge and parts of Cambridge. This is a much more reliable search strategy than doing a general keyword search and limiting the results by 'Resource Type' maps.

Ask Map Department staff if you need further advice on **searching the online catalogue** for cartographic materials. Or see www.lib.cam.ac.uk/collections/departments/maps/map-department-catalogues/maps, or www.lib.cam.ac.uk/collections/departments/maps/information-sheets for a printable leaflet.

ArchiveSearch, the University's catalogue for archives <https://archivesearch.lib.cam.ac.uk/>

Catalogue of archives (and some other collections) found throughout Cambridge University. The Map Department has some collections that are listed only on *ArchiveSearch* and not, therefore, be found via the card catalogue or *iDiscover*. These include:

- The Charles Close Society Archives
- Most items in classmark Maps.RLY.
- Some planning reports (Maps.PL.02)
- Dowson and Sheppard Collection of Cadastral Diagrams and Maps (Maps.Dowson)
- Volumes of Sales Particulars (Maps.PSV)

See www.lib.cam.ac.uk/collections/departments/maps/finding-maps/archivesearch-catalogue for more information

USING THE MAP ROOM

The Map Room is **open**:

Monday to Thursday	09.00 to 12.45 and 14.00 to 17.10
Friday	09.00 to 12.45 and 14.00 to 16.50
Saturday	<i>Closed, but <u>pre-ordered</u> items can be consulted in the Rare Books Reading Room. Please order items, via the Map Room, by 12pm on Friday</i>

Entry to and exit from the Map Room is through a staff-controlled barrier.

There are a small number of reference books on the **open access** shelves in the Map Room. All other items are fetched by staff in response to completed **order-slips** which have been handed to Map Department staff. Readers are asked to **produce a valid University Card or Reader's Card when ordering items**. Items cannot be requested online via *iDiscover*.

Items fetched are kept for three days before being sent back to the shelf. When collecting their order, readers must sign a receipt for each item on the appropriate part of the order form. Readers are held responsible for all items fetched until they have been returned to the Staff Desk. Readers returning maps or books must wait at the Desk until staff have checked the items against the signed receipts, which will then be handed back to them.

Readers who wish to **reserve items** for their further use must hand them to a member of the Map Department staff with a completed reservation slip validly dated. Items are usually reserved for three days.

Items may not be removed from the Map Room. It may be possible to make arrangements, on application to a member of the staff of the Room at least 20 minutes prior to the time of closing, for the **transfer** of items to the Rare Books Reading Room for use there after the Map Room closes.

Borrowing of certain books and atlases (but not maps) is permitted subject to special procedures. Applications to borrow must be made to a member of staff of the Department at least 20 minutes prior to the time of closing.

Copying, tracing and photography are permitted subject to the restrictions of copyright and limitations imposed by the age, fragility or size of the original.

Digital Images: The Library offers a wide range of imaging services. Orders are placed online at www.lib.cam.ac.uk/collections/departments/digital-content-unit

Self-Service Photography: Readers may use their own cameras to take still photographs of material in the Map Room. If you wish to take your own photographs you must first speak to staff on the desk and read the information sheets on self-service photography and copyright provided. Photographs may be taken for non-commercial research or private study only. Cameras and camera phones must be hand-held, and must be set to 'silent'. SLRs, tripods, 'mini-pods', hand-held scanners and flash photography are not permitted. See also www.lib.cam.ac.uk/files/selfserviceguidelines.pdf

Tracing: Facilities are available for tracing but please ask permission first. The Map Room has a light table but readers need to provide their own paper and pencils and must use the transparent sheets provided, between the map and the tracing paper, to protect the maps.

If you wish to **suggest that we acquire** a map or book, send an email to maps@lib.cam.ac.uk. For some categories of material there are online recommendations forms at www.lib.cam.ac.uk/collections/recommendation-acquisition

Readers are reminded that all Map Department items should be handled with the greatest of care. Book-rests and cushions are available and should be used, particularly with large volumes. Open volumes should not be placed on top of one another and should not be leant upon. Maps must be laid flat on work surfaces and should not be folded or creased. Transparent acetate sheets are available to be placed over maps and atlas pages if intensive examination is anticipated. **Only pencils may be used in the Map Room.** See also www.lib.cam.ac.uk/collections/departments/maps/services/reader-guidelines.

CONTACTING THE MAP DEPARTMENT

Personal Visitors: All visitors to Cambridge University Library and the Map Department must first obtain a Readers' Card and all enquiries regarding obtaining a Readers' Card should be directed to the Admissions Office: Tel.: +44 (0) 1223-333030; E-mail: registration@lib.cam.ac.uk ; <https://www.lib.cam.ac.uk/using-library/your-library-membership>

Remote Enquiries: For those who are unable to visit the Library, Map Department staff are happy to deal with enquiries by telephone, letter or email. We regret, however, that it is not possible to undertake extensive research on behalf of enquirers or to provide valuations.

Address: Cambridge University Library, Map Department, West Road, Cambridge, CB3 9DR

Tel: +44 (0) 1223-333041

E-mail: maps@lib.cam.ac.uk

Website: www.lib.cam.ac.uk/collections/departments/maps

This Information Sheet is available online at www.lib.cam.ac.uk/collections/departments/maps/information-sheets