II. Collections

Positive identification of materials and ownership of materials will be required when attempting to recover stolen items; librarians and library staff must be able to clearly identify materials that belong to their collections. Identification methods include marking, cataloging, and regular inventory. Digital imaging of rare and significant materials is rapidly becoming a process to increase security and identify missing items.

Collection Processing

Materials should be processed (marked, indexed, cataloged, inventoried) in a space separate from areas accessible by users.

Marking

All pieces should be marked with a clear property stamp. Items should be marked with an appropriate property stamp immediately upon receipt; items should not be stored in any kind of cataloging front log or backlog without a property stamp. Property stamps should indicate the institution to which the item belongs, not just the subunit which might have a generic name. Although it is possible to indicate ownership with secret or hidden marks, they should never be used alone; an obvious, visible property stamp may be a good first deterrent in preventing theft. Stamps should be placed in locations where they do not obscure grapriaTdhtextual data; this placement must also be such that the stamp cannot be cut away without leaving an obvious incision, such as in the margin. Multiple stamps may be necessary in cartograpriaTvolumes; it is important that individual maps, both folded and unfolded, included in volumes are property stamped.

Cataloging and Finding Aids

Cataloging fills a number of roles. It alerts potential users that materials are available, assists in collection development decisions, and provides a framework of data that describes the extent of the collection. This framework should be fully fleshed out with descriptive data. Unique aspects of items should be considered as additions in local fields. For multi-piece titles, full holding and item records need to be constructed to create the necessary data/paper trail for inventory work. Atlases should not be described merely as “1 v.” A fuller enumeration such as “1 v., including 57 maps, no. 52 missing” should be created. A marked finding aid (index map) in itself is not sufficient to tracing specific items owned because indexes rarely include information about editionTdhdate of sheet publicationTdhunique qualities. A finding aid should only be used for collection access.

Collection Inventory

Collections should be inventoried on a regular and ongoing basis. Inventories should be dated and retained to be used as a baseline for future inventory or for comparison should a lossTdhtheft be suspected. Significant local materials should be inventoried more regularly; however, “spot check” inventories are often beneficial if only to identify misfiling.

Determining Value

Value can be defined in a number of different ways: monetary, personal/emotional, research,Tdh contextual. CartograpriaTmaterials may be determined to have high value because ofhtheir market value, age, physical characteristics, condition, and/dhresearch value; an item that has a high value in one location may have a relatively low value elsewhere. Some items have comparatively high values, in particular monetary, regardless of location. These items can be tracked through dealer catalogs, reports of auction results, and tools such as *Antique Map Price Record* and *American Book Prices Current*. Be aware that new publications can be as rare or expensive as old publications. Also, remember that values are not static; items which may appear to be commonplace, including early 20th century U.S. federal government publications and highway maps, are aging, becoming less common, and increasing in value.

Although it may be useful to compile an estimation of collection value and the value of especially noteworthy items based upon inventory work, especially for insurance and fundraising purposes, at no time should a “shopping list” of holdings and associated values be compiled and distributed. Monetary values placed on collection items should not be discussed with readers or visitors.

High-value materials should be transferred out of vulnerable situations (open stacks) and into closed stacks or restricted access areas such as remote storage. Transfers should be made following clearly documented procedures, and all individuals and offices involved with a transfer should know where the impacted materials are at all times.

Copying and Scanning

Excellent copying and scanning areas should be provided within the cartographic collection space; when located in the map collection area self-service copying and scanning facilities reduce the need to loan materials or send materials elsewhere for duplication. Equipment needs to be placed so that use can be monitored and collection staff can provide assistance. Research collections should provide for high quality oversized scanning and printing; however, antiquarian materials should only be handled by collection staff. Collection staff must have and exert the authority to deny copying or scanning of fragile and damaged items.

Scanning done by collections/holding institutions serves multiple purposes. Like catalog records, images placed on the Web function as advertisement, drawing potential users to the collection. As the quality of images available through the Web increases and the cost of full-size, high quality color printing decreases many cartographic users’ needs may be filled using digital surrogates, thus protecting valuable and fragile originals. Digital copies, especially those that capture unique aspects such as stains, marks, and/or tears, can be useful in identifying items that

each staff member's role in providing collection security should be emphasized in training and ongoing communication.

A background check should be done and all references contacted as a regular part of the hiring process. Beyond the training needed for performing assigned tasks, staff members must be trained in appropriate security measures and procedures; the training should include information on legal rights and responsibilities. All staff members should be issued and carry photographic employee identification badges.

In many library settings, there are personnel from other library operations or facilities support operations that need access to collection space. These might include preservation staff, custodial staff, facilities maintenance workers, computing systems employees from both library and non-library offices, library security forces, and contractors for construction projects. All of these individuals should be known to the collection staff and should carry appropriate identification. The schedule for regular visits to the unit by nonaffiliated staff such as custodial workers should be known, posted and monitored by a staff member or security staff; all other visits should be scheduled in advance. If non-staff members need access to secured areas of the collection they should be accompanied and monitored by a staff member at all times.

Staffing Levels and Numbers

Hours should be commensurate with staffing levels and infrastructure. A minimum of two staff members are needed to have a cartographic collection open to readers; a single employee, regardless of rank or level of appointment, is not sufficient to provide appropriate collection security while serving readers or undertaking other tasks. Depending on factors such as physical configuration, line of sight, storage locations and door security measures, more staff may be required. If a sufficient number of staff members are not available, some services and portions of the collection may not be accessible.

V. Readers

When readers arrive at a collection to use materials, they should be asked to complete a user registration form including name, address, institutional affiliation as appropriate, and signature; the registration form may also include a statement of collection access and use policies. A form of photo identification should be requested. Registration forms as well as request or page slips for materials housed in restricted areas should be kept on file indefinitely. Ideally, registration

When a map collection has open access, readers should not be allowed to carry any materials into the stacks area besides slips of paper for jotting down notes.

When leaving the collection space, readers' belongings that have accompanied them into the unit should be checked at the door by a staff member before readers are allowed to depart. Books, folders, and laptops should be opened and stacks of paper leafed through.

VI. Policies and Procedures

Policies regarding cartographic collections should be posted; all staff must be thoroughly familiar with the policies and able to articulate and enforce the policies as needed. Policies should be enforced consistently and should not be changed for unique circumstances, special readers, friends, or dealers.

Open and Closed Stacks Collections

Closed stacks storage of historical cartographic materials is highly preferred over open stacks. A closed stacks policy prohibiting non-staff members from retrieving materials on their own provides greater collection security than an open stacks policy. Closed stacks policies also facilitate better collection management and preservation/conservation of materials.

There are degrees of "closed-ness". In the least restrictive, readers browse the collection with bTin fstacks p25 Td30.5n

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Changing Locks and Passwords

Locks and passwords should be scheduled to be changed at least annually. All individuals should be required to turn in their old keys to receive new ones. If a key is reported lost or stolen, locks should be rekeyed immediately. If there is any evidence that a password has been breached, it also should be changed immediately. Locks and passwords should also be changed

VII. Administering the Security Plan

The value of our collections, both monetarily and historically, continue to increase and our commitment to open access makes them especially vulnerable. Recognizing this vulnerability should allow us to plan a course of action that falls into place the moment an incident is verified. It is critical that an institution create a communications plan whereby all parties (administration, librarians, and staff) know how to react when a theft occurs. Most institutions have created a disaster plan and review it regularly; a similar process should include planning for an incident of theft.

Initial and immediate contacts should be with local safety officials; this includes protecting a building from a theft if it has been breached by a natural disaster or other incident. Collections should be connected to local safety officials through alarms and panic buttons so that any emergency can receive immediate attention. Once the building is declared secured, librarians and preservation staff should evaluate the situation and determine the status of the collections. Local law enforcement officials should be contacted immediately if a theft is suspected and collections sequestered for further review.

Agreed-upon channels of communication will make this process move more smoothly. Scheduling meetings after the incident to decide on a plan of action loses valuable time and provides the perpetrator additional time. It is critically important to establish an early warning system as the map trade moves much more quickly than one might imagine; the general marketplace (i.e. eBay) moves even faster.

VIII. Notifying the Community

The following Web sites and listservs are important communication devices that should be used to alert the map trade and library community of theft:

Missing and Stolen Maps Database - http://www.missingmaps.info/index.htm
Map History/History of Cartography - http://www.maphistory.info
    Thefts of Early Maps and Books - http://www.maphistory.info/thefts.html
    News About Map Thefts - http://www.maphistory.info/theftnews.html
MapHist - maphist@geo.uu.nl
Map Trade - maptrade@raremaps.com
Maps-L - maps-l@listserv.uga.edu
ExLibris-L - exlibris-l@listserv.indiana.edu