



Cataloging Cartographic Materials (Intermediate)

Build on your basic knowledge of AACR2/MARC21 and enhance your skills in cataloging maps, map series/sets, and cartographic electronic resources (e.g., CD-ROM products and web sites). Faculty and practitioners from the Geography and Map Division of the Library of Congress will offer expert instruction on relevant tools, standards, and practices applied by the Library of Congress. (The course will NOT cover globes, atlases, and GIS data. Nor is it a course on MARC21 content designation; however, tags unique to cartographic material will be covered.)

Date Tuesday, November 19—Wednesday, November 20, 2002

Time 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place Mumford Room, 6th floor, Madison Building, The Library of Congress
Use the Main Entrance at 1st Street and Independence Avenue, S.E., Washington, D.C.

Metro Capitol South (Orange and Blue Lines)

Sponsor FLICC Education Working Group

Registration \$175 (includes workshop materials, including natural scale indicators, and refreshments). Registrations may not be shared among multiple participants. Visit the FLICC Educational Programs Web site at <http://lcweb.loc.gov/flicc/feveform.html> to register online, or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

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Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone and Fax (include area code) Phone: _____ Fax _____

FEDLINK Members: FEDLINK ID _____ FY2003 IAG#2003 _____ Email _____

Registration Fee:

- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2003 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2003 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
or fax this form to
FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825
Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

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Scope of the Workshop

This is a cataloging and classification workshop to build skills with selected types of cartographic materials identified below. Participants will:

- Examine the map for description, access, and subject cataloging content;
- Properly determine and enter scale, projection, and coordinates;
- Deal with traditional MARC21 fields for cartographic materials (e.g., 034, 052, 255);
- Be aware of new rules in chapter 3 of AACR2;
- Be aware of new MARC21 fields (e.g., 342, 343, 352, 514, 552);
- Be aware of how new MARC21 fields are related to the FGDC;
- Identify and furnish a main entry and other access points;
- Select, structure, and designate subject headings;
- Construct call numbers using LC Schedule G-Geography. Maps. Anthropology. Recreation. (2001)

Workshop faculty will concentrate on advancing participants' cataloging skills to the intermediate level. Faculty will use map sheets, map series/sets, and electronic resources as examples and will discuss challenges faced by cartographic materials catalogers. With an emphasis on Library of Congress policy, this workshop will furnish instruction on how to apply national level standards for cataloging records. (The course will NOT cover globes, atlases, and GIS data. Nor is it a course on MARC21 content designation; however, tags unique to cartographic material will be covered.)

Ask the Experts Exercise

On the second day of the workshop, please bring a cartographic cataloging problem from your library for a special "Ask the Experts" laboratory. Library of Congress cartographic specialists will furnish advice specific to your inquiry or cataloging problem. To prepare for the laboratory, check your "problem shelf" and find a map that has lingered there too long. Create a sample of your problem by typing a question or photocopying an illustration onto letter-size paper. When you arrive for the second day of the workshop, FLICC staff will collect your question/problem and transfer it to a transparency for faculty review and possible lab discussion.

Optional Tour

Immediately following the first day of the workshop, staff from the Library of Congress will lead interested attendees on a private tour of the Geography and Map Division from 4:15 p.m. to 5:00 p.m.

Workshop Materials

Workshop materials will be provided, including natural scale indicators. Participants will also share desk copies of other tools, including: AACR2, Schedule G (LC Classification), and Library of Congress Subject Headings. (CAUTION: If you plan to bring personal resources, such as cartographic items, cataloging tools, a laptop computer, or other equipment, they must be registered with Library of Congress Police Operations, Jefferson Building, Room LJ G40. Otherwise, you will not be able to exit the building with your property due to Library of Congress inspection and collection security regulations.)