

**Cataloging Hidden Special Collections and Archives:  
Building a New Research Environment**

**Request for Proposal: Outline**

**General Information**

Cover Sheet File is uploaded.

**Application ID:** 805

**Name of Institution:** Fray Angélico Chávez History Library

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**Point of Contact:** Ms. Patricia Hewitt / Senior Cataloger

**Eligibility Requirements**

1. **Is the applicant institution a not-for-profit organization, as defined in [CLIR's Proposal Application Guidelines](#)?**

Yes

2. **Is the collection owned or held in the U.S.?**

Yes

3. **Do you wish to apply for funding?**

Yes

**Provide proof of applicant organization's non-profit status (.pdf):**

5. **For those institutions which are not colleges or universities, upload a list of board or trustee members (.pdf):**

**SECTION I:  
PUBLIC INFORMATION**

***Collection Identification***

**1. Collection/Project Title:**

Mapas históricos de Nuevo México = Historic New Mexico Maps

**2. Approximate amount of materials to be cataloged during the course of the proposed project (you must answer at least one; you may fill in all that apply):**

- a. Boxes: \_\_\_\_\_
- b. Cubic Feet: \_\_\_\_\_
- c. Linear Feet: \_\_\_\_\_
- d. Number of objects: 5,500

**3. If the materials are listed in a directory (e.g., Archive Finder, ArchivesUSA, the National Union Catalog of Manuscript Collections (NUCMC), OCLC WorldCat, etc.), please list the directory name(s) below:**

*Collections do not have to be registered in a directory to be eligible for this grant.*

**REMINDER:** The descriptive information that you provide on this tab will be disclosed as part of the overall cataloging effort.

## *Description of Content*

**1. Provide a brief description of the material (e.g., topic, period covered, geographic scope, relevance to individuals, etc.) (max 1500 characters)**

The Mapas históricos de Nuevo México = Historic New Mexico Maps cataloging project will make one of the most important collections of the Fray Angélico Chávez

History Library accessible to a wide range of researchers, historians, students and the general public. The History Library is the institutional successor of New Mexico's oldest library (1851) and is part of the New Mexico History Museum/Palace of the Governors. A non-circulating, closed stack research facility, it preserves historical materials -- manuscripts, maps, rare books -- documenting the history of the state, and the American Southwest from pre-European contact to the present.

Our map collection of primary historical documents is a major source of information about perspectives, beliefs and attitudes of the past. The collection offers both scholars and history buffs the opportunity to see the American Southwest from the viewpoint of early Spanish explorers and the topographers of the Army of the West. Over 5,500 maps ranging from blueprint railway maps, surveyors maps for Western expansion, and 18th century manuscript maps of Bernardo de Miera y Pacheco, which all showcase the long and varied history of the region, are held in one repository, making a wide range of research possibilities available for scholarship. The proposed cataloging project will make this unique historic map collection more widely known and enable us to assist researchers more efficiently.

**2. From what period do the materials date?**

1550 AD - 2000 AD

**3. What is the geographic scope of the project? (max 150 characters)**

Southwestern United States

New Mexico

Santa Fe

Mexico

Colony of New Spain

Western Hemisphere

Miscellaneous maps of many US states

**4. What is the format? Check all that apply:**

a. **Text** (including electronic texts): \_\_\_\_\_

b. **Image** (including photographs, moving images, drawings, etc.): \_\_\_\_\_

c. **Audio** (including speech and music): \_\_\_\_\_

d. **Book** (including serials): \_\_\_\_\_

e. **Manuscript**:  \_\_\_\_\_

f. **Specimen** (botanical, geological, medical, etc.): \_\_\_\_\_

g. **Data Set** (paper-based or electronic): \_\_\_\_\_

h. **Work of Art** (including original paintings, prints, sculpture, etc.): \_\_\_\_\_

i. **Artifact** (including archaeological objects, weapons, machinery, instruments, costumes, textiles, ceramics, glass, furniture, etc.): \_\_\_\_\_

j. **Other**; Please Specify: Maps

**5. Is there a preliminary finding aid or description of this collection/project?**

Yes

**6. If a preliminary finding aid or description does exist, provide a brief description. If there is a URL for the collection/project, please provide that URL. (max 600 characters)**

The map collection at Fray Angélico Chávez History Library showcases the complex history of the 47th state. It is a window to the past, to the age of Puebloan societies and Spanish missions on the Camino Real. The maps reflect the changing political landscape, from Spain to Mexico, to US Territory, and the long struggle for statehood. With the advance of the modern era, and the coming of the railroad and influx of "Americans" on the Santa Fe Trail, to the creation of a tourist mecca, the maps mirror the diversity of culture, language and geography that is today's New Mexico.

**REMINDER:** The descriptive information that you provide on this tab will be disclosed as part of the overall cataloging effort.

**SECTION II:  
CONFIDENTIAL INFORMATION**

*Description of Content (cont.)*

**7. Are the contents of the collection(s) in any way at risk or endangered?**

Yes

**If yes, please explain briefly the nature of the threat. (max 1500 characters)**

Our maps are in need of a thorough conservation study and assessment. The maps are stored flat in acid free folders in locked map cabinets, but are handled frequently. Blueprint maps are rolled and stored in acid free boxes in our cold storage area. Many of the maps are in need of cleaning and repair.

The map collection, like all of our library, archives and museum collections within the New Mexico History Museum/Palace of the Governors is always at risk from environmental threats and theft. It is Museum policy to provide preventive conservation measures to the collections by providing safe, stable environments for storage and exhibition. This is accomplished through strategically and systematically improving conditions in structures, storage, and collections to prevent deterioration. The Library has a controlled environment with regular pest control visits.

One of the main objectives of the New Mexico History Museum/Palace of the Governors is to preserve New Mexico's unique cultural resources and diverse heritage. The Mapas históricos de Nuevo México = Historic New Mexico Maps collection is a prime example of a significant historic resource at the New Mexico History Museum/Palace of the Governors which would benefit from conservation, preservation, cataloging and future digitization.

**8. Does the holding institution have a conservation plan for these materials?**

No

**9. Are there physical or artifactual characteristics of the materials that would inhibit either the cataloging effort or future digitization?**

Yes

**If applicable, describe your institution's approach to conservation of these materials. Also explain any physical or artifactual characteristics of the materials that would affect either the cataloging effort or future digitization. NOTE: No funds under this request may be directed toward conservation, stabilization or digitization activities. (max 1500 characters)**

The Museum and Library staff plan and execute activities, services, and programs to ensure the safety, security, and protection of the collection from various known sources of deterioration. In addition to preventive conservation strategies, corrective conservation measures will be considered when the condition of an object is endangered by enduring and

perpetual care or by a proposed Museum use, or when preventive conservation measures are not sufficient to assure preservation. Because corrective conservation may add, modify, confuse, obscure, or remove some existing quality of an object, it is considered only after methodical consideration.

When any map is displayed in the New Mexico History Museum or the Palace of the Governors, or is loaned to an outside institution, the map does receive conservation treatment. We have a paper conservator in Santa Fe who is on contract to perform this work. The Museum of New Mexico (the parent organization of the New Mexico History Museum/Palace of the Governors) does have conservation staff on hand for additional consultation and services.

Many of the maps are oversize which makes digitization more difficult.

**10. Does the institution hold the rights to these materials, including the rights or permission to digitize the materials at a future date?**

Yes

**Please explain any limitation, embargoes, or other restrictions. (max 1500 characters)**

All of our 16th to 19th century maps are in the public domain. Our 20th century Highway Department maps are state government publications which are in the public domain.

**11. What is the current access policy with respect to the use of these materials? Might this change as a result of this project, or subsequent to other future initiatives (e.g. digitization)? (max 1500 characters)**

The Fray Angélico Chávez History Library is open to the public, and is located at the historic Santa Fe plaza, consequently we receive many walk in visitors, especially during tourist season. Visitors to the New Mexico History Museum may also tour the library as part of their museum experience. Since the History Museum opened in May 2009 it has hosted over 263,000 visitors.

Like all modern day Archives we receive many inquiries and requests for copies via email and telephone. We serve about 840 in-person patrons and answer about 1000 email requests annually.

Since our maps are not cataloged we do not receive as many inquiries about them as we do regarding our EAD finding aids to our manuscript materials.

Our map collection is heavily used by researchers, lawyers, local history buffs, land grant and water rights searchers, historians, teachers, novelists, and map lovers. Most of our visitors hear about our collection through word of mouth. We expect to see an increase in usage once our maps are available for searching in our online shared consortium catalog (SALSA) and on WorldCat.

Our maps are available to all visitors, but are not cataloged so staff assistance is needed for discovery. The materials are used on site, and may also be requested via email, by email reference forms, and by telephone. We do have limited duplication service available on site, and also provide off site duplication (for larger maps and digitization requests)

## *Value and Significance*

Upload three letters of support for your project. These letters must come from individuals knowledgeable about the collections or some other aspect of the project, but may not come from those who are directly affiliated with the project. It is **strongly recommended** that applicants obtain these letters of support from scholars outside their home institution. Reviewers may look more favorably upon external letters as representative of the materials' value to the wider scholarly community. (.pdf)

1. **Provide three reference letters, in PDF format:**

Reference Letter 1 Uploaded, Reference Letter 2 Uploaded, Reference Letter 3 Uploaded

2. **Institutional Support Letter:** Institutional Support Letter Uploaded

3. **Describe the value of the collection(s) to scholarship and the ways that scholarship would be enriched by greater access to these materials. (max 3000 characters)**

Our map collection encompasses all of New Mexico history, from Spanish Colonial, Mexican Republic, US Territorial and Statehood periods. It shows rare insight into the early explorations of the New World, as well as the many historic trade routes of the Southwest such as the Camino Real and the Old Spanish Trail, Railroads, and the popular Route 66. From academic scholars to fifth graders, our maps are one of our most heavily used collections. The collection facilitates all types of research: land grants, water rights, railroad history, early Spanish explorations, architectural topography of Santa Fe, early Pueblos, military operations, cadastral mapping and Spanish long-lot settlements.

Manuscript maps of Franciscan expeditions mapped by Bernardo de Miera y Pacheco in 1778, show the earliest views of North America, and the collection shows the unique contributions that Spain and its early explorers made to the geographic history of the United States. The changing American Southwest landscape is also shown in our maps, from the Gadsden Purchase which facilitated the transcontinental railroad, to the civil war battlefields of the New Mexico Territory, and the birth of Santa Fe as a tourist mecca in the "Land of Enchantment".

Over 300 maps depict Santa Fe's history, from its founding as the governmental seat of northern New Spain to its importance as a trade route on the Camino Real from Mexico City, and as the terminus of the Santa Fe Trail. Many important 19th & 20th century maps, which reflect the interest in the Southwest as a tourist destination and an area for archaeological excavations, are included.

A collection of approximately 1200 Right of Way maps from 14 Railroad Companies which operated in New Mexico is perhaps our most significant material. These maps show in great detail the businesses, landowners, ranches, etc. along each milepost of the railway line. Many of these Railroad Companies operated for only a short period of time in New Mexico and the southwestern United States, and these maps are quite rare. The level of detail of the information on each of the Right of Way maps will provide a new and valuable search option for the use of our researchers, whether they are historians or railroad aficionados.

Once cataloged, searchers will be able to locate maps through subject analysis and authority controlled place names and corporate bodies which will facilitate research by topic --commerce, immigration, tourism, water rights-- rather than simply by shelving convenience

of place and date. Our maps are shelved by geographic area, from largest to smallest place, so there is no way to access maps by theme, type, date, creator, or detailed subject. Since the borders of present day New Mexico have undergone almost constant change over the past several hundred years our shelving system can be problematic. Once the maps are cataloged we will be able to search by subject, cartographer, title and keywords, etc.

### ***Related Collections***

- 1. Identify other collections (if any), not held by the applicant institution(s), whose value would be enriched as a result of improved access to these materials. If there are no such collections, please denote this by entering "N/A" in the space below. (max 1500 characters)**

University of New Mexico Center for Southwest Research  
New Mexico State Archives and Records Center  
National Hispanic Cultural Center (Albuquerque)  
New Mexico State Library Southwest Room  
New Mexico State University Special Collections  
Albuquerque/Bernalillo County Public Library Special Collections  
Laboratory of Anthropology, Museum of Indian Arts & Culture (Santa Fe)  
School of Advanced Research (Santa Fe)  
Institute of American Indian Art (Santa Fe)  
New Mexico Office of the State Engineer Library  
Rocky Mountain Online Archive libraries  
University of Texas, Arizona, Nevada, and Utah system libraries

Most of the institutions listed above have map collections, but none is as extensive as the map collection at the Fray Angélico Chávez History Library.

If our map collection is fully cataloged and searchable on the web it would benefit not only our patrons in the Santa Fe and New Mexico area, but patrons at neighboring institutions, neighboring states, and patrons across the country and around the world.

### ***Innovation***

- 1. Describe innovative aspects of the project (e.g. cataloging, archival descriptions, dissemination). (max 3000 characters)**

The Mapas históricos de Nuevo México = Historic New Mexico Maps cataloging project will make one of the most important collections of the Fray Angélico Chávez History Library searchable to a wide range of users via several web accessible searching options.

Our aim is to provide multiple avenues for researchers to discover our map collection-- through EAD finding aids and MARC catalog records -- all available on the web. A new web page will showcase the discovery tools to our newly cataloged map collection.

Our manuscript collections often have maps associated with the materials, such as the Right of Way maps of various Railroad Companies. These manuscript collections, and the accompanying maps, will have an EAD finding aid on the Rocky Mountain Online Archive. Each manuscript collection will have its own MARC record. The MARC records for the

maps would include a url back to the Rocky Mountain Online Archive finding aid. Searchers would be able to discover these materials via WorldCat, in our online catalog and through the Rocky Mountain Online Archive.

As mentioned, the Library has a collection of maps from various NM Railroad Companies. We will create individual EAD finding aids for each Company's collection of maps, and include details regarding the towns, personal names, ranches, etc. along each milepost of the approximately 1200 maps in this particular collection. In this way a searcher would be able to locate information about places and people mentioned on maps, even if they are not aware the historic railroad company.

## ***Impact***

### **1. Describe your approach to expanding the impact of your project through outreach and professional activities. (max 3000 characters)**

El Palacio magazine (<http://www.elpalacio.org/howe.php>), the oldest museum magazine in the country, continues to be a source for knowledge about the art, history and culture of the Southwest. Published since 1913, El Palacio reflects the work of New Mexico's four state museums in Santa Fe. An article about the "Mapas históricos de Nuevo México = Historic New Mexico Maps" project will be submitted for publication.

"Brown Bags & Brainpower" is a monthly lunch lecture series at the Fray Angelico Chavez History Library. Each month we have an average of 75 attendees. A lecture about "Mapas históricos de Nuevo México = Historic New Mexico Maps" project will be held, given by a speaker familiar with our collection.

The New Mexico History Museum/Palace of the Governors has over 65 museum docents who conduct educational tours. Library staff host the docents for library updates and will focus on our map cataloging project.

Regular updates about the project will be posted on these sites: Facebook page for History Library (<http://www.facebook.com/ChavezLibrary>) and Museum of New Mexico (<http://www.facebook.com/pages/Santa-Fe-NM/New-Mexico-History-Museum>); web sites of the Fray Angélico Chávez History Library (<http://www.palaceofthegovernors.org/library.html>) and the New Mexico History Museum (<http://www.nmhistorymuseum.org/>); blog for the New Mexico History Museum (<http://www.nmhistorymuseum.org/blog/>)

A new web page will be created on the Museum of New Mexico web site (<http://www.nmhistorymuseum.org/>) and on the Library's web site (<http://www.palaceofthegovernors.org/library.html>) which will showcase the "Mapas históricos de Nuevo México = Historic New Mexico Maps" project.

The H-NewMexico e-list network provides a forum for discussion of the culture and history of New Mexico. The intended audience of the e-list is both academic and non-professional: historians and literature teachers, writers, artists, New

Mexico enthusiasts, and public historians are subscribers. This e-list is moderated by the Library Director of the Fray Angélico Chávez History Library, Tomas Jaehn, who will submit regular updates on the project.

A "New Mexico History Conference", sponsored by the Historical Society of New Mexico (<http://www.hsnm.org/index.htm>), is held annually. The History Library will present a program about the Mapas históricos de Nuevo México = Historic New Mexico Maps" project at the 2012 conference. Since 2012 is the Centennial of New Mexico statehood there has been a lot of interest in territorial maps.

Our staff has also previously presented at these annual conferences : New Mexico Library Association, New Mexico Archives Week, Wild West History Association, Society of Southwest Archivists, and the New Mexico Museum Association. We will plan to present a program about the map collection of the Fray Angélico Chávez History Library at as many of these meetings during the grant time period as possible.

### *Initiatives*

**1. Describe any initiatives that might be triggered by availability of access to these materials. (max 1500 characters)**

The Fray Angélico Chávez History Library would like to increase accessibility of our collections to researchers outside of Santa Fe. Once our maps are cataloged they will be discoverable for researchers and scholars on Worldcat. In addition to professional researchers and scholars the Library is interested in promoting our collections to students and teachers throughout New Mexico.

We aim to target middle school teachers and students with a web-based lesson plan for our map collection. We have had several visits by 5th and 6th graders from Santa Fe schools, who come to use our collections on site. This lesson plan for our map collection would focus on maps of the Statehood period, in honor of the upcoming 100th anniversary of New Mexico Statehood in 2012. We will use the Museum's Threads of Memory interactive web site (<http://online.nmhistorymuseum.org/threadsofmemory/for-teachers.php>) as a model to create a lesson plan to our Statehood maps.

The Library also plans to collaborate with the Museum's web team to develop a new web page to showcase our map collections. The new page would be modelled on the "Map Collections" page for the American Memory Project (<http://memory.loc.gov/ammem/gmdhtml/gmdhome.html>), and upon the web site of the Office of the New Mexico State Historian (<http://www.newmexicohistory.org/>) Our new web page will increase visibility of our map collection to researchers, students, and the general public.

## ***Technical Approach, Management, Staffing and Training***

### **1. Provide a short summary of your technical approach. (max 1500 characters)**

Cataloging of our maps will encompass a workflow that provides several avenues of web based discovery tools which follow national archival and cataloging standards. Each map will receive a full MARC record; some maps will also be included in larger collections of manuscript EAD finding aids.

We will use or create MARC records on OCLC, following all standards for description, subject headings, classification and authority control. The Principal Investigator will provide training for cataloging, classification, subject analysis and authority control. She will revise the cataloging records of the Cataloger and perform original cataloging of the maps.

The Cataloger for the project will perform copy and original cataloging of the map collection. Student assistants will perform initial searches for the maps on OCLC, and will assist with the creation of item records in our local online catalog.

Maps which are part of manuscript collections will be described using EAD finding aids. These finding aids will reside on the Rocky Mountain Online Archive (<http://rmoa.unm.edu/index.php>) Each manuscript collection receives a full MARC record. These collections are added to the UNM catalog (<http://libros.unm.edu/>) as well as to our catalog.

### **2. Upload a PDF document with details.**

Technical Approach Uploaded

### **Who will serve as the Principal Investigator(s) for the duration of this project?**

*(Please enter at least one investigator. You may enter up to three investigators.)*

Name: Patricia Hewitt

Title: Senior Cataloger

Organization: History Library

## ***Project Plan***

### **1. Upload a document that details the project plan, including staffing, milestones, and deliverables. The project plan should also address plans to insure the long-term sustainability of the project at the institution(s), and any plans to promote the use of the targeted collections.**

Project Plan Uploaded

### **2. How many staff will be assigned to this project? Complete all that apply:**

a. **Current Professional Staff:** Full Time - 1 Part Time - 1

b. **New Hire Professional Staff:** Full Time - 1 Part Time - NA

c. **Current Non-Professional Staff:** Full Time - NA Part Time - NA

- d. **New Hire Non-Professional Staff:** Full Time - NA Part Time - NA
- e. **Students:** Full Time - NA Part Time - 2
- f. **Volunteers:** Full Time - NA Part Time - 2
- g. **Total:** Full Time - 2 Part Time - 5

### ***Qualifications***

1. Resumes for up to three key personnel on this project may be provided below. Resumes are required for Principal Investigators listed on the Technical Approach, Management, Staffing and Training tab. Resumes must not exceed 2 pages each. Failure to adhere to these guidelines will automatically disqualify the application from consideration.

**Upload resume(s) for up to three key personnel. (max. 3 resumes; max. 2 pages each):**

Resume 1 Uploaded

Resume 2 Uploaded

Resume 3 Uploaded

2. **Describe the relevant qualifications of the Principal Investigator, project manager, supervisory personnel and/or technical specialists, e.g. experience with special collections, cataloging projects, and/or work with students or volunteers. (max 1500 characters)**

Patricia Hewitt, Principal Investigator, is Senior Cataloger at the History Library. She received her MLS from Simmons College and also has graduate degrees in medieval studies and public administration. She has taught library science courses, including cataloging, at Northern New Mexico College since 2001, as an adjunct instructor in the Library Technology program. Ms. Hewitt has trained many new catalogers, both in the workplace and as part of her teaching at Northern New Mexico College. On June 24- 25, 2010 she attended the "Cataloging & Description of Cartographic Resources", ALA preconference workshop sponsored by ALCTS. She has recently been qualified to sit for the Archivists Certification exam in August 2011.

Laura Kohl is a graduate of the MLS program at the University of Pittsburg, and has completed an internship with the History Library in Archival Description. Laura is familiar with our map collection and the History Library, and has experience working at the New Mexico Museum of Art.

Dr. Tomas Jaehn, Library Curator, has a doctorate in history from the University of New Mexico. He has been the Fray Angélico Chávez History Library director/curator since 1999, and has oversight of all library collections as well as curatorial duties at the New Mexico History Museum. He is responsible for the selection and presentation of library materials which are displayed in the museum exhibits. He coordinates and manages our library volunteer and internship program.

### ***Training***

1. **Will training be required?**

Yes

**If yes, please describe. (max 1500 characters)**

Amigos Library Services (<http://www.amigos.org/>) provides online classes on

OCLC's Connexion software, for searching, use of authority files, and creation of original records. Project personnel will attend these four online classes as they become available : Authority File Fundamentals; Copy Cataloging: a guide for beginners; OCLC Connexion Client: using the client interface; Connexion Client: Basic bibliographic searching.

(<http://www.amigos.org/node/218>)

Project personnel will also receive extensive in-house training from the Principal Investigator. The areas covered will include subject analysis, classification, authority control and descriptive cataloging.

The Principal Investigator recently attended an ALCTS workshop entitled "Cataloging & Description of Cartographic Resources: From Parchment to Pixels, Paper to Digital" in June 2010. She will use the workbook and information she learned about map cataloging in her training of project personnel staff.

This will include information pertinent to map cataloging such as choice of main entry, title selection, edition, scale, projection, and cartographic notes.

## **Institutional Capacity**

### **1. Describe the institutional strengths that justify undertaking this project, including infrastructure, experience, access to local expertise (including volunteers or students), resources, professional leadership, etc. (max 3000 characters)**

In addition to the Principal Investigator Patricia Hewitt, Senior Cataloger at the Fray Angélico Chávez History Library, the following New Mexico History Museum curatorial staff will be available for consultation and expertise on the map cataloging project:

Josef B. Díaz, Curator of Southwest and Mexican Colonial Art and History collections. He was previously Associate Curator at the Museum of Spanish Colonial Art and Assistant Curator at Casa San Ysidro. Mr. Díaz received his B.A. in non-western art history from San Francisco State University and his M.A. in Sixteenth Century Mesoamerican/Spanish Colonial Art from the University of New Mexico. He also holds a minor in museum studies and has a strong background in archival research and historic preservation. He has curated several exhibitions at the Palace of the Governors that include: El Hilo de la Memoria; The Old Spanish Trail; Tesoros de Devoción; Santa Fe Found: Fragments of Time, and served on the Core Exhibit Committee of the New Mexico History Museum. He has written and published essays on Spanish colonial art and history.

Tomas Jaehn, PhD, Library Curator of the Fray Angélico Chávez History Library, was educated in Germany and the United States. He attended the University of Hamburg and San Jose State University, and holds a graduate degree from New Mexico Highlands University and a PhD in History from the University of New Mexico. He has been the curator of library collections at the History Library since 1999. He also worked in academic libraries and archives in Albuquerque, Idaho, and California. He served on the Core Exhibit Committee of the New Mexico History Museum.

Khristaan D. Villela, PhD, is Scholar in Residence at the New Mexico History Museum. He received his BA from Yale University and his MA, and PhD, from the University of Texas – Austin. Villela specializes in the art of Precolumbian Mesoamerica and the history of the field of Precolumbian studies. His book, *The Aztec Calendar Stone* (edited with Mary Ellen Miller) was published by the Getty Press in March 2010. He is Consulting Curator at the Getty Research Institute, for the exhibition *Obsidian Mirror Travels*, which presented maps, prints, and photographs of ancient Mexican archaeological sites from the eighteenth century to the present day. He also co-curated an exhibition of rare books and prints on the Conquest of Mexico at the New Mexico History Museum.

The Fray Angélico Chávez History Library has strong professional ties to librarians at UNM who manage the New Mexico's Digital Collections and the Rocky Mountain Online Archive. The Library also has a strong long-term volunteer and Library internship program.

### **2. Will funds from the grant be applied to current staff salaries, infrastructure or other**

**elements of technical support?**

No

**If so, justify the need to cover such costs with external funds and their relevance to the proposed cataloging effort. (max 1500 characters)**

3. **Would your institution be willing to participate in an ongoing CLIR study focusing on innovative aspects of hidden collections cataloging projects, and/or in a post-project evaluation? NOTE: Participation in these activities is encouraged, but not required, and your answer will not affect consideration of your application in any way.**

Yes

### ***Prior Collaborations***

1. **Provide up to three examples of prior collaborations, particularly those that resulted in shared data or federated information programs. (max 600 characters each)**

ROMA (<http://rmoa.unm.edu/index.php>) is a web-based source of information about archival collections in Colorado, New Mexico and Wyoming. Finding aids give detailed descriptions of primary source materials located at twenty different repositories. The Rocky Mountain Online Archive is directed by representatives from the Collaborative Digitization Program in Colorado, the American Heritage Center at the University of Wyoming, and University Libraries at the University of New Mexico. The Fray Angélico Chávez History Library has over 500 finding aids to manuscript collections in ROMA.

The University of New Mexico University Libraries hosts New Mexico's Digital Collections (<http://econtent.unm.edu/about.php>). The collections originate from several New Mexico cultural heritage institutions. These collections contain documents, photographs, maps, posters, art and music. Topics include New Mexico history, water and land issues. Other subjects are Latin American art and politics. Users can browse digitized collections from the Fray Angélico Chávez History Library and Photo Archives of the Palace of the Governors. The collections are accessed via a common Contendm interface.

The History Library was one of the recipients of a NEH grant (\$328,563) to implement the Online Archive of New Mexico. This 18 month grant project created an integrated online platform for access to information about archival collections in New Mexico. EAD finding aids and MARC records were created for over 400 of our manuscript collections. The partners included UNM Center for Southwest Research, the New Mexico State Archives and Record Center, and the Rio Grande Historical Collections at New Mexico State University, as well as the History Library.

### ***Cataloging Backlog***

1. **Does the institution (or, in the case of joint or consortia projects, institutions) have a cataloging backlog?**

No

**If Yes, how large is the cataloging backlog? Is there a strategic plan to**

**address the backlog? (max 1500 characters)**

***Institutional Priorities***

- 1. Describe institutional priorities for cataloging, including addressing the backlog, if applicable, and explain how this project addresses one or more of these priorities. (max 1500 characters)**

The maps are our largest un-cataloged collection, and one of our most heavily requested materials. The collection is our first cataloging priority. Once the map collection is cataloged, users will be able to integrate historical evidence, regardless of format and across our Library collections, more easily into their research. Presently the only way to search and access the collection is on site, and by place. The maps are shelved by geographic area, from largest to smaller, so there is no way to access maps by theme, type, date, creator, or detailed subject. Since the borders of present day New Mexico have undergone almost constant change over the past several hundred years our shelving system can be problematic. Once the maps are cataloged we will be able to search by subject, cartographer, title and keywords, etc.

Our other cataloging priorities include the following:

New manuscript collections are processed and are indexed via EAD finding aids created on Oxygen and then receive a MARC record on OCLC. These EAD finding aids are accessible on the Rocky Mountain Online Archive. The MARC records for our manuscripts are on WorldCat, and are exported to our local web-based catalog. We do not have a backlog of manuscript cataloging. Rare books, and new print and non-print commercially published materials are cataloged on OCLC and are available on WorldCat and in our local web-based catalog.

## Funding

### 1. CLIR requires all applicants to complete and upload two budget documents.

1. The Budget Narrative should include a full description of the budget, explaining the need for each budget line and the method(s) used to compute the projected costs. If software or equipment is being purchased or work is being outsourced, the vendors being considered should be mentioned. A brief explanation of how the grantee institution would manage the grant funds should also be included in this section.
2. The Budget Detail must provide a detailed budget broken out by year. The Budget Detail must be submitted using CLIR's form, which may be downloaded here. The form must be re-saved into PDF format prior to upload, with any subcontracts appended to the end of the document.

Budget Narrative Uploaded

Budget Detail Uploaded

### 2. What is the size of the request (in whole dollars)?

\$179,524.00

### 3. How large is the institutional cost share? (Cost sharing is encouraged, but is not required.)

\$163,907.00

### 4. Total value of the project, including requested and cost sharing funds?

\$343,431.00

### 5. Have other sources of funding been considered?

Yes

**Describe prior efforts, if any, to identify other sources of funding for this project, and explain why this project is uniquely suited to this funding program. (max 1500 characters):**

Los Alamos National Laboratory Foundation

(<http://www.lanlfoundation.org/index.html>) was considered, but their grants go almost exclusively to New Mexico schools for enrichment in science education.

New Mexico Humanities Council does provide small grants which support the work of New Mexico organizations such as libraries and museums. The grants are only funded for up to \$2000 so the Council could not provide the necessary funding for our map cataloging project.

The CLIR grant is a perfect match for our map cataloging project since its focus is on exposing humanities and historical collections held in libraries, archives and museums to a greater audience through the creation of web searchable finding aids and catalog records. Our map collection offers a unique perspective on the history of the American Southwest, from Spanish Colonial days to the present. It also has many historic maps of the New World and of North and Central

America. The collection will be of research value to a wide range of scholars beyond the Santa Fe and New Mexico area, who presently have no way to search or access our uncataloged maps.

**6. Do you agree to participate in periodic meetings with other applicants to be held up to twice a year? Yes**

*Note: CLIR will reimburse participant travel for up to two representatives from each funded project.*

## **Technical Plan**

## **(Application ID 805)**

The objective of our map cataloging project is to expose our historic map collection to a wider clientele, and a web-based audience. The inclusion of searchable descriptive information such as subjects, genres, creators, dates and provenance will increase the likelihood that users will discover our collection and find it useful to their research again and again.

The Fray Angélico Chávez History Library follows national standards for the cataloging of its book and manuscript collections, and the processing of its archival collections. All of our original cataloging records are created on OCLC, and all of our library holdings are on WorldCat, and our local online consortium catalog, SALSA. Our EAD finding aids are uploaded to a regional consortium of academic and research libraries, the Rocky Mountain Online Archive. The University of New Mexico exports our MARC records for manuscripts into their system-wide consortium catalog, LIBROS. We do not follow any local practices which would inhibit our materials from inclusion in different platforms or systems. We will continue to follow all national standards, such as MARC21, DACS, EAD, and Dublin Core, for the cataloging, archival description and digitization of our map collection to ensure accessibility across multiple platforms.

Cataloging of the map collection will include several metadata standards for description, discovery, use, administration, and preservation of our maps for both paper and digital surrogates. We will follow the same standards and workflow for the cataloging and archival description of the map collection as we use for the other materials cataloged and processed for our book and manuscript collections. We will continue to follow best practices for digital materials where appropriate, such as the Northeast Document Conservation Center, Handbook for Digital Projects: A Management Tool for Preservation & Access and the Washington State Library, Digital Best Practices website, as we have done with our collection of over 11,000 digitized objects.

### **Interoperability**

Bibliographic records for our project will be in MARC21, created on, or downloaded from WorldCat, a world-wide network of catalog records for all formats of materials. MARC21 is a standard that allows for computers to exchange, use, and interpret bibliographic information, and it is used in most online library catalogs.

Online finding aids for manuscript collections will be created in EAD Document Type Definition (DTD), a standard for encoding archival finding aids using Extensible Markup Language (XML). EAD is a nonproprietary encoding standard for machine-readable finding aids such as inventories, registers, indexes, and other documents created by archives, libraries, museums, and manuscript repositories used to describe their archival collections.

Digitized maps will be uploaded to our digital repository, the New Mexico Digital Collections web site. This site uses CONTENTdm, which runs on multiple platforms and the Windows desktop client can be installed on standard Windows versions. CONTENTdm works with other software such as federated search applications. Import and export capabilities are compatible with legacy, local, regional and national systems.

CONTENTdm supports numerous industry standards including Unicode, Z39.50, Qualified Dublin Core, VRA, XML, JPEG2000 and OAI-PMH.

## **Standards**

Our cataloging records will use the following descriptive metadata standards: Full MARC21 records, AACR2Rev; Dublin Core, and we will follow nationally established Authority control rules and use only nationally recognized controlled vocabularies. We will assign Library of Congress subject headings, and Dewey classification. Discovery metadata will include: LC Subject Headings, LC Genre/Form Headings for cartographic materials, LC Thesaurus for Graphic Materials (TGM), Art and Architecture Thesaurus (AAT), Controlled Vocabularies for Use in Rare Book and Special Collections Cataloging, developed and maintained by the Bibliographic Standards Committee of the Rare Books and Manuscripts Section (ACRL/ALA). Our manuscript archival processing will follow guidelines established by the Society of American Archivists, DACS, Describing Archives : a Content Standard, and the National Archives and Records Administration for the description, storage and preservation of archival materials.

Our online finding aids will adhere to the EAD Document Type Definition (DTD), a standard for encoding archival finding aids using Extensible Markup Language (XML). This standard is maintained in the Network Development and MARC Standards Office of the Library of Congress (LC) in partnership with the Society of American Archivists.

## **Equipment:**

The Fray Angélico Chávez History Library has 3 cataloging workstations which have OCLC Connexion and the local library catalog software. The Library has two CONTENTdm acquisitions stations, which can be used to harvest Dublin Core records (which have already been created for some of the maps) into MARC records on WorldCat. We have 2 Microtek flatbed scanners, the ScanMaker 9800XL, which can be used to digitize smaller maps. Digitization of larger maps and graphics are outsourced to a local vendor.

## **Innovation**

Our aim is to provide multiple avenues for researchers to discover our map collection-- through EAD finding aids, MARC catalog records and digitized collections described in Dublin Core -- all available on the web. We have recently downloaded the Archivists Toolkit 2.0 to facilitate the creation of EAD and MARC records.

We have a large collection of Right of Way maps of various Railroad Companies. These manuscript collections, and the accompanying maps, will have an EAD finding aid on the Rocky Mountain Online Archive. We will create EAD finding aids for the approximately 14 manuscript collections by Railroad Company name. Many of these collections are from small railroad companies operated in New Mexico and the Southwest, as well as larger and more well-known companies such as the Atchison,

Topeka & Santa Fe. These maps show great detail of businesses, landowners, ranches, etc. along each milepost of the railway line, and we will include details regarding the towns, personal names, ranches, businesses, etc. along each milepost of these 14 collections. In this way a searcher would be able to search for and locate information about places and people mentioned on maps via a keyword search of the finding aid. These maps will now be searchable and usable in ways not previously available without the EAD finding aids, which will be searchable on the web.

The WorldCat Digital Collection Gateway provides CONTENTdm users a self-service tool for uploading the metadata to WorldCat which makes our collections more visible and discoverable by end users who search WorldCat.org, as well as Google, and other search engines. The latest upgrade of CONTENTdm includes the capability to harvest a Dublin Core record in CONTENTdm into a MARC record in WorldCat. These new MARC records will also have a URL back to the CONTENTdm site. The Library has begun to use this automatic harvesting of Dublin Core to MARC records. Cataloging staff will benefit from the ability to harvest Dublin Core records into MARC without having to re-type descriptive metadata for each object.

### **Technical Expertise**

- Cataloging experience—Patricia Hewitt, the Principal Investigator has over 27 years of library experience. Her resume is included in the Qualifications section.
- Archival experience – Tomas Jaehn, the Library Director/Curator has over 15 years of archival experience. His resume is included in the Qualifications section. Laura Kohl, a recent MLS graduate, has a concentration in Archival Studies and was an archival intern at the History Library. Her resume is attached in the Qualifications section.
- Digitization experience— Over 11,000 images are digitized on our CONTENTdm site, New Mexico's Digital Collections. Our Photo Archives staff includes three full time positions-- an Imaging Specialist, a Photo Archivist, and a Curator of Photographic Collections. The Library has volunteers who assist with digitization for the New Mexico Centennial Project.
- IT support – the Museum and Library receive IT support from 6 full time IT professionals who provide a full range of services.
- Volunteers and interns – the Library has nearly a dozen long-term volunteers who assist with archival description and processing. We have a graduate student intern who assists with cataloging and processing.

## **Project Plan**

**(Application ID 805)**

**Staffing and training:** The Senior Cataloger will be the Principal Investigator of the grant and will oversee all cataloging work and the Library Curator will finalize EAD finding aids for the project. In January 2012 the Library will hire one full time Project Cataloger and two part time student assistants to work on the Mapas históricos de Nuevo México = Historic New Mexico Maps project. The Project Cataloger, Laura Kohl, a 2010 graduate from the University of Pittsburg MLS program, has both museum and archives experience. Her resume is attached in the Qualifications section. One student assistant, Christine Brown, is a graduate student in the Fine Arts program at the University of New Mexico. She has participated in an internship program with the History Library to catalog Photo Archives materials and is already trained in our cataloging workflow. The other student assistant will be a local college student, most likely from the Museum Studies program at the Institute of American Indian Arts in Santa Fe.

The Project Cataloger and student assistants will all be trained in searching and editing on OCLC's WorldCat database, and the Library's local catalog, SALSA. The Project Cataloger will also be trained in authority control searching, and in copy and original cataloging. The Project Cataloger will participate in several Amigos Library Services online cataloging courses. The new student assistant will be trained to create item records in the local system, and in filing shelf list cards. Both student assistants will participate in Amigos online courses on OCLC searching and editing. Two of our trained cataloging volunteers will also assist with the project as needed.

**Workflow:** Student assistants will begin by pulling maps from cabinets and searching OCLC for records. Any matching records will be saved for review by the Project Cataloger and/or Principal Investigator. The Project Cataloger will perform copy cataloging for matching records. The Principal Investigator will revise copy cataloging records. Once revised these records will be produced on OCLC for a shelf list card and holdings, and records will be exported to the local catalog. These records will then be imported into the local system by the Project Cataloger. Student assistants and volunteers will create item records for these new bibliographic records. Student assistants and volunteers will file the shelf list cards and file the maps back into the map cabinets.

Maps which require original cataloging will be set aside for examination by the Principal Investigator. Once she determines that the map does require original cataloging she will assist the Project Cataloger to perform this task. When the Project Cataloger is fully trained in original cataloging she will perform this duty with only revisions made by the Principal Investigator. Once the project staff is trained the Principal Investigator will contribute to the project by creating original records, revising cataloging, and spot checking filing.

Several of our manuscript collections have maps associated with the materials, such as our Right of Way railroad maps. These manuscript collections, and the accompanying maps, will have an EAD finding aid on the Rocky Mountain Online Archive. Each manuscript collection will have its own MARC record created by the Project Cataloger. She will create a MARC record for the individual maps in these collections using a constant data record to facilitate the workflow. The MARC records for the maps will include a URL back to the Rocky Mountain Online Archive finding aid.

The EAD finding aids will be created by our volunteers and uploaded to the Rocky Mountain Online Archive by the Library Curator.

**Milestones:** Statistics for the cataloging project will be monitored monthly on OCLC's Usage statistics web site, via a unique OCLC logon for the map project. We will catalog 1833 maps at the end of each year of the 3 year period. We will also continue to track our map usage and requests for duplication during the grant period and beyond.

**Deliverables:** MARC records on WorldCat, and in our shared local consortium online catalog, SALSA. EAD finding aids on the Rocky Mountain Online Archive for maps which are part of manuscript collections, such as the Right of Way railroad maps.

**Sustainability:** Cataloging records will be available on WorldCat, and in our shared local consortium catalog beyond the life of the grant. EAD finding aids to the manuscript collections will remain on the Rocky Mountain Online Archive beyond the life of the grant. We will catalog any new map acquisitions with full cataloging records after the grant period. The Library Curator and the Senior Cataloger, the two full time permanent positions at the History Library, and the Museum Administration, will continue to support the Library and its collections, as an integral partner in the Museum, through library exhibits and web pages, and in its role as the central research facility on the history of New Mexico and the greater Southwest. Researchers, students, and the general public will continue to discover and use our map collection for many years to come.

**Promotion of collection:** We will continue to work closely with the Museum's Marketing Director to promote the map collection and our project in multiple ways – with articles in print and web based publications, and with lectures, tours and conference presentations – via the following:

- *El Palacio* magazine, the oldest museum magazine in the country, is a source for current information about the art, history and culture of the Southwest. Published since 1913, El Palacio reflects the work of New Mexico's four state museums in Santa Fe, including the New Mexico History Museum.
- Brown Bags & Brainpower is a monthly lunch lecture series at the Fray Angélico Chávez History Library. Each month we have an average of 75 attendees.
- The New Mexico History Museum has over 65 docents who conduct educational tours. Library staff regularly host the docents for library updates and behind the scenes tours.
- Regular updates will be posted on the Facebook pages and web sites for History Library and the New Mexico History Museum and on H-New Mexico, an e-list network which provides a forum for discussion of the culture and history of New Mexico.
- A new web page will be created on the Museum of New Mexico web site and on the Library's web site which will showcase our maps and the "Mapas históricos de Nuevo México = Historic New Mexico Maps" project.
- The Historical Society of New Mexico, founded in 1859, is the oldest historical society west of the Mississippi River. We will present at their annual New Mexico History Conference in 2012.
- New Mexico History Museum new exhibit featuring our map collection