

ASSOCIATION OF CANADIAN MAP LIBRARIES

BULLETIN

ASSOCIATION DES CARTOTHEQUES CANADIENNES



ASSOCIATION OF CANADIAN MAP LIBRARIES

MEMBERSHIP in the Association of Canadian Map Libraries is open to both individuals and institutions having an interest in maps and the aims and objectives of the Association. Membership dues are for the calendar year and are as follows:

Full (Canadian map files)	\$17.00
Associate (anyone interested)	\$15.00
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Members receive quarterly the ACML Bulletin, the official journal of the Association.

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c/o National Map Collection
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Ottawa, Ontario
CANADA K1A 0N3

Views expressed in the Bulletin are those of the contributors and do not necessarily reflect the views of the Association.

ASSOCIATION DES CARTOTHEQUES CANADIENNES

Peuvent devenir MEMBRES de l'Association des cartothèques canadiennes tout individu et toute institution qui s'intéressent aux cartes ainsi qu'aux objectifs de l'Association. La cotisation annuelle est la suivante:

Membres actifs (cartothécaires canadiens à plein temps)	\$17.00
Membres associés (tous les intéressés)	\$15.00
Institutions	\$25.00

Le Bulletin, journal officiel de l'Association, est publié trimestriellement.

Les MEMBRES DU BUREAU de l'Association pour l'année 1981-82 sont:

Président	Lorraine Dubreuil	McGill University
1er Vice-président	Bill MacKinnon	Provincial Archives of New Brunswick
2e Vice-président	Jack Corpe	Simon Fraser University
Président sortant	Thomas Szary	Archives publiques du Canada
Secrétaire	Elizabeth Hamilton	University of New Brunswick
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395, rue Wellington
Ottawa, Ontario
CANADA K1A 0N3

Des opinions exprimées dans le Bulletin sont celles des collaborateurs et ne correspondent pas nécessairement à celles de l'Association.

COVER/COUVERTURE

Regiones Sub Polo Arctico / by W.J. Blaeu. - Amsterdam : (1645). This map has been reproduced as Facsimile Map No. 90 by the Association of Canadian Map Libraries and is available from the Association for \$3.00.

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EDITORIAL COMMENT

If there is one issue of the Bulletin that we as members of the Association of Canadian Map Libraries should read, it is the June issue. Every year at this time a number of very important items are published in the Bulletin: A.C.M.L. Reports, A.C.M.L. Committee Reports, and the preliminary program of the forthcoming A.C.M.L. Annual Conference and Business Meeting.

By now, all of you should have received a personal copy of the A.C.M.L. conference program, mailed out by the National Map Collection in June. For the convenience of the membership it has been printed in this issue of the Bulletin as well.

I would urge all members to pay particular attention to the reports. The five reports in the Reports section are those prepared by individual officers of the A.C.M.L. Executive--the treasurer, publications officer, and so on. The next twelve reports are committee reports, relating to the activities of A.C.M.L. standing and ad hoc committees; these latter have been submitted by committee chairmen.

You should be aware that there are a number of appeals embedded in these reports; in several cases the deadlines are imminent. The Board of Directors would appreciate being notified--in writing--of matters that any member of the association wishes to have placed on the agenda of the Annual Business meeting. Bill MacKinnon, chairman of the Awards Committee, has set a deadline of 30 July for the submission of nominations for A.C.M.L. awards. Velma Parker has requested that comments concerning NMC's proposed expansion of the Library of Congress G class (G3400 - 3524) be submitted on or before 6 August. A description of this proposal is included in the New Publications section.

And last but not least, Elizabeth Hamilton, chairman of the Publications Guidelines Committee, would welcome any response--comments, suggestions, further information--to the report of this committee. The Publications Guidelines Committee, established on 7 June 1981 by the Board of Directors, was assigned the task of preparing terms of reference for the A.C.M.L. Bulletin and other A.C.M.L. publications. Its lengthy report contains thirty recommendations, 13 relating to occasional publications, 15 to the Bulletin, and 2 general recommendations. Please read the report and either send your comments to the chairman or raise them at the Annual Conference. As Editor of the Bulletin I am well aware of the importance of such guidelines; it is essential, especially for the association, that the duties and obligations of those responsible for its publications, whether occasional or periodic, be clearly defined.

In closing, I would like to comment that I am truly looking forward to the Annual Conference this year. Judging by the preliminary program, it will be an interesting, relevant, and rewarding experience. See you on the raft--maybe.

Richard Hugh Pinnell
Editor, A.C.M.L. Bulletin

THE PRESERVATION OF PHOTOGRAPHIC RECORDS

Wilfred Bokman
Conservator
Canadian Conservation Institute
National Museums of Canada
Ottawa, Ontario

The deterioration in information content of photographic materials is essentially determined by the physical chemistry of those materials and by their environment. The purpose of this brief review is to consider the critical factors in preserving photographic records, including: material selection, processing procedures, storage conditions, and image enhancement.

Use of Stable Materials

1. The support

It is well known that the older type of nitrate base films are not only unstable, but are also a fire hazard. Although the manufacture of nitrate stock was discontinued in the U.S. in 1951, considerable quantities of this type of film still remain in storage. The introduction of safety film, such as the cellulose acetate and tri-acetate type of film marked a major advance in the permanence properties of photographic films. More recently, films have been introduced on polyester base, at first for applications where high strength or exceptional dimensional stability is required. It has been predicted that the permanence of polyester base film will be superior to that of film on cellulose tri-acetate base.

Restoration processes exist which make it technically possible to lift the image-forming emulsion off a nitrate base and re-attach it to a more permanent one (1). Such a transfer is hardly practical for larger colour or black-and-white (B/W) collections; these are best duplicated onto a more safe, stable film as rapidly as possible and the originals considered to be discarded. Although ideal storage conditions can retard the degradation of nitrate films, their useful life is in principle limited because of their continuous decay. The gaseous degradation products of cellulose nitrate will also cause dye fading in nearby colour films. Spontaneous combustion is the very last step of nitrate degradation. By this time the image has already completely disappeared. Storage of nitrate base film may be required until either funds or facilities are available for duplication. Storage recommendations can be found in references 2-6.

Resin coated paper prints are mainly designed to meet new environmental laws and to facilitate fast automatic processing. The older type of resin coating seems prone to deterioration and cracking. There are strong indications that the ordinary paper base materials show superior keeping characteristics and they should be used in all cases where longevity is of importance (3).

2. Image-forming layers

The American National Standards Institute (ANSI) has set strict criteria against which the permanence of photographic materials may be judged (7). Colour emulsions have not yet achieved the ANSI standard for "archival film," which is suitable for the preservation of records of permanent

historical value. The dyes used to produce the image will slowly decompose, with a resulting change in colour. Storage conditions, with a controlled relative humidity (RH) and temperature can reduce the rate of degradation significantly. Exposure to intense light will cause the greatest damage to colour images and for this reason transparencies should not be projected except for the purpose of making duplicates. Colour prints made for display purposes should be subjected only to a 'museum' light level of 50 lux (5 foot-candles) comparable to the levels recommended for sensitive objects such as works of art on paper, parchment, textiles, watercolours, etc. (8). Either incandescent or fluorescent lights can be used for display. An ultraviolet (UV) filter sleeve or a UV absorbing diffuser will be required on the latter to remove the most actinic UV light and to slow down the rate of fading. ANSI standards of preservation can be achieved indirectly for colour images only if they are converted to stable B/W images through colour separation techniques. In this way a set of three B/W master negatives are produced, each of which contains the information for one colour (red, blue or green) of the original. The original coloured image can be retrieved at any time through a recombination process from the B/W masters.

Processing Procedures

B/W films, if improperly processed, will deteriorate with a resulting loss of image information called 'sulphiding'. Many collections now in archives are suffering the effects of less than thorough processing methods. The B/W photographic image consists of metallic silver particles dispersed in a gelatin layer, which is fixed onto a base material. This silver image suffers attack from sulphur components remaining from the fixing process as well as airborne sulphur particles that are part of industrial and urban pollution. Photographic images can best be preserved by processing in such a way that no appreciable amount of sulphur is left behind in the gelatin layer. Various commercially-available hypo removal treatments should be applied for this purpose. Further protection is afforded by either a gold or a cheaper selenium toning, which ensures that every silver grain receives an almost impervious coating. Although colour films and prints cannot attain the strict standards for permanence possible for black and white material, meticulous adherence to the manufacturers' instructions for processing will greatly extend their lifetime.

Storage Conditions

The effects of low temperature and moderately low RH in slowing the deterioration of photographic materials is striking, but in practice these conditions are not easily achieved. The ideal solution to both handling and retrieval problems, is storage in a specially designed vault at 35°F (2°C) and 15 to 30% RH. Although this provides the most convenience in film or print retrieval, the design and physical installation is very expensive and is consequently out of reach for many institutions and archives.

A cheaper alternative is to place the film or print in a sealed container at 35°F (2°C) or below. The material should be moisture conditioned to RH between 15 and 30% prior to sealing. This conditioning prevents the RH from falling below 15% which could cause brittleness and high risk of damage. Suitable containers are readily available at present and details covering equipment and preparation have been described by S. Rempel (6). The procedure is relatively simple and allows the use of low-cost freezers

or refrigeration units. However, moisture leakage can occur in time, necessitating reconditioning and repackaging after a period of years. For small collections of great importance or selected parts of larger one, this system would provide an immediate answer to storage needs if retrievability and labour costs do not pose a problem.

If facilities or finances are limited or absent, processed colour or B/W film and prints should be stored where it is dark, dry and cool for the best possible compromise. A collection can be stored in many areas on the main floors of buildings, but not in damp basements or hot attics. A relative humidity between 30 and 40% and a temperature of 70°F (21°C) or less is reasonably good. Because of the danger of fungus growth and dye fading, films should never be in humidified areas except under carefully controlled conditions. An ordinary room dehumidifier is usually a necessity during the summer months.

It is naturally important to keep prints, negatives, and slides as clean and dust-free as possible. It is also a good general rule to keep colour emulsions away from chemical dust; alkaline dust particles on the film may cause dye fading after a prolonged storage period. Exposure to nitrous oxide, hydrogen sulphide or sulphur dioxide gas may cause slow fading of colour dyes. In storage, photographic materials should never be kept near moth-preventive chemicals, since these tend to crystallize on the emulsion and may change the adhesive used on some slide mounts. The solvents and chemicals used in insecticides and fungicides and fungicide sprays may be harmful to processed films and slide mounts. Regular inspection will offer the best protection from insects which eat the gelatin emulsion.

It is important to take into consideration the storage materials and containers used in association with photographic collections. Most of the common storage and packing materials will accelerate the existing degradation; for instance, common cardboard types release a wide variety of chemical substances including sulphur gases and peroxides. For that reason prints and negatives should never be packaged in common paper envelopes, wood boxes or cabinets and this includes the boxes in which photographic paper is packaged. As mentioned in the literature, even such an inconspicuous item as aging elastic bands can endanger an entire collection.

Manufacturers and distributors of safe storage products are mentioned in CCI Technical Bulletin Number 9. In general, metal cabinets made of stainless steel, aluminum or metals coated with baked enamel or aluminum are preferred over wooden ones. Storage sleeves of polyethylene, cellulose acetate or 100% rag content acid-free paper are recommended.

Image Enhancement

Photographic reproduction in colour is often imagined as a fairly recent addition to today's photographic technology. In fact, it is not. Many experimenters in the late 19th century were actively working on methods that could produce a photographic record in natural colours. Early patents show that these workers had thought sufficiently far ahead to envisage the multi-layer emulsions that are on the market now. Some old techniques in colour photography are the Mosaic Screen process, the Dufay colour process, the Autochrome process, and the Tri-colour Carbo. For the inexperienced, these are difficult to recognize and experts should be called in for their opinion before material is classified or discarded.

There is unfortunately no restoration treatment available which can be applied to colour images to prevent the fading of the dyes. Images which are already discoloured can be somewhat re-adjusted by copying through colour correction filters. However, such techniques are only useful in the very early stages of deterioration, when the colour-shift is barely discernable. It is very likely that when scanning devices designed for colour printing and based on laser light are further developed and computerized, special programs can be developed to improve colour correction during duplication of faded originals. In the case of B/W photographs, there are quite a few optical and physical techniques through which an image lost by fading can be retrieved. These are described below. Most of the techniques are not economical for application to larger collections, but have proven invaluable in cases where a particular photograph has historical or scientific significance.

a) Contrast filtration

This is the simplest method for retrieving detail. It involves the use of a very contrasty (graphic) film, in addition to a copy filter complementary in colour to the colour tone of the original. Details barely visible to the eye can be brought out again on the resulting print copy.

b) Infrared Photography

If a photograph is badly stained, it often helps to apply the infrared photographic technique, which only records the infrared radiation reflecting off the silver image. Stains and other contaminations will often not be recorded, thus providing a cleaner image.

c) Cross Polarisation

By using polarisation filters over the lights and a pola analyser on the camera lens during recording, a badly wrinkled and scratched photograph can be cosmetically improved by eliminating all reflections on the original's surface.

d) Autoradiography

The image silver is exposed to a radioactive source and is temporarily converted into a radioactive compound. The original is then printed in contact using radiographic film. Askins, in a recent application to faded photographs, gives a relatively simple description of this technique (9). Radiographic images obtained from completely faded prints show a strikingly clear image with excellent detail.

e) Computer contrast enhancement

A copy of a faded photograph is scanned by a microdensitometer and the readings converted into a numerical format. A contrast enhancement program is designed to improve the image information and the final data is read into a device that reproduces a photograph from the numerical information.

f) Edge enhancement

This computer technique works on the basis of an offset image which is

subtracted from the original, so that the edges are more prominent.

References

1. S. Rempel, "A Conservation Method for Nitrate Based Photographic Materials," The Paper Conservator, vol. 2 (1977) pp. 44-46.
2. "Standard for the storage and handling of cellulose nitrate" - Motion Picture Film, NFPA No. 1967, National Fire Protection Association, 60 Batterymarch Street, Boston, Massachusetts, USA 02110.
3. "Will our film and paper stand the test of time," Canadian Photography, vol. 12, no. 9 (October 1981) pp. 22-27.
4. J. M. Calhoun, "The Preservation of Motion Picture Film," Archivist, vol. 30 (July 1967) pp. 517-525.
5. "Storage and Preservation of Motion Picture Film," (1957), Eastman Kodak Company, Rochester, New York 14650.
- 6*. S. Rempel, "The Care of Black and White Photographic Collections: Cleaning and Stabilization," Technical Bulletin No. 9, Canadian Conservation Institute, National Museums of Canada, 1030 Innes Road, Ottawa, Ontario, K1A 0M8.
7. American National Standards Institute, Inc., 1430 Broadway Avenue, New York, New York 10018.
- 8*. R. H. Lafontaine, "Environmental Norms for Canadian Museums, Art Galleries and Archives," (1979), CCI Technical Bulletin No. 5.
9. Askins, "Autoradiographic Image Intensification: Applications in Medical Radiography," Science, vol. 99 (1978) pp. 684-686.

* Technical Bulletins can be obtained free of charge by writing to: Editorial Assistant, Canadian Conservation Institute, 1030 Innes Road, Ottawa, Ontario K1A 0M8.

Editor's Note: In a recent communication to the Editor, Mr. Bokman states that this article is an updated version of a lecture given on 4 April 1974 during a seminar of the Canadian Museums Association, titled "The Care and Maintenance of Photographic Collections." The original lecture, which was never published, was entitled "The Care of Photographic Colour Materials, Restoration Aspects and Archival Processing in General."

* * *

ASSOCIATION OF CANADIAN MAP LIBRARIES

REPORTS

BOARD OF DIRECTORS REPORT

The Board of Directors has had two meetings since the last report in the A.C.M.L. Bulletin, one by telephone in January and one in Montreal in April. The Board of Directors made a concerted effort in these two meetings to ensure that all business matters brought up at the last Annual Business Meeting were dealt with before the upcoming conference. Because of the amount of business covered, this report will be longer than usual. The following is a summary of business covered at these two meetings.

Transfer of A.C.M.L. Archives to Public Archives of Canada: Basic policies and conditions of donation were agreed upon, and it is anticipated that by August 1982, the formal process of transferring the records will be completed.

Publications Proposals: The Board finalized its agreement with S. Sauer for his publication proposal, "Essays on Canadian Cartology." Ed Dahl's request that his publication proposal, "Coolie Verner Carto-bibliography Manual" be withdrawn for consideration under this year's budget was regrettably accepted by the Board; it is hoped that this proposal will be resubmitted in the near future. Two new publications proposals were discussed, L. Dubreuil's "Early Canadian Topographic Map Series," and the "Union List of Atlases for the Atlantic Provinces" from that Committee. Both proposals were well presented, and conditions for publication were considered for both proposals.

Committees: Committee chairpersons had been found for all but two committees by the January meeting. After numerous attempts to find someone willing to take on the work of the National Union Catalogue Committee, it was concluded that it would be beneficial to give the Committee an inactive status for a year, and at the end of that period of time to re-examine the situation. The Publications Guidelines Committee had similar problems in getting established; because of the importance of this Committee, it was agreed that E. Hamilton would undertake the work of the Committee. The reports from the Nominations and Elections Committee indicate that all the deadlines specified in the By-Laws should easily be met. The Board of Directors also reconvened the Awards Committee, which has been inactive for several years. Bill MacKinnon will chair this Committee. The Conference Location Committee 1983 presented its report at the April Board meeting and is to be commended for its work. The 1983 Conference will be in Vancouver, at the invitation of the University of British Columbia.

A.C.M.L. Bulletin: Arrangements were made with the University of Guelph to produce labels for the Bulletin, and F. Francis agreed to distribute the December issue of the Bulletin. A permanent solution to the problem of distribution has not yet been found, but the efforts of Flora are greatly appreciated. The publishing schedule of the Bulletin was reviewed, and the Board of Directors was assured that the Bulletin would be back on its regular schedule by the summer.

Other: The arrangements for the A.C.M.L.-sponsored tour for the Map and Geography Section of I.F.L.A. at the I.F.L.A. Conference 1982 were reviewed, and approval given for finalizing arrangements. The current problems of the National Commission on Cartography were discussed, and it was agreed that until some movement is made in the negotiations, the A.C.M.L., in conjunction with the OICC, CIS, and Carto-Quebec, would withdraw from negotiations.

The Board of Directors hopes that all members of the Association will take the time to read the committee reports printed in this issue of the Bulletin and consider them carefully. We would especially draw your attention to the report of the Publications Guidelines Committee, as it is important to the Association that decisions on this area of activity be made at the Annual Business Meeting -- it would help to speed things up at the meeting if people who have comments on the Committee report could send them to a member of the Board of Directors before the Conference. The 1982 Conference planning is progressing well, and the program is well worth looking at. It is hoped that as many people as possible will attend to help the National Map Collection celebrate their 75th anniversary.

Finally, if there are matters that any member of the Association wishes to have placed on the agenda of the Annual Business Meeting, please notify the Secretary (E. Hamilton) -- in writing, please!

* * *

TREASURER'S REPORT (1981)

Balance as of Dec. 31, 1980 (excluding A.C.M.L./NMC contract funds)	11,012.95
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RECEIPTS

Memberships 1981	4,637.95	
Memberships 1982	248.70	
Sale of publications	14,756.80	
Conference 1980	636.84	
Foreign exchange	189.64	
Interest	1,370.84	
		<u>21,840.77</u>
		32,853.72

DISBURSEMENTS

Conference 1981	839.50
Conference 1982	35.10
Travel and expenses	2,287.93
IFLA Membership dues	330.00
Annual incorporation fee	30.00
Nomination Committee	23.74
Auditor's fee	525.00
Solicitor's fee	30.00
Cartographic Archives Survey	19.55

Historical Maps Committee		3,508.03	
Publications Officer		480.00	
Bulletin #37			
Typing	196.00		
Editing	195.00		
Mailing	165.00		
Printing	825.00	1,381.00	
Bulletin #38			
Typing	234.50		
Mailing	140.93		
Copy editing	190.00		
Printing	503.50	1,068.93	
Bulletin #39			
Typing	142.50		
Printing	639.35	781.85	
<u>Guide for a small map collection</u>			
Editing	200.00		
Typesetting	872.82		
Printing	1,096.50	2,169.32	
Telephone calls (exec.& editor)		1,063.30	
Reprinting of proceedings		19.10	
Typing labels		20.00	
Misc. photocopying and mailing expenses		163.90	
Return of overpayments on maps & memberships		60.00	
Stamps and supplies		41.45	
Social function		100.00	
Courier Service		15.50	
Bank charges		18.17	<u>15,011.37</u>
Balance as of Dec. 31, 1981 (excluding A.C.M.L./NMC contract funds)			17,842.35

APPENDIX A

Balance as of Dec. 31, 1981 (excluding A.C.M.L./NMC contract funds)		17,842.35
1980 A.C.M.L./NMC contract funds in 1981 budget		1,741.91
New contract funds received in 1981		<u>5,000.00</u>
		24,584.26
A.C.M.L./NMC contract employee wages		<u>6,157.47</u>
Balance as of Dec. 31, 1981		18,426.79

APPENDIX B

<u>Disposition of funds</u>		
Savings account	8,000.11	
Chequing account	1,059.63	
Publications Account	4,367.05*	
Guaranteed Investment Certificate	5,000.00	18,426.79

*See attached Publications Report

Tara Naraynsingh
Treasurer

MEMBERSHIP REPORT (1981)

Full Members	80
Associate Members	35
Institutional Members (Canadian)	80
Institutional Members (Other)	43
Honorary Members	1
Exchange Members	<u>11</u>
TOTAL	254

Tara Naraynsingh
Treasurer

* * *

PUBLICATIONS REPORT (1981)

Balance - January 1, 1981		\$ 5,101.45
<u>Plus:</u>		
Sales of publications	13,645.47	
Interest	883.61	
Foreign Exchange	227.72	<u>14,756.80</u>
		\$ 19,858.25
<u>Less:</u>		
Transfer to Treasurer		\$ 15,491.20
Balance - December 31, 1981		\$ <u>4,367.05</u>

Bruce Weedmark
Publications Officer

* * *

1981 A.C.M.L. CONFERENCE (HALIFAX)
REPORT

Financial Summary

Total expenditures for the 1981 Conference amounted to \$2143.69. This figure includes travel expenses paid for two conference speakers. Total revenues from registration fees amounted to \$1714.00.

List of Delegates

Mary Armstrong	University of Toronto
Merrily K. Aubrey	Provincial Archives of Alberta
Bob Batchelder	University of Calgary
Elizabeth Blight	Provincial Archives of Manitoba
Margaret Chang	Provincial Archives of Newfoundland
Jack Corse	Simon Fraser University
Aileen Desbarats	University of Ottawa
Lorraine Dubreuil	McGill University
Diana G. Elliott	Amherst, Nova Scotia

George Falconer	Surveys and Mapping Branch, Dept. of Energy, Mines and Resources
Brad Fay	Maritime Resource Management Service
Karen Finn	University of Ottawa
Flora Francis	University of Guelph
Nancy Gayton	Maritime Resource Management Service
Susan Greaves	Dalhousie University
Elizabeth Hamilton	University of New Brunswick
Vivian Janes	Concordia University
Mary Javorski	Vancouver, B.C.
Nadia Kazymyra-Dzioba	Public Archives of Canada
Hugh Larimer	University of Manitoba
Pierre Lepine	Bibliothèque nationale du Québec
Carl MacDonald	Charlottetown, P.E.I.
Bill MacKinnon	Provincial Archives of New Brunswick
Brenton MacLeod	Land Registration & Information Service
	Summerside, P.E.I.
Walter Morrison	Lawrencetown, Nova Scotia
Tom Nagy	National Map Collection, Public Archives of Canada
Tara Naraynsingh	Geological Survey of Canada
Benoit Ouellette	St. Mary's University, Halifax
Charles Pennell	Memorial University of Newfoundland
Richard Pinnell	University of Waterloo
Donna Porter	River Hebert East, Nova Scotia
Elsbeth Ross	Carleton University
Serge Sauer	University of Western Ontario
L.M. Sebert	Surveys and Mapping Branch, Dept. of Energy, Mines and Resources
Garry Shutlak	Public Archives of Nova Scotia
Wendy Simpson-Lewis	Environment Canada
Heather Stevens	National Map Collection, Public Archives of Canada
Hugo Stibbe	National Map Collection, Public Archives of Canada
Susan Svetlik	Bedford Institute of Oceanography
Grace Welch	Carleton University
Ron Whistance-Smith	University of Alberta
Maureen Wilson	University of British Columbia
Joan Winearls	University of Toronto
Frances Woodward	University of British Columbia

Tara Naraynsingh

* * *

ASSOCIATION OF CANADIAN MAP LIBRARIES
COMMITTEE REPORTS

ARCHIVES COMMITTEE

The transfer of the Association's records to the Public Archives of Canada is currently under review by the A.C.M.L. Board of Directors.

William MacKinnon

* * *

AWARDS COMMITTEE

The Awards Committee, which has been inactive for some time, has been reconvened with Bill MacKinnon as Chairman.

TO ALL MEMBERS:

Nominations are invited for the following special awards:

A: A.C.M.L. Award for Service to the Association.

This award is designed to recognize exceptional service over a period of years, for example, continued membership in the Association with active participation either as an executive officer, committee chairperson, or long standing association as a committee member.

B. A.C.M.L. Award for Scholarly Distinction in the Field of Map Librarianship or associated work.

The purpose of this award is to recognize outstanding scholarly work in map librarianship or allied disciplines such as historical, archival, geographical, or cartographical works.

In order that the Committee may make an assessment of potential candidates and decide whether or not awards should be made in 1982, your nominations must be submitted by 30 July 1982.

It should be noted that unsuccessful nominations presented this year are not reconsidered automatically in subsequent years. A new nomination must be submitted.

All nominations should note the name of the candidate, which award is suggested, and outline the reasons for such a nomination. Please send to the following address:

William R. MacKinnon
 Vice President
 Association of Canadian Map Libraries
 c/o Provincial Archives of New Brunswick
 P.O. Box 6000
 Fredericton, New Brunswick
 E3B 5H1

William MacKinnon

* * *

CONFERENCE COMMITTEE 1984

The 1984 Annual Conference of the Association will be held in Fredericton to coincide with New Brunswick's Bicentennial celebrations. The committee to date consists of Bill MacKinnon and Elizabeth Hamilton. Keynote speaker at the conference will be Dr. Helen Wallis of the British Library.

William MacKinnon

* * *

COPYRIGHT COMMITTEE

At the Annual Business Meeting of the Association of Canadian Map Libraries on 9 June 1981, it was resolved:

That the Copyright Committee be asked to maintain a watchdog brief on the progress and changes in the Copyright Law.

Lack of significant progress or changes in the Copyright Law have resulted in a low level of activity for this Committee during the past year.

Gilles Langelier
 Chairman

* * *

HISTORICAL MAPS COMMITTEE (1981-1982)

This report is based on the production during the 1981-1982 period of 25 facsimile maps, which brings the total of maps published thus far to 95. It must be noted that an attempt is being made to produce a further five maps, in order to complete work on the second folio of reproductions of historical maps of Canada. In terms of time, this endeavor is aimed for completion in August 1982, for presentation at the Annual A.C.M.L. Conference in Ottawa.

The following statistics illustrate various aspects of the Historical Maps Project. For the first time, sponsors of A.C.M.L. maps are to be found in all provinces and territories - a very desirable feature indeed. Private individuals, private companies, and provincial museums and libraries show

greatest increase among sponsors, while the universities, initially the fastest growing group of sponsors, are moving at a slower pace. This is probably the reflection, at least in part, of a general country-wide reduction of budgetary allocations to educational institutions. XVIII and XIX centuries remain the most popular periods for maps selected by sponsors, and Ontario continues to lead other areas in regional coverage.

Statistical summaries for the 95 maps produced by the A.C.M.L. Historical Maps Committee (1980-1981 figures are shown in brackets)

<u>Predominant geographical area covered</u>	<u>No. of maps</u>	
World	(2)	3
W. Hemisphere and North America	(7)	8
Canada	(6)	10
East Coast	(11)	16
Quebec	(7)	11
Ontario	(14)	19
Prairies	(9)	10
West Coast	(10)	11
Yukon and NWT	(4)	7
<u>Date of publication</u>		
1500s	(5)	5
1600s	(13)	20
1700s	(20)	28
1800s	(28)	37
1900s	(4)	5
<u>Sponsors (institutions or individuals)</u>		
A.C.M.L.	(10)	14
National Map Collection	(4)	5
Universities	(23)	26
Other educational institutions	(2)	2
Provincial archives and libraries	(14)	19
Museums	(5)	10
Private companies	(8)	11
Private individuals	(4)	8
<u>Location of sponsors (other than ACML and NMC)</u>		
Newfoundland	(5)	7
New Brunswick	(2)	3
Nova Scotia	(2)	3
Prince Edward Island	(1)	1
Quebec	(3)	6
Ontario	(25)	30
Manitoba	(2)	2
Saskatchewan	(1)	1
Alberta	(5)	8
British Columbia	(7)	8
Yukon	(2)	3
Northwest Territories	-	2
U.S.A.	-	1

Preparation of the second map-folio (with reproductions ##51-100) will involve manufacturing a sturdy folder with corresponding imprint and printing 3 or 4 sheets of indexes. Sales of the first folio were excellent. The first production run of 50 copies was sold out in six months, and additional 25 folios had to be assembled. These are now also sold out. There were also orders for folders only, as well as for the introductory material only, for those who acquired A.C.M.L. maps as they were published.

The second folio will be produced in somewhat greater quantity and there are plans to have again the folder and the introductory pages available separately for those who already have a set of maps.

Sales of maps for the 1981-1982 period (11 months at the time of writing) exceed 5000 maps, not counting the 2100 copies issued to sponsors. The net gain amounted to more than \$8000.

This year A.C.M.L. maps have again received a wide acclaim in numerous letters and reviews. In a recent review published in Cartographica (Vol. 18, No. 4, p. 118) there is the following passage:

...Without any grants whatever from the agencies so often relied upon to advance research, the Association of Canadian Map Libraries has quietly gone ahead with determination, imagination and resourcefulness to give Canada and the world a quality product in the field of historical cartography...

An indication of the impact which the A.C.M.L. facsimile series is creating is evident in the number of new publishers of historical reproductions. There are at the present time at least five such projects or enterprises, where five years ago there were none. In all of them the influence of the A.C.M.L. series is easily noticed (one or more such production components as the general format, paper size, quality and even brand of paper, colour of ink, method of carto-bibliographic notation, etc.). This is a very encouraging trend, as it serves the main purpose of A.C.M.L.'s Historical Maps Committee, that of "...preserving and popularizing the Canadian cartographic heritage..."

The Committee is looking forward to a productive year and is calling on all A.C.M.L. members and friends of the Association to continue their support of this project.

Serge A. Sauer
Chairman
Historical Maps Committee

* * *

NATIONAL UNION CATALOGUE COMMITTEE

After several unsuccessful attempts to appoint a new chairperson for the N.U.C. Committee, it was decided by the Board of Directors that the Committee be put "on hold" for one year and the situation reviewed in the spring of 1983.

William MacKinnon

* * *

NOMINATIONS AND ELECTIONS COMMITTEE

The 1982 Nominations and Elections Committee consists of Brenton MacLeod as Chairman with members Judy Colson and Susan Greaves. The deadline for nominations was May 1 and ballots will be distributed to the A.C.M.L. membership in early June.

Brenton MacLeod

* * *

RULES OF PROCEDURE COMMITTEE

This Committee was struck at the annual business meeting in Halifax. The motion passed read:

....that the Association of Canadian Map Libraries set up a committee to draft rules and procedures for the Association, to be submitted to the Board for their consideration and distribution to the membership at large before the next annual meeting.

Hugo Stibbe volunteered to chair the Committee. The Committee has remained a committee of one.

To date, I have looked at a number of constitutions of learned societies such as the A.C.M.L., to see what kinds of things are regulated and to give me ideas. Not many learned societies have a constitution with a separate set of rules of procedure. I have decided to model the draft rules of procedures for the A.C.M.L. on that of the International Federation of Library Associations and Institutions (IFLA) because it seems to deal with the kinds of things which I feel need a more formal regulation in the A.C.M.L. and because the structure of the IFLA Rules of Procedure seem to answer our needs. Obviously, our rules of procedure do not need to be so detailed or as lengthy as those of IFLA.

The rules of procedure will not include the relationship of the Editor of the A.C.M.L. Bulletin to the Board and vice versa. I feel that this relationship should be dealt with in a separate document. In fact, another committee is already dealing with this issue and it may well be that the creation of an Editorial Committee will be recommended. The relationship between the Board and committees in general (of which the Editorial Committee would be one) is of course regulated in the rules of procedure.

I have begun writing the A.C.M.L. draft rules of procedure. It will consist of a) introductory remarks; b) interpretation/definition and c) the rules of procedure themselves. The document is set up like a by-law with articles and clauses. I hope to have the draft submitted to the Board before the next annual business meeting of the A.C.M.L.

Hugo Stibbe

* * *

UNION LIST OF ATLASES
FOR THE ATLANTIC PROVINCES COMMITTEE
REPORT

Since the last report of this committee, considerable headway has been made towards the final phase of the Union List of Atlases for the Atlantic Provinces project. The following is a summary of the standards being used.

Standards

Due to the varying formats and standards of cataloguing used by participating institutions the sole use of AACR 2 in final bibliographic entries would be unrealistic. The production of an index done on a word processor will solve many of the problems resulting from variations in cataloguing formats.

Generally, where there are several locations reporting an item, the submission with the highest standard of cataloguing will be used. In cases where records do not meet the requirements, standard cataloguing sources will be consulted for copy.

Original AACR 2 cataloguing will be provided where there is no copy from standard sources.

Methodology

There have been some changes in the methodology of the project, the most notable of which is the inclusion of an updating mechanism, which will delay final production by about two months, but will ensure that the final product is current.

Information has been received on the holdings of individual institutions and is currently in process of organization. A coding format has been established to ensure the generation of a keyword index. All entries will be input into the word processor at the Maritime Resource Management Service and a proof list produced for proofreading by committee members. This proof list will then be updated by contributing institutions and any new information received will be added to the master file. The final printed list is expected to be ready by February 1983.

The committee is confident that the work will be completed on schedule. The procedures that we are following would lend themselves well to the incorporation of other area union lists--perhaps to the production of an updateable union list in the not too distant future.

Brad Fay
Chairman
30 March 1982

* * *

PUBLICATIONS GUIDELINES COMMITTEE

At the 7 June 1981 meeting of the Board of Directors, a motion was unanimously agreed upon to establish a committee to work out the terms of reference for the A.C.M.L. Bulletin and other A.C.M.L. publications. Although the terms of reference were approved at the November 15-16, 1981 meeting of the Board of Directors, there was considerable difficulty in finding a chairperson for this Committee. Because of this difficulty, the work of the Committee did not get underway until the beginning of March 1982. This report contains recommendations on findings to date, and further input is needed from the members before the final version can be completed. Please read the following, and consider the suitability of the recommendations for the Association.

I. METHODOLOGY

In considering the task assigned to this Committee, it was decided that it was necessary to first examine the previous handling of publications, including the A.C.M.L. Bulletin, by the Association, and second, to find out what similar associations were doing regarding publications. To accomplish the first area of inquiry, the minutes of both the Board of Directors and the Association were examined, and the A.C.M.L. Bulletin index prepared by Morag Carnie was checked for references to publications. As well, letters were sent to the Editor of the A.C.M.L. Bulletin as well as two former editors, and to several people who have been responsible for producing A.C.M.L. publications in the past.

To find out what similar associations were doing regarding publications, letters were sent to four associations and one library publication series editor, and one association was asked directly for a publications policy statement. A list of those people contacted is appended to this report (Appendix A).

II. BACKGROUND

Publications, starting with the A.C.M.L. Newsletter, have been a part of Association activities from its early days. By 1973, the minutes of the 7th Annual Business Meeting record that there was an ex-officio member of the Executive. The duties of this position were:

- to maintain files of the Association's publications and to sell them
- to maintain contact with the Treasurer on financial matters concerning publication.

Sold or distributed through the Association were NUC cards, the A.C.M.L. Newsletter, the proceedings of the annual conference, the publication Plotting the Land of Ontario, and Directory of Canadian Map Collections.

In 1974, the minutes of the Annual Business Meeting record that this position was expanded to a committee status; mention is also made of a "Newsletter Committee." The chairperson of that committee recommended the following, accepted by the Association at the Business Meeting:

It is my recommendation that the Editor be a member of the Publications Committee, and that the Committee look into the possibility of changing the name of the Newsletter, or of reducing it and starting a journal which could include the conference proceedings as one number.

In 1975, it was decided that the chairperson of the Publications Committee would be held by the Vice-President of the Association.

By 1977, the concept of one all-encompassing Publications Committee appears to have been lost. The report by the committee of that name is a distribution report, and the committee has diminished to one stalwart individual. The same year, the facsimile maps appear in the minutes, and the decision was made to amalgamate the annual conference proceedings and the A.C.M.L. Newsletter into a "new publication." In 1978, attention was given to the official journal of the Association, and the minutes of the 12th Annual Business Meeting record the aim of the Executive to upgrade the A.C.M.L. Bulletin and to put out an editorial policy. A draft content and editorial policy was produced, and was distributed on a limited basis for comment.

From the above, it is clear that attempts have been made in the past to sort out the problem of this very important area of Association activity. Continuity in all areas of Association activity is an ongoing problem, but it appears that it was especially so in the area of publications. The purpose of the recommendations in this report is to suggest approaches that might alleviate the problem somewhat, and to ensure that the publications produced by the Association of Canadian Map Libraries are of a quality that reflects well on the Association and are of benefit to the Association members.

III. RECOMMENDATIONS - OCCASIONAL PUBLICATIONS

All the responses to the letter of inquiry regarding publication activity stressed the need for some type of permanent committee to deal with this important area of Association activity. In the past, the Association has had various manifestations of a publications committee, but it has never officially constituted a committee with the wide range of responsibilities needed to control the many aspects of publishing activity. It is difficult for the Board of Directors to make decisions on publications proposals without adequate information -- and it is not feasible for the Board to become experienced in publications during a short term of office. It is therefore recommended:

RECOMMENDATION 1: That a permanent, standing committee of A.C.M.L. be established, superseding all other committees of that name, to deal with all aspects of A.C.M.L. publishing activity.

Such a committee would oversee all aspects of publishing activity within the Association. In the past, various ad hoc committees dealing with specific publications have reported directly to the Board. Under this proposed structure, these committees would report through the Publications Committee to ensure a greater degree of guidance and control than is presently possible by the Board of Directors. It is recommended that the role of the Committee have, as its terms of reference, the following.

RECOMMENDATION 2: That the Terms of Reference of the Publications Committee be:

- i) To recommend publishing policies and changes to policy to the Association through the Board of Directors;
- ii) To advise and assist in all publishing activities
- iii) To review and make recommendations on publications proposals within established guidelines, subject to final approval by the Board of Directors;

- iv) To give guidance and assistance to the A.C.M.L. Bulletin editor;
- v) To promote and distribute publications of the Association;
- vi) To promote and maintain high standards of A.C.M.L. publication.

Within these general terms of reference, the Publications Committee could: survey the need for publications and find appropriate individuals to undertake their preparation; investigate means for production and assist authors in arriving at cost estimates for their publication proposals; investigate means of funding publications proposals; work with other associations on joint publishing ventures; recommend editors for the A.C.M.L. Bulletin and other publications; determine whether to reprint publications that have gone out of print; and other tasks as may be seen as necessary to fulfill the primary purpose of the Committee.

The membership of this Committee would be critical to the success of its work. It is important that a Board member be a part of the Committee to facilitate close contact with the Treasurer and the Board. It is recommended that the Committee be composed in the following manner:

RECOMMENDATION 3: That the Publications Committee be composed of five (5) members: the 2nd Vice-President, the A.C.M.L. Bulletin Editor, the Distribution Manager, and two other members of the Association.

To ensure continuity within the Committee, necessary for seeing some of the more lengthy publications through to completion, it should be understood that the two members of the Association appointed to the Committee from the general membership would agree normally to a two year minimum term on the Committee.

No official publications policy has been adopted in the By-Laws of the Association, but it is essential that such a policy be adopted to give direction to the publishing activity of the Association and to ensure that the aims of the Association are furthered by publishing activity. Once adopted, the policy can be changed on the advice of the Publications Committee. It is suggested that the procedure for change be an announcement of intention in the A.C.M.L. Bulletin in the June issue, followed by acceptance by a majority of Association members at the Annual Business Meeting.

The By-Laws of the Association do specify that the Association publish an official journal. It is therefore recommended:

RECOMMENDATION 4: That ensuring the publication of the A.C.M.L. Bulletin be the first priority of the Publications Committee.

The official publication of the Association must not be allowed to suffer as a result of any other publishing activity undertaken by the Association. Also as part of the official publications policy should be the statement that all publications of the Association should attempt to further the aims of the Association.

RECOMMENDATION 5: That all publications bearing the A.C.M.L. imprint or receiving funding from the Association should attempt to:

- i) promote interest in and knowledge of maps and map-related materials;
- ii) further the professional knowledge of its members;
- iii) encourage high standards in every phase of the organization, administration, and development of map libraries by:
 - a) providing for discussion of mutual problems;
 - b) exchanging information on experiences, ideas, and methods;
 - c) establishing and improving standards of professional services in this field.

Regarding the use of A.C.M.L. imprint, it should be clearly stated in the publications policy adopted by the Association that use of the imprint is controlled by the Association.

RECOMMENDATION 6: That the A.C.M.L. imprint be restricted to those publications which have been approved in writing for publication by the Board of Directors, acting on behalf of the Association, and have the express written authorization of the board to use the Association imprint.

The Association has a great many committees which are very active and creative. It is natural that the Association should provide an outlet for the written products of any A.C.M.L. committee, but it should also be understood:

RECOMMENDATION 7: That the Association have first consideration for the publication of any work produced by an A.C.M.L. committee.

Matters that have already been discussed by the Board of Directors recently have been copyright and remuneration. Normally, the Association holds copyright over any material that it funds for publication. Remuneration is still under discussion by a Committee of the Association, but past practice has allowed for copy-editing to be paid for; no sum of money, either in the way of royalties or honoraria, has been paid to the author or compiler of an A.C.M.L. publication. Regarding this matter, it is recommended that this practice continue as is; copy-editing can make a significant difference in the quality of publication from a technical point of view, and requires skills that many creative people do not have. However, until the Association has shown repeatedly that its publications can make money and that the intent of pricing of publications is not only to recuperate costs of production, it is recommended that authors and/or compilers and/or editors not be paid.

RECOMMENDATION 8: That the Association consider, in financing a publications proposal, the publishing costs (i.e., costs of copy preparation, editorial services, design and production, typesetting, paper, presswork, binding, sales promotion, distribution and storage) but not any fee to the author or compiler of the proposal.

The question of style can be considered flexible within certain limitations. Without doubt, a good general style manual should be followed; the University of Chicago Press Manual of Style, the style manual of the American Institute of Physics (for scientific papers), the MLA style sheet, and such manuals as that produced by Kate Turabian are acceptable. However, it is recognized that one style manual may not be appropriate to all the types of publications issued by the

Association. It is therefore recommended only:

RECOMMENDATION 9: That a good, generally acceptable style manual be used in preparation of the final manuscript.

In the course of fulfilling its terms of reference, the Publications Committee will review all publications proposals and make recommendations to the Board of Directors on the advisability of undertaking publication. To aid in determining whether a work should receive support from the Association, it is recommended that the Publications Committee base their recommendations on an adopted set of criteria.

RECOMMENDATION 10: That the following list of criteria be used in judging the suitability of a manuscript for publication by the A.C.M.L.:

i) Usefulness to the map library community

Is there a demand for this type of material?

Who would use it, and for what purpose?

Is the material presented in a manner suitable to its purpose and intended readership?

ii) Originality of content

Is this a significant contribution to the field of map librarianship?

Is there competing material available?

iii) Organization of material

Are the scope and the purpose of the work clearly defined?

Is the material directed to an identifiable readership?

Is the material well-organized?

Is the writing style clear and consistent?

Is the material presented in a manner suitable to its purpose and intended readership?

iv) Cost of publication

What would the average buyer be willing to pay?

What is the size of the estimated market for this type of publication?

Is the cost realistic in terms of the overall commitments of the Association?

v) Quality of material

Is the material accurate?

Is the material timely?

Does the material demonstrate an understanding of map librarianship?

Is the quality of research acceptable?

Does the material meet the standards of publication of the Association?

To aid in this decision-making process, all publications proposals should contain certain standard information.

RECOMMENDATION 11: That the following be required components of any publication proposal to be considered by the Association for funding or support:

- 1) A clearly defined statement of purpose.
- ii) Description of proposed format.
- iii) Anticipated length.
- iv) Scope of content.
- v) Nature of audience to be addressed.
- vi) Relationship to other works in the field.
- vii) Publication schedule, with probable completion date
- ix) Cost--where the publication is author-originated, the author should attempt to provide a budget; where a publication is Association-originated, the Publications Committee should provide a budget.
- x) This proposal should be accompanied either by a completed manuscript or an outline and sample chapter or segment.

The procedures to be followed in arranging publication of a manuscript should be set out to encourage expedient treatment of all proposals. Delays in decision-making can greatly increase the cost of production, rendering a proposed budget useless, and can halt the momentum of the author(s). No time limits are set out below, but it should be accepted both at the Board of Directors level and at the Publications Committee level that proposals must be dealt with in an expeditious manner.

RECOMMENDATION 12: That the following be adopted as the formal procedures for considering a manuscript or publication proposal by the Publications Committee and the Board of Directors:

- 1) Author submits publication proposal to Publications Committee; individual copies should be provided to each member of the Committee.
- ii) Publications Committee does an initial screening; they can request the services of a referee at this point if the subject matter indicates the need. Both the referee's identity and comments will be kept anonymous.
- iii) Publications Committee makes a recommendation, in writing, to the Board of Directors on the publication proposal, based on the criteria set out in Recommendation 10. The recommendation by the Committee can advise one of the four following courses of action:
 - a) Rejection; reasons must be given.
 - b) Acceptance of publication, including consideration of financial aspects.
 - c) Acceptance for publication, with recommendations for changes in production.
 - d) Acceptance of publication in principle, with an indication to the author and the Board for the need of (i) marketing study; (ii) completion of manuscript; (iii) extensive revision of manuscript; (iv) more information from author regarding details of publication.

- iv) The Board of Directors makes a decision based on the report of the Publications Committee and on the availability of funding; this decision is conveyed to both the Committee and the author(s).
- v) Contract issued; this should be a fairly standard publishing agreement, detailing use of imprint, copyright arrangements, distribution arrangements, rights of the Association, rights of the author.
- vi) Production initiated; the actual production can either be done at the request of the author through the Publications Committee or by the author him/herself.
- vii) The Publications Committee sets the price and arranges for distribution, and provides review copies to selected journals, as well as ensuring that the author receives six (6) free copies.

Because of the numerous areas of possible misunderstanding and misinterpretation between an author and the publishing agency, it is recommended that a standard contract be drawn up for use in dealing with publications. Such a standard contract can accommodate various specific (though minor) points which may be required for individual publications. The following are recommendations for matters to be included in a publishing contract; it is advisable that a lawyer be consulted as to the technical details of such a contract to ensure that it is fair for both parties.

RECOMMENDATION 13: That a publishing contract be drawn up for use in publishing agreements between the Association and the author(s), and that it include the following components:

- i) Rights Granted to Publisher: transferral of copyright from author to publisher.
- ii) Exclusive Rights: agreement that the author will not publish a similar, competing work that will interfere with or injure the sale of the Association publication.
- iii) Delivery of Work: agreement upon the date of delivery of two (2) copies of manuscript suitable for use as printer's copy; if, by 90 days after that date, the manuscript is still outstanding, the agreement may be cancelled and costs paid out to author recovered. Permission to use material from other works must be obtained by author, and written permission for same must be delivered to publisher with manuscript.
- iv) Proofreading and Author's Corrections: corrections to proofs to be made by author within fifteen (15) days of the receipt by author of proofs. Corrections other than printer's errors shall be at publisher's discretion.
- v) Revisions: the Association can ask that a revision to a work be done when it deems such is desirable. If the revision is not forthcoming within a reasonable time, the publisher can ask some other person to undertake the revision under a new contract.

- vi) Warranties and Indemnities: the author guarantees that the manuscript is his/hers and not the work of anyone not named, and that the manuscript has not been published before under any other title; exceptions can be named where the publication is a separate publication of, for instance, an article in the A.C.M.L. Bulletin. The exceptions should be listed. The author(s) also guarantee that the material does not violate copyright of others, and that the material contains nothing libelous, scandalous, or otherwise unlawful.
- vii) Publication: publisher shall have final decision on style and format, set the price, distribute and promote the material, and keep material in print as long as the Association deems it advisable. Costs for publication, except as otherwise stated, will be absorbed by the publisher.
- viii) Author's Copies: publisher will give to author six (6) free copies of publication. Author will receive discount on publication for personal use at twenty (20%) percent retail price.
- ix) Governing Law: statutes under which agreement is to be interpreted (i.e., Ontario).
- x) Progress Reports: this item should probably be tailored to the individual publication, but should be included to insure that contact between the publisher and the author(s) is maintained throughout the process.

The above is merely a starting point for discussions with the Association's legal representative. It is requested that those who have produced publications for the Association read this part particularly carefully and submit their comments to the Board of Directors before discussions begin with the Association's lawyer(s).

In concluding this section of the report, the Publications Guidelines Committee would particularly like to thank Serge Sauer for his many helpful suggestions. It is hoped that other suggestions will come from other Association members upon reading this report.

IV. RECOMMENDATIONS - A.C.M.L. BULLETIN

The Committee found a good starting point for the recommendations in this section on the A.C.M.L. Bulletin in the draft "A.C.M.L. Bulletin - content & editorial policy" report which was prepared by the Board of Directors in 1978. Copies of this report were sent to three members of the Association at that time, with requests for comment; as copies of any comments were not found at the time of the writing of this report, the following recommendations arise from the report itself, plus the input of two editors of the A.C.M.L. Bulletin and submissions from other associations contacted.

As mentioned in one of the previous recommendations of this report, it is extremely desirable for the Editor of the A.C.M.L. Bulletin to be a member of the proposed Publications Committee. As well, the publication of the official journal of the Association should be the first priority of the Publications Committee. Since the most crucial

element in the successful publication of the A.C.M.L. Bulletin is the Editor, it is important that his/her responsibilities be clearly understood and agreed upon.

RECOMMENDATION 14: That the following be adopted as terms of reference for the position of A.C.M.L. Bulletin Editor:

- i) The Editor is responsible for the content, style and appearance of the A.C.M.L. Bulletin within guidelines adopted by the Association;
- ii) The Editor is responsible for soliciting and selecting material for the Bulletin;
- iii) The Editor is responsible for bringing all submissions to a standard, publishable conformity;
- iv) The Editor is responsible for contacting local printers and maintaining liaison with the printer selected for the Bulletin;
- v) The Editor is responsible for any other tasks which may arise in order to ensure that the Bulletin is produced at an interval arranged by the Board of Directors.
- vi) The Editor is responsible for reporting to the Publications Committee any problems, other than routine, in the production of the Bulletin, and for submitting an annual report to the Committee.
- vii) The Editor is responsible for preparing a budget for the production of the A.C.M.L. Bulletin.

Since it does take some time to establish a routine and to establish the liaison with a good printer, it is recommended further:

RECOMMENDATION 15: That the usual term of office for the A.C.M.L. Bulletin Editor be two (2) years minimum.

It would be unrealistic, in light of the responsibilities outlined above, to expect the Editor to undertake also the other areas of work involved in producing a quality journal. There are two areas specifically that should be assigned to other positions: proof-reading and distribution. Regarding the latter position, it is proposed that the Association regard this as a permanent position with the following terms of reference.

RECOMMENDATION 16: That there be a position created to carry out the distribution of the A.C.M.L. Bulletin, and that the terms of reference for this position (Distribution Manager) be:

- i) to obtain address labels prior to receiving copies of the A.C.M.L. Bulletin from the printer;
- ii) to put the Bulletin in A.C.M.L. envelopes along with any inserts to be included for that mailing; to sort envelopes by province, state, country, etc., and by weight; and to ensure that sufficient postage is provided for mailing;
- iii) to ensure that copies are provided to the Editor to send to contributors;
- iv) to ensure that surplus copies are sent to storage;
- v) to perform any other tasks as necessary to ensure the timely delivery of the A.C.M.L. Bulletin to members and subscribers;
- vi) to ensure that there is on hand an adequate supply of A.C.M.L. envelopes suitable for mailing the A.C.M.L. Bulletin and to replenish the supply as needed.

In practice, there has usually been a person who performs proof-reading services of the final proofs; this position has sometimes been filled by the Editor him/herself, and sometimes has been a paid position. Although it is not strictly within the terms of reference of this Committee, it is recommended that such a position be described, with terms of reference; it is the opinion of the Committee that it is desirable for an experienced member of the Association to undertake the task, without remuneration. This suggestion is made on the understanding that the proof-reading will be the sole responsibility of the position, not to be burdened with other responsibilities. If, because of lack of geographically convenient members, it is impossible for another Association member to undertake the proof-reading position, it is recommended that the person filling the position receive remuneration suitable to the task.

RECOMMENDATION 17: That there be a position created to carry out the task of proof-reading the A.C.M.L. Bulletin, and that the terms of reference for that position be:

- i) to read the final proofs for the Bulletin to ensure that there are no grammatical errors, typographical errors, and departures from established Bulletin standards;
- ii) to reformat, as necessary, the final proof copy to ensure that the headings are appropriately spaced and centered, and that the spacing between articles and columns is such that the overall appearance is clear and appropriate.

Proof-reading is quite different from editing. While proof-reading involves checking for typographical and blatant grammatical errors, editing involves ensuring that the material is coherent and unambiguous. The goal in editing is to ensure effective communication between the author and his/her readers without altering the author's style or content. It is recommended that editing be kept to an absolute minimum; it is unrealistic to expect an editor to devote the time for intensive editing while still ensuring an adequate supply of material for the Bulletin. If there is an indication that extensive editing is required, the Editor can either note the areas of ambiguity and send the material back to the author for correction, or send the material to a reader for the task, with final corrections subject to the author's approval. It is suggested that the Editor draw upon the regional editors for this, as their acceptance of the job indicates an on-going interest in the Bulletin.

Regional editors can do, and have done, a valuable job in compiling a Bulletin issue, but all too often the position is assumed without an adequate understanding of the nature of the position.

RECOMMENDATION 18: That there be regional editors for the following geographical areas: Atlantic Provinces, Quebec, Ontario, Prairie Provinces, and British Columbia; and that the responsibilities of these regional editors be:

- i) to provide the Editor with news of regional interest; news of projects, programs, workshops, etc., in their area; staff changes; and other matters of interest to the general membership;
- ii) to solicit articles on behalf of the Editor for the Bulletin and to suggest possible topics or authors to the Editor;

iii) to review articles and aid in editing as the Bulletin editor requests.

The A.C.M.L. Bulletin has had a good, consistent review column over the past years, and it should be continued along the same lines. It is therefore recommended:

RECOMMENDATION 19: That the position of Review Editor be maintained, with terms of reference to be established by the present Review Editor.

It may be deemed necessary to establish other areas of responsibility, assigned to permanent positions. In cases such as this, the Editor should consult with the Publications Committee to ensure that the responsibilities of the position are fully understood and to ensure that terms of reference are drawn up for the position.

Because of the importance to the Association of the A.C.M.L. Bulletin, and because of the wide-ranging responsibilities of the Editor, it is recommended:

RECOMMENDATION 20: That the Editor prepare for submission to the Chairperson of the Publications Committee, for forwarding to the Board of Directors, an annual report to be received by the Publications Committee prior to publication in the conference issue of the A.C.M.L. Bulletin. It is recommended further that the annual report include:

- i) Names of editors and others involved in publishing the Bulletin;
- ii) Number of issues published during the year;
- iii) Number of copies of each issue distributed;
- iv) Summary of all production and distribution costs, and any revenues received;
- v) List of all accomplishments, innovations, and problems;
- vi) Recommendations for improvements.

The Editor of the A.C.M.L. Bulletin should be directly responsible to the Publications Committee; any problems that cannot be resolved by that Committee should be brought before the Board of Directors for consideration. Similarly, should the Board of Directors have comments on the Bulletin, the Publications Committee should be contacted as a first step. The other people involved in the production of the Bulletin should be directly responsible to the A.C.M.L. Bulletin Editor, and should problems arise there, the Publications Committee should be apprised of the situation.

RECOMMENDATION 21: That the Editor of the A.C.M.L. Bulletin report directly to the Publications Committee and that all problems or comments concerning the Bulletin of a significant nature should be addressed to the Publications Committee for consideration.

To aid the Editor in ensuring that the official journal of the Association meets the needs of the majority of its members, it is helpful to establish guidelines for the publication of the Bulletin. As mentioned, a draft statement of policy and guidelines for the Bulletin was drafted in 1978. The recommendations which follow draw heavily upon this statement. As a general statement of editorial policy, it is suggested that the Association adopt the following recommendation.

RECOMMENDATION 22: That the A.C.M.L. Bulletin will consist of articles and material which will help to promote the aims of the Association, that is:

- i) to further professional knowledge of its members;
- ii) to promote general interest in maps and map collections;
- iii) to encourage high standards in organization, administration, and development of Canadian map collections,
- iv) to provide a forum for the exchange of ideas.

To maintain the high standards seen in the past in the production of the Bulletin, it is recommended that the established frequency remain the same. More issues per year would necessitate a decline in the quality of the content and/or appearance (or would necessitate a great increase in cost); fewer issues would not serve to keep the map community up to date on events, publications, and developments in the field. It is therefore recommended:

RECOMMENDATION 23: That the Bulletin be published quarterly, prior to the end of June, September, December, and March.

Regarding the matter of content, it is felt that the matter should be left to the Editor's discretion within a few general guidelines.

RECOMMENDATION 24: That the A.C.M.L. Bulletin provide a forum for the publication of committee reports in the issue prior to the Annual Conference; for a selection of papers and reports presented at the Annual Conference, and for the minutes of the Annual Business Meeting in the issue following the Annual Conference; for reports from the Board of Directors following their regular meetings; for book and map reviews; for letters to the Editor; and for notes and communications from members.

Within these general guidelines, the Editor should feel free to use his/her initiative in planning various issues. The idea of "theme" issues has been broached in the past, and while this is a useful approach to planning an issue, should not be compulsory in every issue. In evaluating both solicited and unsolicited articles for the A.C.M.L. Bulletin, the Editor should have some guidelines to aid in his/her work. It is therefore recommended that the Association adopt criteria for evaluating articles for the Bulletin.

RECOMMENDATION 25: That the Association adopt the following criteria for articles submitted for the A.C.M.L. Bulletin:

- i) originality
- ii) value and relevancy of information to members
- iii) quality of presentation
- iv) consistency and accuracy
- v) article must be complete within the bounds of the author's definition of topic
- vi) solid research (i.e., supported conclusions or premises)
- vii) timeliness.

It might be noted that there are very rarely too many articles awaiting publication, and that this set of criteria may not get much use. It is helpful, however, to have something in writing for future use, should the Association ever be overwhelmed with writers eager to be published.

To ensure that the Bulletin has a consistency in layout from issue to issue, making the reader's task easier, it is recommended that a standard order be adopted for placing the material in each issue. For budgetary purposes, it is also recommended that the number of pages be controlled.

RECOMMENDATION 26: That the Bulletin be restricted to approximately 70 pages, fluctuations subject to budgetary conditions, and that the organization of the Bulletin be as follows:

- i) Front Cover: The front cover will contain the name of the Association and the word "Bulletin," with the Association name in both official languages; it will also include issue number and date, and will have a reproduction of an A.C.M.L. facsimile map.
- ii) Verso of Cover: The reverse of the front cover will include membership information, statement of disclaimer, a list of Board of Directors, along with their addresses, head office information, and information on the cover map (to be provided by the Historical Maps Committee).
- iii) First Page: The first page will contain the table of contents.
- iv) Verso of First Page: This page will contain the list of Bulletin staff, along with addresses and telephone numbers.
- v) First Section: If there are any letters to the Editor, editorials, or reports from the President, these shall usually be placed in the first section.
- vi) Second Section: This section will contain articles.
- vii) Third Section: This section will normally contain such reports as may be requested for publication by Association committees or by the Board of Directors.
- viii) Fourth Section: The fourth section will contain book and map reviews, along with a substantial section on new publications
- ix) Fifth Section: The fifth section will contain notes and communications from regional editors and other contributors.

Because of the difficulty in ensuring that a Bulletin is produced on time, it is advisable to have a page of instructions for contributors, to be published in each and every issue of the Bulletin and to be sent to prospective authors when manuscripts are being solicited. The instructions should be printed up in quantity and handed out liberally. A draft of possible material to be included in this hand-out is appended (Appendix C) to this report.

RECOMMENDATION 27: It is recommended that a standard for contributors to the A.C.M.L. Bulletin be adopted, to be printed in each issue of the Bulletin and to be sent to prospective contributors to the Bulletin. It is recommended that the instructions include:

- i) Number of copies to be submitted and information on where manuscripts should be sent;
- ii) Style manual to be used;
- iii) Format--quality of paper to be used, margin size, spacing, placement of footnotes or references, etc.
- iv) Illustrations, figures, photographs, tables, and charts--information on quality needed for good reproduction;
- v) Length (maximum and minimum) guidelines
- vi) Inclusion of biographical sketch and abstract.

Standardization of contributions should speed the production process regardless of manner of production used.

Although a matter of much discussion, the type-face used in producing the Bulletin, the weight and/or quality of paper used, and various other technical matters should not be a matter of firm policy, except that it be accepted that the final product be visually pleasing--the printing plant convenient to the Editor may not have a specific type or font available or may be able to offer a better result with a different method of production than used for previous issues. Rather than tie an Editor to something that may not be available or something that changes rapidly, it is simply recommended:

RECOMMENDATION 28: That the Editor choose a typeface and method of production that results in a generally visually pleasing format.

There are doubtless other areas regarding the A.C.M.L. Bulletin which would do well with an established policy; submission or comments on the above, or on items omitted from the above, would be invaluable in ensuring that our official journal reflects well on the Association.

V. GENERAL COMMENTS

There are a number of topics that were not covered in this report, but which should be discussed by the Association. Two topics which were brought up in submissions to the Committee, but were not addressed in this report, were the official policy of bilingualism and the question of the advisability of advertising in the A.C.M.L. Bulletin. The By-Laws of the Association specifically state that members may request any activity or proceeding in either French or English. In the past, this has been interpreted to extend to publications of the Association. Although not requested often, this policy does add both a time delay and a cost to publications. Perhaps the policy can be limited to publication in the language of the original work; perhaps the Association should investigate alternate ways of conveying the information produced in both languages--the matter should be discussed by the entire Association as it extends to all Association activities, not merely the publication of the A.C.M.L. Bulletin or the occasional publications of the Association.

The second matter that was raised in submissions to the Committee was the inclusion of advertising in the A.C.M.L. Bulletin. Thus far, the Bulletin has been supported by membership dues; it may be desirable to offset membership increases by using advertising to partially fund the Bulletin. Advertising has its liabilities, however. It usually requires one person to handle advertising, a job which entails making contact with prospective advertisers, setting prices for advertising space, establishing guidelines for submission of advertising, invoicing advertisers (and collecting out-standing bills!), and so on. Before the Bulletin adopts a policy of accepting advertising, it is suggested that the membership be polled to determine the desirability of its inclusion.

Two other matters which were not covered in the preceding sections of this report are the maintaining of files by both those involved in the production of the A.C.M.L. Bulletin and in occasional publications, especially those publications produced by Association committees, and

the question of the role of the Awards Committee with regard to publications. Regarding the former, it is recommended:

RECOMMENDATION 29: That the Editor of the A.C.M.L. Bulletin and others involved in the production of the Bulletin and other Association publications maintain files relating to their activity regarding publication, to be turned over to the A.C.M.L. Archives upon notification from the Board of Directors.

An Awards Committee, inactive during the past few years, has been established as a permanent committee of the Association. The final recommendation of this report is:

RECOMMENDATION 30: That the Awards Committee be reconstituted and that occasional publications of the Association, as well as articles submitted to the A.C.M.L. Bulletin be considered by the Awards Committee on a regular basis to assess their eligibility for recognition of achievement by the Association.

VI. SUMMARY OF RECOMMENDATIONS

As can be seen, the original terms of reference for this Committee were expanded on to a considerable degree. This was deemed necessary in order to deal with many of the comments brought up both in the Annual Business Meeting, 1981, and in submissions from interested parties to the Committee. It is suggested that each of the recommendations proposed in this report be considered individually, and that as much response as possible be received on the contents of this report.

Recommendation 1: That a permanent, standing committee of A.C.M.L. be established, superseding all other committees of that name, to deal with all aspects of A.C.M.L. publishing activity.

Recommendation 2: That the terms of reference of the Publications Committee be:

- i) To recommend publishing policies and changes to policy to the Association through the Board of Directors;
- ii) To advise and assist in all publishing activities;
- iii) To review and make recommendations on publications proposals within established guidelines, subject to final approval by the Board of Directors;
- iv) To give guidance and assistance to the A.C.M.L. Bulletin Editor;
- v) To promote and distribute publications of the Association;
- vi) To promote and maintain high standards of A.C.M.L. publications.

Recommendation 3: That the Publications Committee be composed of five (5) members: the 2nd Vice-President, the A.C.M.L. Bulletin Editor, the Distribution Manager, and two other members of the Association.

PUBLICATIONS POLICY

Recommendation 4: That ensuring the publication of the A.C.M.L. Bulletin be the first priority of the Publications Committee.

Recommendation 5: That all publications bearing the A.C.M.L. imprint or receiving funding from the Association should attempt:

- 1) To promote interest in and knowledge of maps and map-related materials;
- ii) To further the professional knowledge of its members;
- iii) To encourage high standards in every phase of the organization, administration, and development of map libraries by:
 - a) providing for discussion of mutual problems;
 - b) exchanging information on experiences, ideas and methods;
 - c) establishing and improving standards of professional services in this field.

Recommendation 6: That the A.C.M.L. imprint be restricted to those publications which have been approved in writing for publication by the Board of Directors, acting on behalf of the Association, and have the express written authorization of the Board to use the Association imprint.

Recommendation 7: That the Association have first consideration for the publication of any work produced by an A.C.M.L. Committee.

CONSIDERATION FOR PUBLICATION

Recommendation 8: That the Association consider, in financing a publications proposal, the publishing costs (i.e., costs of copy preparation, editorial services, design and production, typesetting, paper, presswork, binding, sales promotion, distribution and storage) but not any fee to the author or compiler of the proposal.

Recommendation 9: That a good, generally acceptable style manual be used in preparation of the final manuscript.

Recommendation 10: That the following list of criteria be used in judging the suitability of a manuscript for publication by the A.C.M.L.:

1) Usefulness to the map library community

Is there a demand for this type of material?

Who would use it, and for what purpose?

Is the material presented in a manner suitable to its purpose and intended readership?

ii) Originality of content

Is this a significant contribution to the field of map librarianship?

Is there competing material available?

iii) Organization of material

Are the scope and the purpose of the work clearly defined?

Is the material directed to an identifiable readership?

Is the material well-organized?

Is the writing style clear and consistent?

Is the material presented in a manner suitable to its purpose and intended readership?

iv) Cost of publication

What would the average buyer be willing to pay?

What is the size of the estimated market for this type of publication?

Is the cost realistic in terms of the overall commitments of the Association?

v) Quality of material

Is the material accurate?

Is the material timely?

Does the material demonstrate an understanding of map librarianship?

Is the quality of research acceptable?

Does the material meet the standards of publication of the Association?

Recommendation 11: That the following be required components of any publication proposal to be considered by the Association for funding or support:

- i) A clearly defined statement of purpose.
- ii) Description of proposed format.
- iii) Anticipated length.
- iv) Scope of content.
- v) Nature of audience to be addressed.
- vi) Relationship to other works in the field.
- vii) Publication schedule, with probable completion date.
- viii) Qualification of author(s).
- ix) Cost--where the publication is author-originated the author should attempt to provide a budget; where a publication is Association-originated, the Publications Committee should provide a budget.
- x) This proposal should be accompanied either by a completed manuscript or an outline and sample chapter or segment.

PROCEDURES FOR PUBLICATION

Recommendation 12: That the following be adopted as the formal procedures for considering a manuscript or publication proposal by the Publications Committee and the Board of Directors:

- i) Author submits publication proposal to Publications Committee; individual copies should be provided to each member of the Committee;
- ii) Publications Committee does an initial screening; they can request the services of a referee at this point if the subject matter indicates the need. Both the referee's identity and comments will be kept anonymous.
- iii) Publications Committee makes a recommendation in writing to the Board of Directors on the publication proposal, based on the criteria set out in Recommendation 10. The recommendation by the Committee can advise one of the four following courses of action:

- a) Rejection; reasons must be given
 - b) Acceptance of publication, including consideration of financial aspects
 - c) Acceptance for publication, with recommendations for changes in production
 - d) Acceptance of publication in principle, with an indication to the author and the Board of Directors for the need of (i) marketing study; (ii) completion of manuscript; (iii) extensive revision of manuscript; (iv) more information from the author regarding details of publication.
- iv) The Board of Directors makes a decision based on the report of the Publications Committee and on the availability of funding; this decision is conveyed to both the Committee and the author(s).
 - v) Contract issued; this should be a fairly standard publishing agreement, detailing use of imprint, copyright arrangements, distribution arrangement, rights of the Association, rights of the author.
 - vi) Production initiated; the actual production can either be done at the request of the author through the Publications Committee or by the author him/herself.
 - vii) The Publications Committee sets the price and arranges for distribution, and provides review copies to selected journals, as well as ensuring that the author receives six (6) free copies.

Recommendation 13: That a publishing contract be drawn up for use in publishing agreements between the Association and the author(s), and that it include the following components:

- 1) Rights Granted to Publisher: transferral of copyright from author to publisher.
- ii) Exclusive Rights: agreement that the author will not publish a similar, competing work that will interfere with or injure the sale of the Association publication.
- iii) Delivery of Work: agreement upon the date of delivery of two (2) copies of manuscript suitable for use as printer's copy; if, by 90 days after that date, the manuscript is still outstanding, the agreement may be cancelled and costs paid out to author recovered. Permission to use material from other works must be obtained by author, and written permission for same must be delivered to publisher with manuscript.
- iv) Proofreading and Author's Corrections: corrections to proofs to be made by author within fifteen (15) days of the receipt by author of proofs. Corrections other than printer's errors shall be at the publisher's discretion.
- v) Revisions: the Association can ask that a revision to a work be done when it deems such is desirable. If a revision is not forthcoming within a reasonable time, the publisher can ask

some other person to undertake the revision under a new contract.

- vi) Warranties and Indemnities: the author guarantees that the manuscript is his/hers and not the work of anyone not named, and that the manuscript has not been published before under any other title; exceptions can be named, where the publication is a separate publication of, for instance, an article in the A.C.M.L. Bulletin. The exceptions should be listed. The author(s) also guarantee that the material does not violate copyright of others, and that the material contains nothing libelous, scandalous, or otherwise unlawful.
- vii) Publication: publisher shall have the final decision on style and format, set the price, distribute and promote the material, and keep material in print as long as the Association deems it advisable. Costs for publication, except as otherwise stated, will be absorbed by the publisher.
- viii) Author's Copies: publisher will give to author six (6) free copies of publication. Author will receive discount on publication for personal use at twenty (20%) percent retail price.
- ix) Governing Law: statutes under which agreement is to be interpreted (i.e., Ontario)
- x) Progress Reports: this item should probably be tailored to the individual publication, but should be included to ensure that contact between publisher and the author(s) is maintained throughout the process.

BULLETIN STAFF AND RESPONSIBILITIES

Recommendation 14: That the following be adopted as terms of reference for the position of A.C.M.L. Bulletin Editor:

- i) The Editor is responsible for the content, style and appearance of the A.C.M.L. Bulletin within guidelines adopted by the Association;
- ii) The Editor is responsible for soliciting and selecting material for the Bulletin;
- iii) The Editor is responsible for bringing all submissions to a standard, publishable conformity;
- iv) The Editor is responsible for contacting local printers and maintaining liaison with the printer selected for the Bulletin;
- v) The Editor is responsible for any other tasks which may arise in order to ensure that the Bulletin is produced at an interval arranged by the Board of Directors;
- vi) The Editor is responsible for reporting to the Publications Committee any problems, other than routine, in the production of the Bulletin, and for submitting an annual report to the Committee;
- vii) The Editor is responsible for preparing a budget for the production of the A.C.M.L. Bulletin.

Recommendation 15: That the usual term of office for the A.C.M.L. Bulletin Editor be two (2) years minimum.

Recommendation 16: That there be a position created to carry out the distribution of the A.C.M.L. Bulletin, and that the terms of reference for this position (Distribution Manager) be:

- i) to obtain address labels prior to receiving copies of the A.C.M.L. Bulletin from the printer;
- ii) to put the Bulletin in A.C.M.L. envelopes along with any inserts to be included for that mailing; to sort envelopes by province, state, country, etc., and by weight; and to ensure that sufficient postage is provided for mailing;
- iii) to ensure that copies are provided to the Editor to send to contributors;
- iv) to ensure that surplus copies are sent to storage;
- v) to perform any other tasks as necessary to ensure the timely delivery of the A.C.M.L. Bulletin to members and subscribers;
- vi) to ensure that there is on hand an adequate supply of A.C.M.L. envelopes suitable for mailing the A.C.M.L. Bulletin and to replenish the supply as needed.

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- iii) to review articles and aid in editing as the Bulletin Editor requests.

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- i) Names of editors and others involved in publishing the Bulletin;
- ii) Number of issues published during the year;
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- vii) timeliness.

Recommendation 26: That the Bulletin be restricted to approximately 70 pages, fluctuations subject to budgetary conditions, and the organization of the Bulletin be as follows:

- i) Front cover: the front cover will contain the name of the Association and the word "Bulletin," with the Association name

- in both official languages; it will also include issue number and date, and will have a reproduction of an A.C.M.L. facsimile map.
- ii) Verso of cover: the reverse of the front cover will include membership information, statement of disclaimer, a list of Board of Directors, along with their addresses, head office information, and information on the cover map (to be provided by the Historical Maps Committee).
 - iii) First page: the first page will contain the table of contents.
 - iv) Verso of first page: this page will contain the list of Bulletin staff, along with addresses and telephone numbers.
 - v) First section: if there are any letters to the Editor, editorials, or reports from the President, these shall usually be placed in the first section.
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Recommendation 27: It is recommended that a standard for contributors to the A.C.M.L. Bulletin be adopted, to be printed in each issue of the Bulletin and to be sent to prospective contributors to the Bulletin. It is recommended that the instructions include:

- i) Number of copies to be submitted and information on where manuscripts should be sent;
- ii) Style manual to be used;
- iii) Format—quality of paper to be used, margin size, spacing, placement of footnotes or references, etc.
- iv) Illustrations, figures, photographs, tables and charts—information on quality needed for good reproduction;
- v) Length (maximum and minimum) guidelines
- vi) Inclusion of biographical sketch and abstract.

Recommendation 28: That the Editor choose a typeface and method of production that results in a generally visually pleasing format.

MISCELLANEOUS

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Recommendation 30: That the Awards Committee be reconstituted and that occasional publications of the Association, as well as articles submitted to the A.C.M.L. Bulletin be considered by the Awards Committee on a regular basis to assess their eligibility for recognition of achievement by the Association.

Elizabeth Hamilton
Chairman
Publications Guidelines Committee

APPENDIX A

LIST OF PEOPLE CONTACTED

	<u>Reply (12/05/82)</u>
Laurie Bowes (Canadian Library Association)	Yes
Nancy Viggiano (Special Libraries Association)	Yes
Peter Glenister (Atlantic Provinces Library Association)	Yes
Fred Farrell (Association of Canadian Archivists)	Yes
Stanley Stevens (Western Association of Map Libraries)	Yes
Herbert Bloom (American Library Association)	Yes
Norman Horrocks (<u>Dal Occasional Papers</u> Editor)	Yes
Richard Pinnell (Editor, A.C.M.L. <u>Bulletin</u>)	Yes
Bob Batchelder (Former editor, A.C.M.L. <u>Bulletin</u>)	Yes
Ron Whistance-Smith (Former editor, A.C.M.L. <u>Bulletin</u>)	No
Serge Sauer (Historical Maps Committee)	Yes
Barb Farrell (<u>Guide for a Small Map Collection</u>)	No
Lorraine Dubreuil (<u>Directory of Canadian Map Collections</u>)	No

APPENDIX B

PROCEDURES FOR CONSIDERING
PUBLICATIONS PROPOSALS

Author
submits
manuscript proposal

Referee reviews
(optional)

Publications Committee
recommends

- rejection
- acceptance
- acceptance with
changes
- acceptance, re-
quest for more
information

Board of Directors
decision conveyed
to Committee and
author

Contract
issued

Production
initiated

Work published
and distributed

APPENDIX C

GUIDELINES FOR CONTRIBUTORS

A.C.M.L. BULLETIN

General Information: The A.C.M.L. Bulletin publishes material that will help to further professional knowledge of its members; to promote general interest in maps and map collections; to encourage high standards in organization, administration, and development of Canadian map collections; and to provide a forum for the exchange of ideas. All articles submitted are considered for publication. Criteria for final selection are: originality; value and relevancy of information to members; quality of presentation; consistency and accuracy; evidence of solid research; timeliness; and completeness of treatment within author's definition of topic.

Editing is done primarily to ensure the effective communication between the author and the reader. If extensive editing seems warranted, the author will be consulted on any substantive changes.

Procedures: Two copies of the article should be sent to the Editor, A.C.M.L. Bulletin. A brief abstract of about 100 words for lengthy articles is recommended, and a biographical sketch should accompany the article.

Style and Format: Articles will be accepted for consideration in the range of from 2,500 words to about 7,500 words. Footnotes and bibliography should be kept to a reasonable number; if they are extensive, it is advisable to add a note to the end of the article indicating that a full bibliography is available on request to the author. Footnotes should be numbered consecutively and listed at the end of the article. When listing items in a bibliography or footnote, the following format is to be used:

Books

Doe, John Amadeus. Book title; subtitle. Edition. (Place of publication: Publisher, date of publication). Pages consulted.

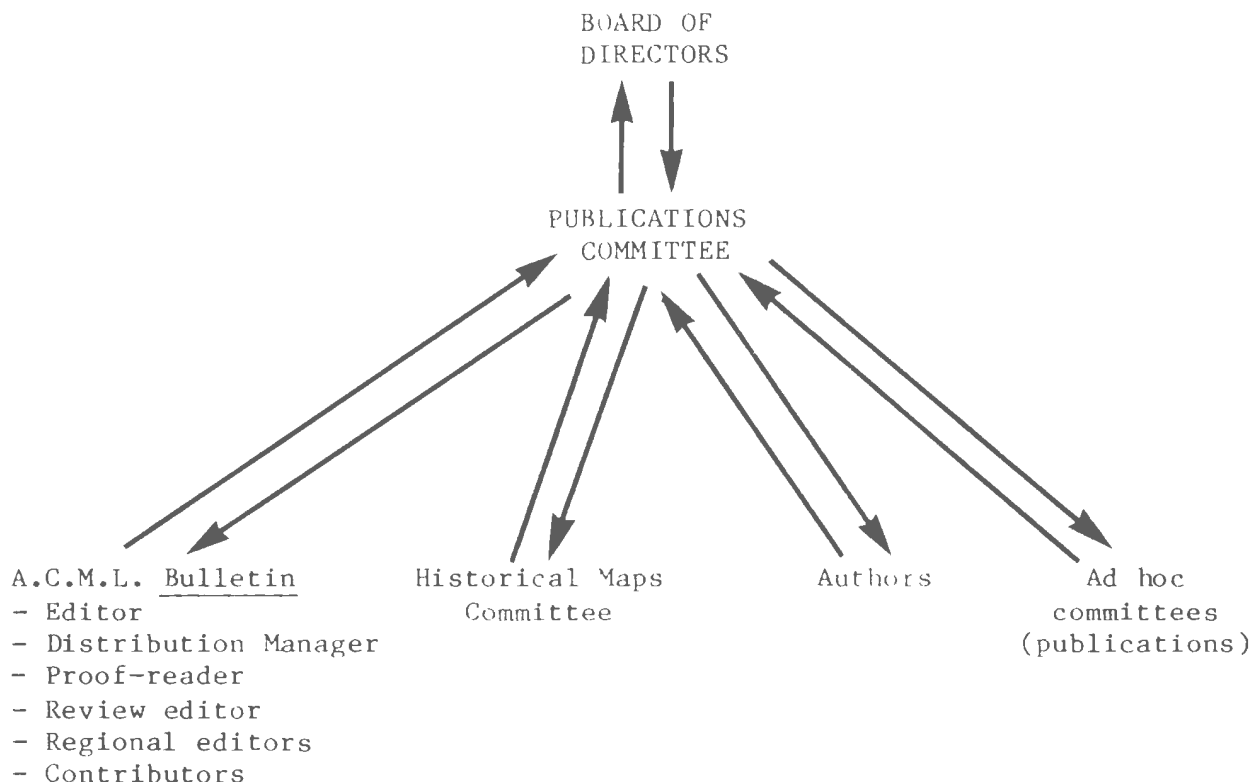
Articles

Doe, John Amadeus. "Article title," Periodical title volume, month, year, and pages consulted.

All contributions should be typed (preferably on a typewriter producing good copy) on white bond paper on one side only, with margins of 3 cm on all sides. Text should be double-spaced, and the first page should carry the article title and the name(s) of the author(s). The abstract should be sent on a separate sheet.

Photographs, Tables, Illustrations: Photographs must be black and white glossy prints in order to be used with the article. Tables, illustrations, and charts should be provided on separate sheets, using good quality ink (India ink is preferred). All materials should be mailed flat, in an envelope of suitable size, with appropriate stiffening to protect the material.

APPENDIX D

RELATIONSHIP OF
PUBLICATIONS COMMITTEE
TO OTHERS

* * *

CONSERVATION COMMITTEE

The main task of the Conservation Committee in recent years has been the co-ordination of orders for non-acidic folders. This is planned to take place again in the near future. At the moment, the Conservation Committee is awaiting confirmation as to which company will be awarded the contract to supply a large order of folders to the National Map Collection. As soon as this information is available, letters will be circulated to A.C.M.L. members concerning the procedure to follow if folders are required. Although this waiting has delayed the orders, the Conservation Committee can only offer relatively low prices, as in the past, if the order is placed with that of the National Map Collection.

The Conservation Committee continues to send notes for inclusion in the Bulletin about publications of interest and other subjects related to conservation. For example, a note on exhibiting a large county map has

appeared in a recent Bulletin.

Betty Kidd
Chairperson

* * *

1982 CONFERENCE ORGANIZING COMMITTEE

The 1982 A.C.M.L. conference will be held in Ottawa, August 16 to 20. The theme is "Map Producers and Map Collections : Perspectives on Co-operation/ Cartothèques et Cartographes : Regards sur la Collaboration." On the first day, there will be an optional whitewater raft tour of the Upper Ottawa River. Paper and report sessions and the annual business meeting will occupy three days from August 17 to 19. The circular letter/form concerning short reports, distributed with an earlier Bulletin, has resulted in eight reports being offered to the organizing committee. On August 20, delegates will have the opportunity to visit a number of map producing agencies and map collections.

The committee, consisting of Aileen Desbarats, Barbara Farrell, Betty Kidd, Tom Nagy, Tara Naraynsingh, and Hugo Stibbe, first met on April 30, 1981 to commence planning the 1982 conference. The first conference circular was distributed at the 1981 conference in Halifax. Information about the 1982 conference has also been distributed at the 1981 I.F.L.A. conference and the 1982 A.C.A. (Association of Canadian Archivists) conference. Both the 1982 I.F.L.A. and the 1982 A.C.A. conference programmes have reference to the A.C.M.L. conference.

To date, two small displays have been approved for the auditorium foyer for the week of August 16. More are expected before the conference dates.

Simultaneous translation services will be available for the paper and report sessions.

Redistribution of surplus cartographical material will take place throughout the week of the conference.

Information about the conference has been requested by numerous persons, including some from the United States, the United Kingdom, the Netherlands, Australia, Africa, Turkey, and the Philippines. Since the dates for the A.C.M.L. conference were selected to be close to those of I.F.L.A., we hope to have some I.F.L.A. members attend A.C.M.L. sessions, and expect that some A.C.M.L. members will take advantage of the proximity of dates and locations to attend I.F.L.A. sessions.

The conference information and registration package was mailed to all A.C.M.L. members, to those who had requested information and to a number of other potential delegates at the end of May 1982.

Hope to see you in Ottawa in August.

Betty Kidd
Chairperson

* * *

ASSOCIATION OF CANADIAN MAP LIBRARIES
1982 ANNUAL CONFERENCE

Ottawa
16-20 August 1982

The National Map Collection, Public Archives of Canada, is pleased to host the sixteenth annual conference of the Association of Canadian Map Libraries in 1982, the collection's 75th anniversary year. This is the third occasion that the National Map Collection has welcomed the map curators to the A.C.M.L.'s annual conference, the previous occasions being in 1967 (the conference at which the groundwork was laid for the association) and in 1972 (the centennial year of the Public Archives of Canada).

SESSIONS

All sessions will be held in the auditorium, ground floor, Public Archives, 395 Wellington Street, Ottawa, Ontario.

ACCOMMODATION

For your convenience, the 1982 Conference Committee has reserved blocks of rooms at the University of Ottawa residences and at the Skyline Hotel, the latter located close to the Public Archives.

At the University of Ottawa (a 15-minute brisk walk from the Public Archives), the room rates are \$18.50 (single) and \$12.50 (per person, double with twin beds). Meals can also be obtained at the university residences - \$2.75 for breakfast; \$3.70 for lunch; \$4.10 for dinner. At the Skyline Hotel, rates are \$55.00 (single or double).

Alternative accommodations to satisfy all budgets are available in Ottawa. Although the Conference Committee will provide other suggestions on request, bookings at other locales are the responsibility of the delegate.

TRANSPORTATION

If you are planning to come to Ottawa by air, you are encouraged to contact the airlines or travel agencies as soon as possible. Advance booking can save a considerable amount of money.

Taxis in Ottawa are metered, all fares commencing at \$1.35. A taxi from the airport to downtown Ottawa costs approximately \$10.00 to \$12.00. An Airporter bus is also available which services all of the major downtown hotels, including the Skyline; one-way fare is \$4.00.

A taxi from the train station to downtown Ottawa costs approximately \$6.00.

The Ottawa public transportation system, OC Transpo, operates from 6:00 a.m. to 12:00 p.m. The regular fare is 75 cents for adults (5 tickets for \$3.75). Tickets can be purchased at OC Transpo offices throughout the city or at special outlets, but they cannot be purchased on the buses. Cash fares are accepted, although OC Transpo drivers cannot make change.

SOCIAL ACTIVITIES

In our memories of successful conferences, the varied social activities are often highlighted as much as the more formal proceedings. The 1982 conference has been organized with this in mind.

On Monday, 16 August, the adventuresome will spend the day rafting on the white waters of the Ottawa River--a fabulous introduction to the 1982 conference. That evening, they will join the other delegates for an ice-breaker reception--a chance to meet old friends and make new ones.

Delegates will be invited to attend the opening of the exhibition, "Treasures of the National Map Collection" on the evening of 17 August. This exhibition features 150 maps, plans, atlases, and globes selected from the holdings of the National Map Collection, and has been planned to commemorate the collection's 75th anniversary.

The annual banquet has been planned for 18 August at 7:30, preceded by a reception at 6:30. Nate's (The Place Next Door) is deservedly one of Ottawa's most popular restaurants. The lunch on 19 August will take place on a boat leisurely cruising the Ottawa River. After this two-hour cruise the delegates will return to the Public Archives for the last afternoon of formal sessions.

Friday 20 August will be "tour day" and delegates will have the opportunity to visit a number of local map collections and map producing agencies.

REDISTRIBUTION SESSION

A redistribution session will take place throughout the conference. Thousands of maps will be available for selection. Hours and other arrangements will be announced later.

REGISTRATION

Please register early. This will allow the Conference Committee to effectively plan the activities and to budget properly.

Delegates who have pre-registered can pick up their registration kits at the time of the ice-breaker reception on 16 August or at the registration desk at the Public Archives on 17 August.

Registration forms are available from the National Map Collection; delegates are urged to pre-register as soon as possible, no later than June 30. Cheques should be made payable to the A.C.M.L./A.C.C.

* * *

1982 ANNUAL CONFERENCE

MAP PRODUCERS AND MAP COLLECTIONS:
PERSPECTIVES ON CO-OPERATIONPRELIMINARY PROGRAM

Monday - 16 August

Day Whitewater Raft Tour

For those with a spirit of adventure this whitewater raft tour on an unspoiled section of the Ottawa River, 75 miles west of Ottawa, will be a memorable introduction to the 1982 A.C.M.L. conference. Good health and swimming ability are prerequisites.

Meet at 395 Wellington Street at 8 a.m. for bus transportation to the point of departure. Cost \$35.00.

Evening Ice Breaker Reception & Registration

Tuesday - 17 August

Morning

8:30 Registration

9:15 Official Welcome

Dr. W.I. Smith, Dominion Archivist

L. Dubreuil, A.C.M.L. President

Session I:

9:45 "Perspectives on Co-operation from an International Point of View"--

Hans van de Waal, Geographisch Institut, Utrecht

10:30 Coffee

11:00 "Map Collections and Map Evaluation"--

George Falconer, Department of Energy, Mines and Resources

11:30 "Cataloguing Map Series"--

Karen Lochhead, Cartographic Research Services

AfternoonSession II:1:30 "Telidon and Maps: Report on a Library Experiment"--
Barbara Farrell, Carleton University

2:00 "Videodisc and Maps"--

Dennis Mole, Public Archives of Canada

2:30 "Integrating Remote Imagery with Map Data"--

Larry Carver, University of California, Santa Barbara

3:00 Coffee

3:00 "Cartographic materials and DOBIS/LIBIS implementation"--

Bob Batchelder, University of Calgary

4:00 "The PHOENIX On-Line Retrieval System and Maps"--

Elizabeth Hamilton, University of New Brunswick

4:15 "Map Cataloguing Activity at the University of Waterloo"--

Richard Pinnell, University of Waterloo

Evening Exhibition Opening/Reception

The exhibition "Treasures of the National Map

Collection", to commemorate the collection's 75th anniversary, will be officially opened, and delegates to the A.C.M.L. conference will be among those receiving invitations.

Wednesday - 18 August

Morning

Session III:

- 9:00 "Map Producers vs. Map Curators" A forum for discussion and debate between map producers and map curators. Moderators will be L. Sebert (Producers) and H. Stibbe (Curators).
(Coffee at 10:30 a.m.)

Afternoon

- 1:30 Annual Business Meeting
3:00 Coffee
3:30 Presentation by Les Editions Jules Châtelain Inc.

Evening

- 6:30 Reception and Banquet
Nate's, 320 Rideau Street

Thursday - 19 August

Morning

Session IV:

- 9:00 Reports from federal government map-producing agencies (written reports will be distributed before conference and summaries will be provided at this session), and question period
- a) Surveys and Mapping Branch, Department of Energy, Mines and Resources
 - b) Geological Survey of Canada, Department of Energy, Mines and Resources
 - c) Lands Directorate, Department of the Environment (Jennifer Moore)
 - d) Earth Physics Branch, Department of Energy, Mines and Resources (D.B. Hearty)
 - e) Canadian Hydrographic Service, Department of Fisheries and Oceans
- 10:00 "Census Map Library, Statistics Canada"--
D.R. Bradley, Statistics Canada
- 10:30 Leave for boat trip and luncheon on Ottawa River

Afternoon

Session V:

- 2:00 Report from the National Map Collection, and question period
- 2:45 "La cartotheque de l'INRS - Urbanisation"--
Christiane Desmarais, I.N.R.S.

- 3:00 Coffee
- 3:15 "Update on cartobibliography in Canada"--
Joan Winearls, University of Toronto
- 3:30 "Toward a bibliography of 19th century Canadian
guidebooks"--
Carol Marley, McGill University
- 3:45 "Using maps in a natural history museum"--
Patricia Laughlin, Milwaukee Public Museum
- 4:00 "Review of A Preliminary Checklist of Immigration
Atlases"--
Karen Finn, University of Ottawa
- 4:15 Concluding Remarks

Friday - 20 August

A chance to visit several interesting map-producing agencies and several map collections during a full day of visits (bus provided). Visits include:

- 1) Surveys and Mapping Branch, Department of Energy, Mines and Resources
- 2) Geological Survey Map Library
- 3) Canadian Centre for Remote Sensing
- 4) Carleton University Map Library
- 5) Environment Canada
- 6) University of Ottawa Map Library

Note: A redistribution session will be held throughout the conference.

IFLA CONFERENCE

Montreal
22 - 28 August 1982

The dates of the 1982 A.C.M.L. conference were arranged just prior to those of the IFLA conference in Montreal to provide map curators with the option of attending both conferences.

A summary of the program for the Section of Geography and Map Libraries of IFLA follows:

Tuesday, August 24

9:00 - 4:00 Field day of the Section of Geography & Map Libraries.
Bus leaves from Queen Elizabeth Hotel.

Wednesday, August 25

9:00 - 10:30 Session I - "Cartographic Networks"

- 1) Hermann Gunzel, "Geographical Canada--Research and the Network of Canada--Collections in the Federal Republic of Germany"
- 2) Larry Carver, "Network for Sharing Satellite Imagery"

11:00 - 12:30 Session II - "Cartographic Networks"

- 1) Hans van de Waal, "The Exchange of MARC Map tapes on an International Level: The Possibility of International Cartographic Networking"
- 2) John A. Wolter, "The World of Map Libraries: An Informal Network"

2:00 - 3:30

Session III - Panel Discussion: "Cartographic Networks and Networking"

Panelists:

- 1) Pierre Lépine, "Cartographic Networks and Networking in Quebec"
- 2) Gilles Langelier, "Les échanges de surplus au Canada: un exemple de coopération entre collections de cartes"
- 3) David Carrington, "The Library of Congress/University of Michigan Co-operative Cutter File Project"

Full details concerning the IFLA conference available from:

Organizing Committee
 IFLA 1982
 C.P. 1144
 Succursale Place Desjardins
 Montreal, Quebec
 H5B 1B3
 (514) 288-8524

The registration fee for the IFLA conference is \$125.00. However, a press release dated 16 March 1982 provides the option of a single day registration for Canadians:

In order to encourage greater Canadian participation in the various professional meetings (plenary sessions, open meetings of Sections, Divisions, Standing Committees and Round Tables of IFLA), the Organizing Committee is pleased to announce that registration for single day attendance will be possible.

Interested persons should obtain individual registration forms from the Organizing Committee at the following address:

IFLA 1982
 C.P. 1144
 Succursale Place Desjardins
 Montreal, Quebec
 H5B 1B3

The Organizing Committee reserves the right to limit the number of registrations for any individual day depending on the capacity of the room where the particular meeting is taking place.

* * *

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 455 Castlefield Avenue
 Toronto, Ontario
 M5W 1L4

Professor Liane Ottmann-Cish
 4817 Mackenzie Street
 Montréal, Québec
 H3W 1B4

P. A. Routledge
 467 Queen St. West
 Toronto, Ontario
 M5V 2A9

John R. Schroeder
 117 N. Catoctin Circle
 Leesburg, Virginia 22075
 U.S.A.

Daniel T. Seldin
 954-F Maxwell Terrace
 Bloomington, Indiana 47401
 U.S.A.

Ms. Marsha L. Selmer
 605 - 1415 W. Pratt Blvd.
 Chicago, Illinois 60626
 U.S.A.

John Spittle
 1241 Mount Crown Road
 North Vancouver, British Columbia
 V7R 1R9

Richard W. Stephenson
 9412 Wallingford Drive
 Burke, Virginia 22015
 U.S.A.

Stanley D. Stevens
 University Library
 University of California
 Santa Cruz, California 95064
 U.S.A.

Susan Stone
 60 - 725 3rd Street N.W.
 Calgary, Alberta
 T2N 1P1

Paul W. Stout
 3520 Brook Drive
 Muncie, Indiana 47304
 U.S.A.

Edward P. Thatcher
 Library Map Room
 University of Oregon
 Eugene, Oregon 97403
 U.S.A.

Mr. Larry A. Vos
 5411 Plaza Lane
 Wichita, Kansas 67208
 U.S.A.

Professor H. Wiseman
 International Peace Academy Inc.
 Executive Offices
 777 U.N. Plaza
 New York, New York 10017
 U.S.A.

INSTITUTIONAL MEMBERS - CANADIAN

Archives of the Canadian Rockies
 Box 160
 Banff, Alberta
 T0L 0C0
 Attention: E.J. Hart, Head Archivist

Calgary Public Library
 616 MacLeod Trail S.E.
 Calgary, Alberta
 T2G 2M2

Glenbow-Alberta Institute
The Library
9th Avenue & 1st Street S.E.
Calgary, Alberta
T2G 0P3
Attention: Leonard J. Gottselig

Map and Airphoto Division
University of Calgary Library
Calgary, Alberta
T2N 1N4
Attention: R. Batchelder

Petro-Canada
Library
P.O. Box 2844
Calgary, Alberta
T2P 3E3

University of Alberta
University Map Collection
Department of Geography
Edmonton, Alberta
T6G 2H4

Acquisitions Division
Serials Section
The Library
University of Alberta
Edmonton, Alberta
T6G 2J8

Map Library
Department of Geography
University of Lethbridge
Lethbridge, Alberta
T1K 3M4

British Columbia Institute of
Technology
Serial Department
The Library
3700 Willingdon Avenue
Burnaby, British Columbia
V5G 3H2

Serials Department
Learning Resources Centre
Malaspina College
900 Fifth Street
Nanaimo, British Columbia
V9R 5S5

Simon Fraser University Library
Serials Division
Burnaby, British Columbia
V5A 1S6

Library, Serials
Trinity Western College
7600 Glover Road
Langley, British Columbia
V3A 4R9

University of British Columbia
Map Division
The Library
1956 Main Mall
Vancouver, British Columbia
V6T 1W5
Attention: Miss Maureen Wilson

Vancouver Public Library
Continuation Section
750 Burrard Street
Vancouver, British Columbia
V6Z 1X5

Library
Ministry of Mines & Petroleum Resources
Douglas Building
Room 430
Victoria, British Columbia
V8V 1X4

Provincial Archives
Legislative Buildings
Victoria, British Columbia
V8V 1X4

University of Victoria
Serials Division
McPherson Library
Victoria, British Columbia
V8W 2Y2
Attention: Miss Jean I. Whiffin, Head

Hudson's Bay Company
Library
Hudson's Bay House
77 Main Street
Winnipeg, Manitoba
R3C 2R1

Provincial Archives of Manitoba
Manitoba Archives Building
200 Vaughan Street
Winnipeg, Manitoba
R3C 0P8

University of Manitoba
Elizabeth Dafoe Library
Current Periodicals Department
Winnipeg, Manitoba
R3T 2N2

Department of Geography
University of Winnipeg
515 Portage Avenue
Winnipeg, Manitoba
R3B 2E9

University of New Brunswick
Map Room
Government Documents Department
Harriet Irving Library
Fredericton, New Brunswick
E3B 5A3
Attention: Mrs. Judith Colson

Periodiques
Bibliothèque Champlain
Université de Moncton
Moncton, New Brunswick
E1A 3E9

Serials Librarian
Ralph Pickard Bell Library
Mount Allison University
Sackville, New Brunswick
EOA 3C0

The New Brunswick Museum
277 Douglas Avenue
Saint John, New Brunswick
E2K 1E5

Memorial University
Department of Geography
St. John's, Newfoundland
A1B 3X9
Attention: Clifford H. Wood

Memorial University of Newfoundland
Periodicals Division
MUN Library
St. John's, Newfoundland
A1C 5S7

Provincial Archives of Newfoundland
Map Collection
Military Road
St. John's, Newfoundland
A1C 2C9

Periodicals
Newfoundland Public Library Service
Arts and Culture Centre
Allandale Road
St. John's, Newfoundland
A1C 3A3

St. Francis Xavier University
The Angus L. MacDonald Library
Antigonish, Nova Scotia
B0H 1C0
Attention: Rev. Charles Brewer,
Chief Librarian

Serials Department
The University Library
Dalhousie University
Halifax, Nova Scotia
B3H 3J5

Library
Nova Scotia Land Survey Institute
Annapolis County
Lawrencetown, Nova Scotia
B0S 1M0

Central Serials Records
Scott Library
York University
4700 Keele Street
Downsview, Ontario
M3J 2R2

University of Guelph
Serial Division
Library
Guelph, Ontario
N1G 2W1

McMaster University
Map Library
B.S.B. Room 137
Hamilton, Ontario
L8S 4K1
Attention: Mrs. K. Donkin

Queen's University
Serials Section
Douglas Library
Kingston, Ontario
K7L 5C4

University of Western Ontario
Department of Geography
Map Library
London, Ontario
N6A 3K7
Attention: Mr. Serge Sauer,
Map Librarian

Order Department
D.B. Weldon Library
University of Western Ontario
London, Ontario
N6A 3K7

Carleton University
Map Library
D299 Loeb Building
Ottawa, Ontario
K1S 5B6
Attention: Ms. B. Farrell

Carleton University
Serials Department
Library
Colonel By Drive
Ottawa, Ontario
K1S 5B6

Cartographic Research Services
185 Somerset Street W.
Suite 207
Ottawa, Ontario
K2P 0J2
Attention: Karen Lochhead

Geological Survey of Canada
Library, Room 350
601 Booth Street
Ottawa, Ontario
K1A 0E8
Attention: Mrs. Doreen Sutherland

Map Resource Centre
Surveys and Mapping Branch
Department of Energy, Mines &
Resources
Room C-254
580 Booth Street
Ottawa, Ontario
K1A 0E4
Attention: Mr. G. Falconer

Department of Energy, Mines &
Resources
Library, Surveys and Mapping Branch
615 Booth Street, Room 136
Ottawa, Ontario
K1A 0E9
Attention: Mrs. V. Hoare

Library Acquisitions
Public Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Canadian Housing Information Centre
Central Mortgage and Housing
Corporation
Ground Floor, Annex Building
Montreal Road
Ottawa, Ontario
K1A 0P7

Ottawa Public Library
Reference Department
120 Metcalfe Street
Ottawa, Ontario
K1P 2M2

University of Ottawa
Morisset Library
Serials Current
Ottawa, Ontario
K1N 9A5

Trent University
Thomas J. Bata Library
Serials Section
Peterborough, Ontario
K9J 7B8

Brock University
Department of Geography
Map Library
St. Catharines, Ontario
L2S 3A1
Attention: A. F. Argentino

Serials Department
Brock University Library
Decew Campus
St. Catharines, Ontario
L2S 3A1

St. Catharines Historical Museum
343 Merritt Street
St. Catharines, Ontario
L2T 1K7

Acquisitions (Serials) Department
Laurentian University Library
Laurentian University
Sudbury, Ontario
P3E 2C6
Attention: Chuck Wong

Map Collection
Department of Geography
Lakehead University
Thunder Bay, Ontario
P7B 5E1
Attention: Mr. Iain Hastie

Archives of Ontario
Ministry of Culture & Recreation
77 Grenville Street
Queen's Park
Toronto, Ontario
M7A 2R9

Dora Hood's Book Room Ltd.
s/o Newb.
34 Ross Street
Toronto, Ontario
M5T 1Z9

History Department
Metropolitan Toronto Library Board
789 Yonge Street
Toronto, Ontario
M4W 2G8

Royal Ontario Museum
Library-Serials
100 Queen's Park
Toronto, Ontario
M5S 2C6

University of Toronto
Faculty of Library Science
Library, Room 404
140 St. George Street
Toronto, Ontario
Attention: Diane Henderson

University of Toronto Library
Serials Department
Toronto, Ontario
M5S 1A5

Serials Department
The Library
University of Waterloo
Waterloo, Ontario
N2L 3G1

Library
Wilfrid Laurier University
Waterloo, Ontario
N2L 3C5

Periodicals Section
Scarborough College Library
1265 Military Trail
West Hill, Ontario
M1C 1A4

Serials Section
The Library
University of Windsor
Windsor, Ontario
N9B 3P4

Archéotec
2006, rue Plessis
Bureaux 2 et 3
Montréal, Québec
H2L 2Y3

Dept. of Rare Books and Special
Collections
McGill University Libraries
3459 McTavish Street
Montreal, Quebec
H3A 1Y1

McGill University
Map and Air Photo Library
805 Sherbrooke Street West
Montreal, Quebec
H3A 2K6
Attention: Lorraine Dubreuil

Concordia University
Geography Department
2080 Mackay, Room X-105
Montreal, Quebec
H3G 1W4
Attention: V. Janes

Cartographie - INRS
Cartothèque
3465 Durocher
Montréal, Québec
H2X 2C6
Attention: Christiane Desmarais

Cartothèque
Département de Géologie
Université de Montréal
C.P. 6128
Montréal, Québec
H3C 3J7

Cartothèque de Département de
Géographie
Université de Montréal
C.P. 6128
Montréal, Québec
H3C 3J7
A/S: Cécile Fugulin

Université du Québec à Montréal
Bibliothèque
Service de publications en série
Montréal, Québec
H3C 3P3
A/S: M. Bernard Chouinard

Bibliothèque
Archives nationales du Québec
C.P. 10450
Sainte-Foy, Québec
G1V 4N1

Commission de toponymie du Québec
220 Grande Allée est
Québec, Québec
G1R 2J1

Université Laval
La Cartothèque
Bibliothèque générale
Québec, Québec
G1K 7B4

Centre de Documentation
Ministère des Affaires culturelles
225 est, Grande Allée
Sous-sol - Bloc C
Québec, Québec
G1R 5G5
Attention: Michelle Lefebvre

Université du Québec à Rimouski
La Cartothèque
300, avenue des Ursulines
Rimouski, Québec
G5L 3A1
Attention: M. Yves Michaud

Bibliothèque générale - Cartothèque
Université de Sherbrooke
Sherbrooke, Québec
J1K 2R1

Periodiques
Service de la bibliothèque
Université du Québec à Trois Rivières
C.P. 500
Trois Rivières, Québec
G9A 5H7

Université du Québec à Trois Rivières
Cartothèque
C.P. 500
Trois Rivières, Québec
G9A 5H7
A/S: Marie Lefebvre

University of Regina
Faculty of Arts
Map Library
Department of Geography
Regina, Saskatchewan
S4S 0A2

Library
Saskatchewan Mining Development Corp
8th floor
Sturdy Stone Centre
122 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 2H6

Order Department (Serials)
University of Saskatchewan Library
Saskatoon, Saskatchewan
S7N 0W0

Information Service
Saskatchewan Public Library
311 - 23rd Street E.
Saskatoon, Saskatchewan
S7K 0J6

INSTITUTIONAL - OTHER

Serials Librarian
The State Library of Victoria
Swanston Street
Melbourne, Australia

Baillieu Library
University of Melbourne
Parkville, Victoria 3052
Australia
Attention: John Rogan

Deputy to the Keeper of Printed Books
Foreign Accessions
Bodleian Library
Oxford OX1 3BG
England

Accessions Department
British Library
Lending Division
Boston Spa Wetherby
Yorkshire LS23 7BQ
England

The Librarian
Institute of Geological Sciences
Exhibition Road
London SW7
England

The British Library
Map Library
Great Russell Street
London WC1B 3DG
England

The British Library
(Library Association Library)
7 Ridgmont Street
London WC1E 7AE
England

The Librarian
Polytechnic of North London
Library and Information Service
207 - 225 Essex Road
London N1 3PN
England

Geografisch Instituut Van de
Rijksuniversiteit
Transitorium II
Heidelberglaan 2, "De Uithoff"
Utrecht
The Netherlands
Attention: Dr. E. H. van de Waal

Librarian, Department of Internal Affairs
Private Bag
Wellington
New Zealand

Alexander Turnbull Library (USSO 4652)
12 - 349 Wellington N.
Wellington
New Zealand

Ibadan University Library
Ibadan
Nigeria
West Africa

National Library of Scotland
Book Purchasing Section
Edinburgh EH1 1EW
Scotland

State Library
Order Division
P.O. Box 397
Pretoria 001
South Africa

Acquisitions Department
University Library
University of California
Davis, California 95616
U.S.A.

Library Acquisitions F25-76/BSC
California State University - Fullerton
P.O. Box 4150
Fullerton, California 92634
U.S.A.

The Library
Acquisition Department
California State University at Fresno
Fresno, California 93740
U.S.A.

Serials Department
University Research Library
University of California
Los Angeles, California 90024
U.S.A.

Library
Serials Division
University of Southern California
P.O. Box 77929
Los Angeles, California 90007
U.S.A.

Serials Records C-075A
Acquisitions Department, Library
University of California - San Diego
La Jolla, California 92093
U.S.A.

Periodicals Desk - RS
Libraries
University of Georgia
Athens, Georgia 30602
U.S.A.

Periodicals Recording Clerk
Morris Library
Southern Illinois University
Carbondale, Illinois 62901
U.S.A.

Newberry Library
60 West Walton St.
Chicago, Illinois 60610
U.S.A.

Northwestern University Libraries
Serials Department/2AAK4907
Evanston, Illinois 60201
U.S.A.

Library
Serials Department
Illinois State University
Normal, Illinois 61761
U.S.A.

Serials - Fax
Library
University of Illinois Library
1408 W. Gregory Drive
Urbana, Illinois 61801
U.S.A.

Indiana University Library
Serials Department
Bloomington, Indiana 47405
U.S.A.

Serials Department
University of Iowa Libraries
Iowa City, Iowa 52242
U.S.A.

University of Kansas Libraries
Periodicals Section
Serials Department
Lawrence, Kansas 66044
U.S.A.
Attention: Mrs. Luceil Hamilin

University of Michigan
University Library
Acquisitions Department
Ann Arbor, Michigan 48109
U.S.A.

University of Minnesota Libraries
Serials Records
Minneapolis, Minnesota 55455
U.S.A.

Library Serials Department
University of New Hampshire
Durham, New Hampshire 03824
U.S.A.

Serials
Baker Library
Dartmouth College
Hanover, New Hampshire 03755
U.S.A.

Columbia University Libraries
Serials Acquisitions
535 West 114th Street
New York, N.Y. 10027
U.S.A.

New York Public Library
Division MP
Grand Central Station
P.O. Box 2238
New York, New York 10017
U.S.A.

Syracuse University Library
Periodicals Division
Syracuse, New York 13210
U.S.A.

Serials Section
University of Oregon Library
Eugene, Oregon 97403
U.S.A.

Serials Records
Pattee Library
Pennsylvania State University
University Park, Pennsylvania 16802
U.S.A.

The Free Library of Philadelphia
Serials Section
Logan Square
Philadelphia, Pennsylvania 19103
U.S.A.

University of South Carolina
Serials Department
Thomas Cooper Library
Columbia, South Carolina 29208
U.S.A.

Texas A & M University
Library - Serials Records
College Station, Texas 77843
U.S.A.

Periodicals Assistant
Dallas Public Library
1954 Commerce St.
Dallas, Texas 75201
U.S.A.

U.S. Geological Survey Library
National Centre - Mail Stop 950
Reston, Virginia 22092
U.S.A.

Map Library
Western Washington University
Bellingham, Washington 98225
U.S.A.
Attention: Janet Collins

University of Washington Libraries
Serials Division
Seattle, Washington 98195
U.S.A.

Newspaper-Periodical Unit
 State Historical Society of Wisconsin
 816 State Street
 Madison, Wisconsin 53706
 U.S.A.

American Geographical Society Collection
 University of Wisconsin
 P.O. Box 604
 Milwaukee, Wisconsin 53201
 U.S.A.

Serials Department
 Library School Library
 University of Wisconsin
 Room 4207D
 600 N Park Street
 Madison, Wisconsin 53706
 U.S.A.

Serials Section
 Milwaukee Public Library
 814 Wisconsin Avenue
 Milwaukee, Wisconsin 53233
 U.S.A.

HONOURARY AND COMPLIMENTARY

Exchange and Gift Division
 Library of Congress
 Washington, D.C. 20540
 U.S.A.

Legal Deposit
 National Library
 395 Wellington Street
 Ottawa, Ontario
 K1A 0N4

Mr. T. E. Layng
 Church Street
 Manotick, Ontario

Map Curators Group
 The British Cartographic Society
 c/o Department of Geography
 Birbeck College
 7 - 15 Gresse Street
 London, England
 W1P 1PA
 Attention: Miss Merle Abbott

Colonel L. M. Sebert
 Surveys and Mapping Branch
 Dept. of Energy, Mines and Resources
 615 Booth Street
 Ottawa, Ontario
 K1A 0E9

Business Manager
 Australian Map Curator's Circle
 P.O. Box E133
 Canberra, ACT 2600
 Australia

Indicies de Revistas de Bibliotecologia
 Biblioteca Central
 Univ. Nac. del Sur
 Arda Alem 1253
 Bahia Blanca, Argentina

Mr. B. Gutsell
 The Canadian Cartographer
 c/o Department of Geography
 York University
 4700 Keele Street
 Downsview, Ontario
 M3J 1P3

Special Libraries Association
 Geography and Map Division
 c/o Miss Mary Galneder, Chairman
 Map Library, Science Hall
 University of Wisconsin
 Madison, Wisconsin 53706
 U.S.A.

Keeper of the Map Room
 Royal Geographical Society
 1 Kensington Gore
 London SW7 2AR
 England

Western Association of Map Libraries
 c/o Stanley D. Stevens
 Treasurer
 University Library, UCSC
 Santa Cruz, California 95060
 U.S.A.

Staatsbibliothek
 Preussischer Kulturbesitz
 Kartenabteilung
 1 Berlin 30
 Postfach 1407
 Germany
 Attention: Dr. L. Zogner

Neil Grant
 Editor, Chronicle
 Department of Geography
 Carleton University
 Ottawa, Ontario
 K1A 5B6

ADDENDUM

Lloyd M. Field (Associate)
 23 Overbank Cres.
 Don Mills, Ontario
 M3A 1W1

Environment Canada
 Departmental Library
 Ottawa, Ontario
 K1A 1C7

Kinokuniya Co. Ltd.
 Journal Department
 Odakyu West - Shinjuku Bldg.
 47 - 1 Hatsudai 1 - Chome
 Shibuya - ku, Tokyo 151
 Japan

* * *

DEATH ANNOUNCEMENT

BERNARD CHOUINARD 1918-1982

Le 21 février dernier est décédé Monsieur Bernard Chouinard, cartothécaire à l'Université du Québec à Montréal. Monsieur Chouinard avait aussi été cartothécaire à l'Université de Montréal jusqu'à 1971.

Les cartothécaires regretteront le départ de Monsieur Chouinard; lors de leurs rencontres semi-annuelles, les cartothécaires du Québec pouvaient bénéficier de l'expérience de leur doyen. Monsieur Chouinard était considéré comme un pionnier; grâce à ses efforts personnels et à sa ténacité, il réussissait à mettre à jour l'existence de nombreux documents cartographiques, à les récupérer pour sa cartothèque, et à en informer les autres cartothécaires.

* * *

NEW PUBLICATIONS

MAP SOURCES DIRECTORY -- 2ND REVISION

The second set of revised sections for the Map Sources Directory, published by York University Libraries, is now available and includes updated listings for the following sections: 11, 14, 15, 18, and Index.

The first revision consisting of sections 1, 2, 4, 5, 12, and Index is also still available.

A second printing of the original Directory, first published in 1978, has just been completed. The revised sections noted above will be included in all copies of the directory now being sold. The directory contains over 1500 addresses of map agencies and other publishers around the world, of interest to map librarians. Sections included are listed below:

International Sources

1. Commercial Map Suppliers
2. International Organizations
3. Embassies, High Commissions
4. Government Agencies (ex. Can. & U.S.)
5. National Tourist & Inform. Bureaux
6. Tourist Services
7. Municipal Dept.

Canadian SourcesPlans

8. Federal Gov't Dept., Agencies
9. Provincial Gov't Dept., Universities
10. Provincial Travel Bureaux
11. Municipal Dept.
12. Ontario Conservation Authorities
13. Ontario Hiking Trails Association

U.S. Sources

14. Federal Gov't Dept., Agencies
15. State Gov't Dept., Universities
16. State Travel Bureaux
17. Municipal Organizations

Miscellaneous

18. Journals of Interest to Map Librarians
19. Canadian University Map Libraries
20. Canadian University Campus
21. Index

The original Directory and revised sections have all been published in loose-leaf format to fit into a 3-ring binder, allowing for future page changes.

Prices

	<u>Canada</u>	<u>U.S.A.</u>
Map Sources Directory (incl. 2 revisions & new index)	9.25	9.75
1st revision & rev. index	4.75	5.00
2nd revision & rev. index	4.00	4.25
1st & 2nd revision & latest index	6.50	7.00

(all prices quoted in Canadian funds & include first class postage)

Send Orders to: Map Library, Rm 115 Scott Library, York University
4700 Keele Street, Downsview, Ontario M3J 2R2

All orders must be prepaid. Send cheque or money order payable to York University Libraries.

* * *

METEOROLOGICAL MAP

Pioneer Specialties in Longmont, Colorado, announces the availability of Guide to Colorado's Weather and Climate. This map, published in 1981 by ENMAP at a scale of 1:950,000, has extensive meteorological information on the verso. ENMAP published earlier a solar energy map of the U.S. and Canada. To obtain a copy of the Guide, send \$2.74 U.S. (postage included) to:

Pioneer Specialties
P.O. Box 6025
Longmont, Colorado 80501
U.S.A.

* * *

BASE LINE

base line, the quarterly newsletter of the American Library Association's Map and Geography Round Table (MAGERT), provides current information on new maps and atlases--in fact, on new publications in almost any format that relate to maps, cartography, and geography--plus information on conferences, conference reports, and such specialized areas as map cataloguing.

base line is available on a calendar year subscription cycle. To place a subscription order (1 year, 4 issues), please make a cheque for \$12.00 U.S. payable to the American Library Association and mail to:

Charles A. Seavey
base line Subscription Manager
GPMD - General Library
University of New Mexico
Albuquerque, New Mexico 87131

* * *

CLASS G EXPANSION

The National Map Collection, Public Archives of Canada, has prepared an expansion of the LC Class G (G 3400 - 3524) covering maps of Canada. This proposal is being sent to Canadian map collections known to use LC or modifications thereof. Copies of the draft may be obtained from the address below. All comments are to be submitted by August 6, 1982.

Documentation Control Section
National Map Collection
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Velma Parker

* * *

MIDWESTERN ONTARIO RECREATION MAP

This map, published by the Kitchener-Waterloo Record, features ski areas, provincial parks, golf courses, conservation areas, hospitals, aerodromes, hiking trails, and wildlife management areas. It covers 25,000 square kilometers from Burlington to Goderich and from Hamilton to Owen Sound. Scale is 1:300,000.

It is available for approximately \$2.75 from the Cartographic Centre, Faculty of Environmental Studies, University of Waterloo, Waterloo, Ontario N2L 3G1. Specify flat or folded.

R. Pinnell

* * *

REGIONAL REPORTS
ALBERTA

PROVINCIAL ARCHIVES OF ALBERTA

Although there have been no significant accessions to speak of since the last report, it has been officially announced that the Provincial Archives of Alberta will be getting a new building by the projected completion date in the autumn of 1984. During the latest sitting of the Alberta Legislature, \$16.2 million was set aside in the budget of the Department of Housing and Public Works for the project. The storage space outlined in the plans for cartographic and oversize materials is great and is expected to last until 2005. Specialized, custom-made shelving for oversize, rolled sheets will take up approximately 325 square meters, and the regular cabinets will take up a little more than 545 square meters. Along with our current supply of 45 cabinets we will be purchasing 253 new ones for the move into the building which should take care of expansion until 1994. We look forward to the move, which should take care of all of the problems of our present over-stuffed facilities.

Merrily Aubrey

*

*

*

ARCHIVES OF THE CANADIAN ROCKIES

At present the collection numbers roughly 2,000 items. Our prime area of interest is the region which comprises the Canadian Rockies, stretching from the 49th Parallel north to around the Liard Plateau in northern B.C., west from the Foothills to the Rocky Mountain Trench. Many of the maps in our present collection range further afield, however, and we actively collect maps from the interior ranges of B.C. (Selkirk and Purcell Ranges) as well as from all national park areas of Canada and other selected mountain ranges of Canada. We have a complete set of NTS 1:50,000, 1:250,000, 1:500,000 and 1:1,000,000 for the Canadian Rockies, nearly all of British Columbia, and parts of the Yukon. One of the collection's greatest strengths is in the rather complete collection of old maps of the mountain national parks.

In the past year we have begun a program of weeding and sorting. Plans, blueprints, and manuscript maps which had been tossed in with regular published maps, have been transferred to oversize manuscript classifications. This has left us with more of a true map library. I am presently (at a snail's pace) attempting to convert the old, homemade numbering system to Library of Congress.

I expect that at least 500 maps will be deaccessioned from this collection in the next two years as we eliminate many maps which do not pertain to this area. (Many of our maps are donated to us in collections and there has been no past policy of culling.) I am also instituting an active program of acquisition in an attempt to fill in many maps published in the past decade which have been overlooked.

Map storage is woefully inadequate as well. While we have an adequate number of metal filing cabinets in which to store the collection, the

cabinets are crammed into our photo storage rooms (climatically controlled, at least) and the drawers cannot be fully opened when removing or replacing maps--a factor which causes excessive physical damage. Cabinets are also stacked too high for easy access to uppermost drawers. The foundation is presently expanding its facility, and when this move is complete (probably within three years), we would like to give our storage more elbow room and make this somewhat hidden part of our operation more accessible to the public.

Brian Patton
Archivist and map librarian

* * *

UNIVERSITY OF CALGARY

We are awaiting the delivery of some twenty-six map cabinets. They have all arrived and 70% of them were damaged. We have not received new cabinets for a number of years and these will allow us to hide a growing mound of paper in appropriate locations. Things will appear to be in control again.

Also, we are trying to figure out how we will fit in with the DOBIS/LIBIS installation that is taking place this year. Many of our records are now machine-readable but have been processed in a batch system developed at the University of Saskatchewan (TESA). The DOBIS format has much greater capabilities than the TESA system and so the changeover period will be hectic, especially as we translate the old records into the new system. We will know by summer exactly what we will be doing as implementation will likely occur this fall/winter.

Also of note is the publication by the Glenbow Library of a facsimile map entitled Plan of Township no. 24, Range 1, West of Fifth Meridian (1883). This colour reproduction of the township plan shows the Calgary region at a scale of 1:31,360. It is available from the following address for about \$4.00.

Glenbow Museum
130 9th Avenue S.E.
Calgary, Alberta
T2G 0P3

Bob Batchelder

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A BOOK OF BASICS

For Newcomers in Charge of a Small Map Collection

Most members of the A.C.M.L. have at some point in their careers been approached by newcomers to the field in search of information and advice. Often, these newcomers have been given responsibility for a small map collection as but one aspect of their daily work, and they lack the training necessary to help them approach their task. The challenge to trained map librarians is to sift and select from their knowledge and experience just enough information and advice to get these newcomers started at a level of operation consistent with the needs of a small collection--but not to confuse them with the such detail.

In order to facilitate the passing on of this kind of information, the A.C.M.L. decided to produce and publish a guide containing much of the distilled wisdom of its members. Subjects dealt with include such basic issues as the nature of maps themselves, what makes them different from other library materials, and how they are acquired, stored, and used. The operation of a limited reference service is described and simple guidelines for the management of the collection are spelt out.

Copies of A Guide For Small Map Libraries are available at a cost of \$12.50 from:

Association of Canadian Map Libraries
c/o National Map Collection
Public Archives of Canada
395 Wellington Street
Ottawa, Ontario K1A 0N3

GUIDE FOR A SMALL MAP COLLECTION

BARBARA FARRELL
ALEEN DESBARATS

Association of
Canadian Map Libraries

CARTES HISTORIQUES

ASSOCIATION OF CANADIAN MAP LIBRARIES
ASSOCIATION DES CARTOTHEQUES CANADIENNES

HISTORICAL MAPS CANADA CARTES HISTORIQUES

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OTTAWA
1980

HISTORICAL MAPS PROJECT

The Association of Canadian Map Libraries has published 95 reproductions of historical maps of Canada. Five maps (# 96 - 100) are currently being printed. They will be available for distribution towards the end of July 1982.

A special set of introductory sheets has been produced for the first group of 50 maps. They are printed on the same paper and are of the same size as the facsimile maps. The introductory set consists of the title page (reproduced above); forward; index to maps in order of their publication; list of maps arranged in chronological order; list of authors; and list of sponsors. This set should be of considerable value to librarians and private collectors, who have acquired ACML maps over the last six years. It can be obtained for \$6 (\$5 + \$1 postage) from:

Serge A. Sauer
Chairman, Historical Maps Committee
Map Library, Department of Geography
University of Western Ontario
London, Ontario N6H 3K8

HISTORICAL MAPS