
CARTOGRAPHIC MATERIALS

Contents

5.0 GENERAL RULES

- 5.0A Preliminary rule
- 5.0A1 Scope
- 5.0B Sources of information
- 5.0C Punctuation
- 5.0D Levels of detail in the description
- 5.0E Language and script of the description
- 5.0F Inaccuracies
- 5.0G Accents and other diacritical marks

5.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- 5.1A Preliminary rule
- 5.1B Title proper
- 5.1C General material designation
- 5.1D Parallel titles
- 5.1E Other title information
- 5.1F Statements of responsibility

5.2 EDITION AREA

- 5.2A Preliminary rule
- 5.2B Edition statement
- 5.2C Statements of responsibility relating to the edition

CARTOGRAPHIC MATERIALS

5.3 MATHEMATICAL DATA AREA

- 5.3A Preliminary rule
- 5.3B Statement of scale
- 5.3C Statement of projection
- 5.3D Statement of coordinates

5.4 DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

- 5.4A Preliminary rule
- 5.4B Date(s) of creation
- 5.4C Place of publication, distribution, etc.
- 5.4D Name of publisher, distributor, etc.
- 5.4E Statement of function of publisher, distributor, etc.
- 5.4F Date of publication, distribution, etc.
- 5.4G Place of manufacture, name of manufacturer, date of manufacture

5.5 PHYSICAL DESCRIPTION AREA

- 5.5A Preliminary rule
- 5.5B Extent of descriptive unit (including specific material designation)
- 5.5C Other physical details
- 5.5D Dimensions
- 5.5E Accompanying material

5.6 PUBLISHER'S SERIES AREA

- 5.6A Preliminary rule
- 5.6B Title proper of publisher's series
- 5.6C Parallel titles of publisher's series
- 5.6D Other title information of publisher's series
- 5.6E Statements of responsibility relating to publisher's series
- 5.6F Numbering within publisher's series

5.7 ARCHIVAL DESCRIPTION AREA

- 5.7A Preliminary rule
- 5.7B Administrative history / Biographical sketch
- 5.7C Custodial history
- 5.7D Scope and content

CARTOGRAPHIC MATERIALS

5.8 NOTE AREA

5.8A	Preliminary rule
5.8B	Notes

5.9 STANDARD NUMBER AREA

5.9A	Preliminary rule
5.9B	Standard number

CARTOGRAPHIC MATERIALS

5.0 GENERAL RULES

5.0A. Preliminary rule

5.0A1. Scope. The rules in this chapter cover the description of published and unpublished cartographic materials which constitute a fonds or a part thereof as instructed in 1.0A1. Cartographic materials are any documents that represent the whole or part of the earth or any celestial body, normally to scale. Included are two- and three-dimensional maps and plans; aeronautical, navigational, and celestial charts; globes; block diagrams; sections; remote sensing images (e.g., aerial photographs with a cartographic purpose); atlases; and map views.¹

For records falling within the scope of other chapters but presenting cartographic information (e.g., geomatic data sets), consult the rules in this chapter in conjunction with those of the chapter appropriate to the records.

For multilevel description of cartographic materials, see also chapter 1. For multiple media fonds, see chapter 2.

(CM 0A)

5.0B. Sources of information

5.0B1. Chief source of information. The chief sources of information for cartographic materials are as follows²:

1. for a fonds, all of the material in the fonds;
2. for a series, all of the material in the series;
3. for a file, all the material in the file, including the container, and any label(s) or tag(s) used by the creator to identify the file;
4. for an item, prefer in this order,
 - (a) the item itself; all the parts including a title sheet or cover;
 - (b) the container or case, the cradle and stand of a globe, etc.;
 - (c) in the case of an atlas³, the title page, or if there is no title page, the source from within the atlas used as a substitute for it.

¹ Additional rules and application guidelines pertinent to the description of cartographic materials within fonds, particularly at the item level of description, are found in *Cartographic Materials: A Manual of Interpretation for AACR2*. Hugo Stibbe, Vivien Cartmell and Velma Parker, editors (Ottawa: Canadian Library Association, 1982). When a rule in this chapter is supported in Cartographic Materials by particularly useful information, a footnote reference is provided in the form: *CM*, [*CM* rule number].

² For all levels of description other than the item (fonds, series, file) the chief source of information for a sub-division is the same as the chief source for that level.

³ Further guidance for the chief source of information for atlases is provided in *CM*, 0B.

CARTOGRAPHIC MATERIALS

5.0B2. Prescribed sources of information.⁴ The prescribed source(s) of information for each area of description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets, unless otherwise instructed in specific rules.

AREA	PRESCRIBED SOURCES OF INFORMATION	
	<i>Fonds, Series, File Levels</i>	<i>Item Level</i>
Title and statement of responsibility	Chief source of information	Chief source of information
Edition	Chief source of information	Chief source of information and accompanying material
Mathematical data	Chief source of information	Chief source of information and accompanying material
Date(s) of creation, including publication, distribution, etc.	Chief source of information	Chief source of information and accompanying material
Physical description	Any source	Any source
Publisher's series	Any source	Any source
Archival description	Any source	Any source
Note(s)	Any source	Any source
Standard number	Any source	Any source

5.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

5.0D. Levels of detail in the description

See 1.0D.

For the first level of detail for the fonds, series and file levels include only the scale in the mathematical data area.

⁴ Guidance for the prescribed sources of information of atlases is provided in *CM, 0B*.

CARTOGRAPHIC MATERIALS

Title proper / first statement of responsibility⁵. – Edition statement. – Scale.
– Dates(s) of creation, or first place of publication, distribution, etc., : name of first publisher, distributor, etc., date(s) of publication, distribution, etc. –
Extent of descriptive unit. – (Title proper of series ; numbering within series).
– Custodial history. – Scope and content. – Note(s). – Standard number.

At the first and second level of detail, when describing a published cartographic series or file as an item, include the elements prescribed in 1.0D3, if appropriate.

5.0E. Language and script of the description

Follow the instructions in 1.0E1. Give mathematical data in the language and script of the institution providing the description; an original statement of scale, projection, etc., may be transcribed in a note (5.8B9).

(CM 0E, *Application*)

5.0F. Inaccuracies

See 1.0F.

Charlottetown [sic] station

Trace no. 2 from Slater's nth [i.e. north] shore of Lake Huron : base, meridian & range series

5.0G. Accents and other diacritical marks

See 1.0G.

⁵ If the statements of responsibility are arranged decoratively, choose the statement which is given the greatest prominence by layout or typography.

CARTOGRAPHIC MATERIALS

5.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 5.1A. Preliminary rule
- 5.1B. Title proper
- 5.1C. General material designation
- 5.1D. Parallel titles
- 5.1E. Other title information
- 5.1F. Statements of responsibility

5.1A. Preliminary rule

5.1A1. Scope.

See 1.1A1.

5.1A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Enclose the general material designation in square brackets.

Separate general material designation terms with a comma.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

(CM 1A1)

5.1B. Title proper

5.1B1. Formal title proper. At all levels of description, transcribe a formal title proper as instructed in 1.1B1.⁶

(CM 1B1a)

Interim forest cover series

District of Campbell River legal maps

Vancouver Water District

⁶ The transcription of formal titles proper for early cartographic items is addressed in *CM*, 1B. In cases where the identification of the formal title proper is problematic, guidance is provided in the following rules in *Cartographic Materials*. For scattered title, refer to *CM*, 1B8 for a table on the order of preference. For guidance on choosing a formal title proper among multiple titles, consult the table in *CM*, 1B8. For transcribing a formal title proper for a work which is a section or part of another work, see *CM*, 1B9. For items containing separately titled works but with no collective title see *CM*, 1G.

CARTOGRAPHIC MATERIALS

(Name of administrative unit)

Petroleum and natural gas location maps

Forest Branch atlas

Plan d'ingénierie et d'arpentage dans la ville de Westmount et de la municipalité de Montréal

Return of survey of timber license

Coville R'd to Blueshank R'd

Le Canada, ou, Nouvelle-France, &c.

Land Utilization Research and Survey
(Name of administrative unit)

Canadian Pacific Railway

(CM 1B16)

If the formal title proper includes a statement of the scale, give that statement, transcribed exactly as to punctuation and spacing, as part of the transcription.

(CM 1B10)

1:100 000 manuscripts

(Title of a series of topographic maps)

Give the source of the formal title proper in a note (see 5.8B3) if there is more than one title in the chief source of information or, in the case of an atlas, if the formal title proper is taken from a title page substitute (see 5.0B1 4c).

(CM 0B7, *Application*)

Road map of Quebec and the Maritime Provinces

Note: Panel title of recto. Panel title of verso: Road map of Maritime Provinces and Quebec

5.1B1a. Abridging a long formal title proper. Follow the instructions in 1.1B1d.

Plan of the River Ottawa from the mouth of the River Mattawan to Point Fortune ... exhibiting the line boundary between Upper and Lower Canada ...

If the dedication⁷ forms an integral part of the formal title proper and precedes the formal title proper (in part or in whole), do not omit the first five words of the dedication.

⁷ Additional guidance for the transcription of dedications, and of letters and symbols used to indicate a trademark, patent or copyright, is provided in *CM*, 1B1A.

CARTOGRAPHIC MATERIALS

(CM 1B4, *Application*)

To the Right Honourable John, Lord Sommers ... this map of North America, according to the newest and most exact observations is most humbly dedicated / by ... Herman Moll

5.1B1b. If a letter or word appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter or word without the use of square brackets.

(CM 1B5)

Groundwater hotspots = Hotspots des eaux souterraines
(*Source of information reads: Groundwater hotspots des eaux souterraines*)

5.1B1c. If the unit being described bears both a common or collective title and the titles of individual works, give the common or collective title as the formal title proper as instructed in 1.1B1. For titles of the individual works see Scope and content (5.7D).

(CM 1B11)

Plans exhibiting the obstructions to the navigation to the River Saint John and the several proposed works for their amelioration
(*Collective title for 3 maps on 3 sheets*)

5.1B1d. Use of sheet designations in multilevel descriptions. At the item level, when recording the formal title proper of an individual sheet in a contiguous area map series (e.g., a topographic map series), precede the title with any sheet number or other designation which has been assigned to the item by the creator, appears on the item, and serves as a significant identifier. Follow the sheet designation with colon, space.

(CM 0C1; CM 13F, *Application*; CM Appendix E.4B1)

31 G/5: Ottawa

5.1B2. Supplied title proper.⁸ At all levels of description, compose a brief descriptive title as instructed in 1.1B2-1.1B4.

⁸ For guidance on the formulation of supplied titles proper for publisher's series which form part of a fonds, see *CM*, 1B7, application and appendices D and E.

CARTOGRAPHIC MATERIALS

5.1B3. Supplied title proper for a fonds. When describing the fonds as a whole, supply a title proper as instructed in 1.1B3.

Gerald Murray Downton fonds

Ralph Sydney fonds

James Murray fonds

Charles Booth fonds

Franco-Canadian Trust Company fonds

5.1B4. Supplied title proper for parts of a fonds (e.g., series, file, item). When describing a part of a fonds (e.g., a series, file, or item) which lacks a formal title proper, compose a brief descriptive title as instructed in 1.1B4.⁹

Water Rights Branch reference maps
(*Name element for a series that forms part of the Water Management Branch fonds*)

Survey maps by F.C. Swannell
(*Series forms part of the A.F. Buckham fonds*)

Optionally, if the name(s) of the person(s), family(ies), or corporate body(ies) predominantly responsible for the form and the intellectual or artistic content of the unit being described is lengthy (e.g., a lengthy corporate body name), difficult to ascertain, or considered unnecessary to the composition of the title, do not include the name(s) as part of the supplied title proper. In such cases, follow the instructions in 1.1B4b and in the following in the constructing a title proper.

Trapline maps

Forest inventory atlases

Plans de paroisse

Where appropriate, include as part of the title a word or brief phrase indicating the geographic area and/or the main subject content (e.g., cadastral, election boundaries, land tenure) of the unit being described.

Peace River area

⁹ For additional guidance regarding elements of information in the supplied title proper, see the table of elements in *CM*, 1B7, application 2.

CARTOGRAPHIC MATERIALS

Bird's-eye view of the Creston District reclamation scheme

Composite map of central and southern Vancouver Island, 1975

Chart of Victoria Harbour showing soundings

Geological sketch maps of River aux Sables region, Ontario

Sketch map of part of Montreal River system, Temiskaming District, Ontario

Saltspring Island cadastral map

Land use and cover maps of the Fraser River Basin

Canada, aeronautical chart, 1:500 000

Reclamation plans, overlays and air photographs

Preliminary geological maps and other material

Cartes cadastrales et autres documents

Resource inventory maps

Scope and content: Subseries consists of maps documenting Western Forest Industries' holdings: cadastral maps, forest cover maps, survey maps, timber cruises, logging maps, and road and railway maps

5.1C. Optional addition. General material designation

5.1C1. At all levels of description, give immediately following the title proper the appropriate general material designation *cartographic material* as instructed in 1.1C.¹⁰
(CM 1C1)

Agricultural land reserve plans [cartographic material]

5.1D. Parallel titles

5.1D1. At all levels of description, transcribe parallel titles as instructed in 1.1D.¹¹
(CM 1D1)

¹⁰ Further guidance on the placement of the GMD is provided in *CM*, 1C.

¹¹ For further guidance on recording parallel titles at various levels of detail of description, see also *CM*, 1D.

CARTOGRAPHIC MATERIALS

Climatic maps [GMD] = Cartes climatologiques

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Road map of Switzerland = Carte stradale della Svizzera

5.1E. Other title information

5.1E1. At the series, file or item level of description, transcribe other title information as instructed in 1.1E.

Juan de Fuca Ridge atlas [GMD] : SeaMARC II acoustic imagery

Regional roads policy [GMD] : municipal arterial network

Joint maps of the international boundary between the United States and Canada from the source of the St. Croix River to the Atlantic Ocean [GMD] : to accompany the Commissioner's joint report

Plan of grounds, Government House, Victoria, B.C. : [1871]. – Traced in 1919

Chemainus : [19–]. – Photoreproduced 20 Nov. 1972

5.1E2. If neither the formal title proper nor the other title information indicates the geographic area covered by the unit being described and/or the main subject content (e.g., geological, land use, forest cover) of the unit, supply, as other title information, a word or brief phrase indicating the area and/or the subject, if readily ascertainable and appropriate.

(CM 1E6 mod.)

Tunnel sous la rue Notre-Dame [GMD] : [Montréal]

129 [GMD] : [township, Algoma District, Ontario]

Burnt areas [GMD] : [southern Quebec]

Northwestern British Columbia [GMD] : [planimetric map]

CARTOGRAPHIC MATERIALS

5.1F. Statement of responsibility¹²

Apply these rules at the item level. At the series and file levels, for material published and issued as a unit, use these rules only when the statement of responsibility applies to all the items in the unit being described.

5.1F1. Transcribe explicit statements of responsibility appearing in the unit being described bearing a formal title proper as instructed in 1.1F.

(CM 1F1)

The Municipality of Point Grey [GMD] / Municipal Engineer's Office

Route between Lake Keepawa & Grand Lake [GMD] : [Quebec] / traced from survey by H. O'Sullivan [by] R.W. Brock

Malaspina Peninsula land management atlas [GMD] / prepared by the Land Management Branch, Victoria, B.C.

Sketch of part of Christies Bay [GMD] : [Great Slave Lake] / by F.E. Simonds for R. Bell

The provincial forests of British Columbia [GMD] / compiled by F.D. Mulholland & R.F.L. Sheldon-Williams

Carte 1992, réseau STRSM [GMD] / publiée par la Société des transports de la rive sud de Montréal

Survey of North American cultures scratch atlas [GMD] / compiled for their own use by a consortium of geographers, folklorists, anthropologists & historians for a proposed Atlas of North American cultures ; editor: M.B. Newton, Jr.

5.1F2. If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or bodies as instructed in 1.1F5. If one of the names is distinguished by placement relative to the others or by typography, record that name and omit the remainder. Record the others in a note if considered necessary (see 5.8B7).

(CM 1F5, *Application*)

¹² The statement of responsibility relates to persons or corporate bodies who have contributed to the intellectual or artistic content of the unit being described (e.g., author, cartographer, compiler, engraver, governmental mapping agency, illuminator, reviser, scientific editor, etc.) Terms and phrases indicative of responsibility are listed in *CM*, 1F1, application and 1F12, application.

CARTOGRAPHIC MATERIALS

Interim mineral inventory-land use map of the Purcell Mountain area [GMD] / mineral potential interpretation by W.D. McCartney ... [et al.]

5.1F3. If there is more than one statement of responsibility, give the names as instructed in 1.1F6.

Ville de Hull / publié par le Service des communications et le Bureau des Congrès de la ville de Hull ; conception visuelle et illustration Henri-Julien D'Amours ; réalisation cartographique et montage cartographique, A.L. Enregistré

Plan of Moose River in the neighbourhood of Moose Factory [GMD] / surveyed by Robert Bell ; drawn by A.S. Cochran

Optionally, if there are four or more statements of responsibility, record only the names of persons or bodies judged by their function to have made the most significant contribution. If this is not possible to determine, record only the first three names, or record only those names given prominence by layout or typography. Record the others in a note if considered necessary (see 5.8B7).

(CM 1F6, *Application*)

5.2. EDITION AREA

Contents:

- 5.2A. Preliminary rule
- 5.2B. Edition statement
- 5.2C. Statements of responsibility relating to the edition

5.2A. Preliminary rule

5.2A1. Scope. Use this area to record statements relating to versions, editions or states of cartographic materials.¹³ Above the item level, use this area only when all of the items are of the same edition or state.

5.2A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

¹³ Guidance for recording edition statements, including early cartographic materials, serials, named revisions of editions, and parallel edition statements, is provided in *CM*, 2B.

CARTOGRAPHIC MATERIALS

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

(CM 2A1)

5.2B. Edition statement

5.2B1. Give an edition statement as instructed in 1.2B.

(CM 2B1)

Give the source of the edition statement in a note (see 5.8B8) if it is different from the source of the title proper.

Rev. to 1st June, 1914

New ed., rev.

Prelim. ed. not geologically col., 1877

Repr. with corr.

Advance copy

5.2B2. *Optional addition.* If the unit being described lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

(CM 2B4)

[1st state, rev.]

[2nd state]

5.2B3. Transcribe an edition statement appearing in accompanying material only if it also refers to the unit being described. In case of doubt, do not record such as an edition statement.

5.2C. Statements of responsibility relating to the edition

5.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of the unit being described as instructed in 1.2C.

(CM 2C1)

CARTOGRAPHIC MATERIALS

Advance copy to Lieut. R. Hind ... for corrections / F.V. Longstaff, 4.3.47

2nd status ed. / compiled and produced by the Map Production Division,
Surveys and Mapping Branch, Ministry of the Environment, Victoria, B.C.,
1976

5.3. MATHEMATICAL DATA AREA

(CM 3)

Contents:

- 5.3A. Preliminary rule
- 5.3B. Statement of scale
- 5.3C. Statement of projection
- 5.3D. Statement of coordinates

5.3A. Preliminary rule

5.3A1. Scope. Apply these rules, at all levels of description, to all cartographic materials regardless of form or format (e.g., paper, computer data, microform).

5.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are given, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

(CM 3A1)

5.3A3. Use English words and abbreviations in this area.

(CM 3A2)

5.3A4. This area is repeatable.

Scale 1:50 000 (W 95°10'–W 94°18'/N 50°30'–N 49°45'). - Scale 1:50 000
(W 93°30'–W 92°30'/N 50°00'–N 49°45')

Scale 1:250 000 (W 80°–W 78°/N 47°–N 46°). - Scale 1:50 000 (W 80°
00'–W 78°30'/N 46°45'–N 46°00')

CARTOGRAPHIC MATERIALS

5.3B. Statement of scale

(CM 3B)

5.3B1. Give the scale¹⁴ of the unit being described¹⁵ (except as noted below) as a representative fraction (RF) expressed as a ratio (1:). Precede the ratio by *Scale*. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale 1:1 900 800

Scale 1:10 000

Scale ca. 1:25 000
(*Ca. appears with the RF on the map*)

If a scale statement (i.e., verbal) found in the prescribed sources of information is not expressed as a representative fraction, give it as a representative fraction in square brackets.

Scale [1:2 400]
(*Scale statement is 200 ft. to 1 in.*)

Scale [1:253 440]
(*Verbal statement reads: One inch to four miles*)

If a representative fraction or other scale statement is found in a source other than the prescribed sources of information, give the scale as a representative fraction in square brackets.

Scale [1:63 360]

If no scale statement is found in the prescribed sources of information or other sources of information, compute¹⁶ a representative fraction from a bar graph or a grid or by comparison with a map of known scale, and give it in square brackets preceded by *ca.*

Scale [ca. 1:250 000]

If no scale can be determined by any of the above means, give *Scale indeterminate*.
(CM 3B1a-e)

5.3B2. Optional addition. Give additional scale information that is found on the unit being described, and applies to the whole unit (such as a statement of comparative measures

¹⁴ Record scale(s) of main map(s) only, excluding scales for ancillary and inset maps.

¹⁵ Guidance for recording the scale for atlases is provided in *CM*, 3B1a.

¹⁶ Guidance on computing scales is provided in *CM*, appendix B.

CARTOGRAPHIC MATERIALS

or limitation of the scale to a particular latitude). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Quote the additional scale information if:

- a) the statement presents unusual information that cannot be verified by the person describing the unit
- or b) a direct quotation is more precise than a statement in conventional form

Scale 1:71 723 000. 1 in. equals 1132 statute miles
(Verbal scale = 1:71 723 520)

- or c) the statement on the unit being described is in error or contains errors. (CM 3B2)

Scale [ca. 1:12 700] not "10 chains = 1 in."

5.3B3. If the unit being described has two scales, give both. Give the scales in the order of predominance. If this does not apply, give the larger scale first.

(CM 3B4)

Scales 1:50 000 and 1:20 000
(For a series containing maps at two scales)

Scales [ca. 1:6 000] and [ca. 1:12 000]
(8 profiles on 3 sheets)

5.3B4. If the unit being described has three or more scales, and one or two scales clearly predominate, give the predominating scale(s). Make a note (see 5.8B9) specifying that only predominant scales have been recorded. If no scale(s) predominate, give *Scales differ*. Scales not recorded here may be given in a note (see 5.8B9) or in the Scope and content (see 5.7D).

(CM 3B5)

5.3B5. Give a statement of scale for celestial charts, maps of imaginary places, views (bird's-eye views or map views), and maps with nonlinear scales only if the information appears on the unit being described. If the unit being described is not drawn to scale, give *Not drawn to scale*.

(CM 3B7)

Scale 1' per 2 cm

Scale 88 mm per 1°

CARTOGRAPHIC MATERIALS

5.3B6. In describing a relief model, profile or other three-dimensional item or three-dimensional representation, give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

(CM 3B8)

Scale [1:633 600]. Vertical scale [1:60 000]

Scale 1:10 000. Vertical scale 1:1 000

Scale 1:250 000. Vertical scale 1:125 000. Vertical exaggeration 2:1

5.3B7. If the unit being described consists of data on computer file(s), follow the preceding rules and precede the ratio by *Input scale*.

Input scale 1:1 000 000

Input scale [ca. 1:500 000]

If the unit being described is composed of unconnected geographic coordinate data (e.g., point data with specific longitude and latitude referencing) then give *Scale not applicable* (e.g., the coordinates of a number of floating buoys obtained by satellite positioning).

5.3C. Statement of projection

(CM 3C)

5.3C1. Give the statement of projection if it is found on the prescribed source(s) of information. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

(CM 3C1)

; polyconic proj.

; Lambert's azimuthal equal area proj.

; universal transverse Mercator proj.

; proj. transverse de Mercator

5.3C2. If all the maps (except ancillary, inset, index, reference, etc., maps) in the unit being described are drawn on the same projection, give the projection as instructed in 5.3C1.

CARTOGRAPHIC MATERIALS

If all the maps in the unit being described are drawn on either of two projections, both projections may be recorded, if desired, connected by *and*. This rule also applies to a single map drawn using two projections.

; Lambert conformal conic proj., standard parallels 49°N and 77°N and modified polyconic south of latitude 80°

If more than two projections are used, do not include a statement of projection. If considered important, they may be recorded in a note (see 5.8B9).

(CM 3C1, *Appendix 2*)

5.3C3. *Optional addition.* Give phrases associated with the projection statement found in the source of information that concern, for example, meridians, and/or parallels, but not ellipsoids. Give information on ellipsoids in a note (see 5.8B9).

(CM 3C2)

5.3D. *Optional addition.* Statement of coordinates¹⁷

At the fonds, series or file levels, record coordinates for the maximum coverage provided by the materials in the unit, as long as they are reasonably contiguous.

(W 141°–W 52°/N 90°–N 42°)

(CM 3C2)

5.3D1. At all levels of description, give coordinates in the following order:

westernmost extent of area covered (longitude)
easternmost extent of area covered (longitude)
northernmost extent of area covered (latitude)
southernmost extent of area covered (latitude)

(CM 3D1a)

Express the coordinates in degrees (°), minutes ('), and seconds (") of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of latitude and longitude by a diagonal slash neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash.

(CM 3D1b)

(E 123°49'–W 122°45'/N 50°00'–N 49°15')

¹⁷ Institutions will need to develop policies for the application of this rule at aggregate levels (for example, for a file or series of maps (not necessarily with contiguous coverage) of a city, record only point coordinates for the city). Some guidelines for this, as well as more general guidance for recording terrestrial coordinates is given in *CM, 3D*; rules for recording celestial coordinates and equinox are in *CM, 3D2*.

CARTOGRAPHIC MATERIALS

(W 137°–W 61°/N 84°–N 60°)

(W 180°–E 180°/N 90°–S 90°)
(*World map regardless of how centred*)

(W 79°40'57"–W 79°24'48"/N 46°05'36"–N 45°54'15")

(W 120°00'00"–W 112°46'45"/N 53°42'57"–N 53°30'37")

Do not enclose supplied coordinates in square brackets.

For very large scale maps, only one set of coordinates for the centre need be recorded.

(W 117°25'/N 56°10')

Optionally, give other meridians (prime, local or source) found on the unit being described in the note area (see 5.8B9).

(CM 3D1c)

5.4. DATE(S) OF CREATION, INCLUDING PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 5.4A. Preliminary rule
- 5.4B. Date(s) of creation
- 5.4C. Place of publication, distribution, etc.
- 5.4D. Name of publisher, distributor, etc.
- 5.4E. Statement of function of publisher, distributor, etc.
- 5.4F. Date of publication, distribution, etc.
- 5.4G. Place of manufacture, name of manufacturer, date of manufacture

5.4A. Preliminary rule

(CM 4A)

5.4A1. Scope. See 1.4A1.

At the series and file levels, record *only* the date(s) of creation if all the material in the unit being described is unpublished, or if there is a mix of published and unpublished material, or if all the material is published but not published as a series or set. If all the material in the unit being described belongs to the same published series or set, record the information about the place, name, and date(s) of publishing, distributing or releasing, etc., activities.

CARTOGRAPHIC MATERIALS

5.4A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

(CM 4A1)

5.4A3. In presenting information in the dates of creation including publication, distribution, etc., area, follow the instructions set out in 1.4A3-1.4A4 and the following rules.

5.4A4. When more than one place, name, or date is recorded in this area, give them in the order that is appropriate to the unit being described. See *also* 1.4C5 and 1.4D5.

(CM 4B3)

5.4A5. When describing a published reproduction follow the rules in 5.4C-5.4G and 1.4C-1.4G. For an unpublished reproduction see 1.4B3.

5.4A6. If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., give the publication details of the later publication in this area. Give the publication details of the original in a note (see 5.8B10) if they can be ascertained readily.

(CM 4B6)

5.4A7. If the unit being described is known to have fictitious publication, distribution, etc., details, give them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known.

(CM 4B7)

5.4B. Date(s) of creation

5.4B1. At all levels of description, give the date(s) of creation of the unit being described as instructed in 1.4B. For cartographic items that are published, distributed, etc., see rules 1.4C-1.4G.

CARTOGRAPHIC MATERIALS

(CM 4F9)

1667

1927

1923 July 19

1915-1941

Photocopied 1921 Nov. 29

1911-1991

Note: Record copies of superseded Surveys and Resource Mapping Branch maps are transferred on a regular basis

Traced 1919

[ca. 1840]

[1861 or 1862]

[ca. 1920]-1978

1909-[1968?]

[ca. 1890-1981?]

[between 1969 and 1972]

5.4C. Place of publication, distribution, etc.

(CM 4C)

5.4C1. Transcribe a place of publication, distribution, etc., of the unit being described¹⁸ as instructed in 1.4C.

London (108 Gloucester Ave., London, NW1 8HX)
In Venetia

London (53 Fleet St.)

Coloniae Agrippinae [Köln]

¹⁸ Guidance for the transcription of place of publication for early cartographic materials is provided in *CM*, 4C8-4C11.

CARTOGRAPHIC MATERIALS

Arnhemii [Netherlands]

San Fransisco, Cal.

Vernon, B.C.

5.4D. Name of publisher, distributor, etc.¹⁹

(CM 4D)

5.4D1. Give the name of the publisher, distributor, etc., of the unit being described as instructed in 1.4D.

Amsterdam : Published by Theatrum Orbis Terrarum Ltd. for the World Pub. Co., Cleveland and New York

Venetiis : Per Iacobum Penitum de Lleucho

[Strasbourg] : Ioannes Scotus, Argentorati literis exc[a]epit

Luduni [Lyon] : Ex officina Melchioris et Gasparis Trechsel Fratrum

À Anvers : De l'Imprimerie de Christofe Plantin, pour Philippe Galle

London : Printed by T. Cotes for Michael Sparke and Samuel Cartwright

À Paris : Chez Lattré : Chez Jean Thomas

London : Printed for William Innys [and 17 others]

[Vancouver] : GVRD Planning Dept.

New Westminster, [B.C.] : Lithographed at the Royal Engineering Camp

London : J. Arrowsmith

London : George Philip & Son

[Ottawa] : Telegraph and Signal Service, Dept. of Public Works

[S.l. : s.n.]

¹⁹ Guidance on terms used to indicate publishing, manufacturing, issuing or printing functions are given in *CM*, 4D.

CARTOGRAPHIC MATERIALS

5.4D2. When describing cartographic materials published in more than one physical part when the publisher, etc., or the name of the publisher, etc., changes in the course of publication, see 1.4D5. Publishers other than the first may be recorded in a note (see 5.8B10).²⁰

(CM 4B8)

Alternatively, give the places and names of all the publishers.

New York : J.H. Colton & Co. ; Portland, Me. : C.C. Hall

5.4E. Optional addition. Statement of function of publisher, distributor, etc.

(CM 4E)

5.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

... ; London [Ont.] : Western News Co. [distributor]

5.4F. Date of publication, distribution, etc.

(CM 4F)

5.4F1. Give the date²¹ of publication, distribution, etc., of the unit being described as instructed in 1.4F.

, 1777 [i.e. 1792]

, [ca. 1718]

, 1967-1968

, 1787-[1788]

, [ca. 1921-ca. 1931]

5.4F2. If the publication and distribution dates are the same, give the date after the last named distributor, publisher, etc.

(CM 4F4)

²⁰ Guidance for cartographic materials published on a cooperative basis is given in *CM*, E.1B4.

²¹ Guidance for recording the date of publication is provided in *CM*, 4F1 and for early cartographic materials in 4F10.

CARTOGRAPHIC MATERIALS

5.4G. Place of manufacture, name of manufacturer, date of manufacture (CM 4FG)

5.4G1. Give the place of manufacture, name of manufacturer, and/or date of manufacture of the unit being described as instructed in 1.4G.

In Venetia : Per Gioa[n] Baptista Pedrezano, 1548 (Stampato per Nicolo Bascarini)

Ottawa : Dominion Lands Office, Dept. of Interior, 1881 (Montreal : Burland Lithographic Co.)

Québec : Département des terres et forêts, 1906 (Montréal : F.H. Denison Lith.)

Montreal : [s.n.], 1881 (G. Mitton, Printer)

5.5. PHYSICAL DESCRIPTION AREA (CM 5)

Contents:

- 5.5A. Preliminary rule
- 5.5B. Extent of descriptive unit (including specific material designation)
- 5.5C. Other physical details
- 5.5D. Dimensions
- 5.5E. Accompanying material

5.5A. Preliminary rule

5.5A1. Scope

See 1.5A1.

(CM 5A)

5.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede each occurrence of this area by a full stop, space, dash, space.²²

Precede other physical details by a colon.

Separate each part of the description of other physical details by a comma, conjunction, or preposition.

²² This punctuation is repeated for each physical description.

CARTOGRAPHIC MATERIALS

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

5.5A3. In presenting information in the physical description area, follow the instructions set out in 1.5A3-1.5A5.

5.5A4. If a cartographic unit falls within the scope of another chapter (e.g., microforms), give the physical details prescribed in this chapter in the Scope and content (see 5.7D), or in a note (see 5.8B11), as appropriate.

5.5B. Extent of descriptive unit (including specific material designation)

5.5B1. At all levels of description, record the extent of the unit being described by giving the number of the physical units in arabic numerals followed by the specific material designation. A selective list of specific material designations is given below.²³

atlas
diagram
globe
map
model
profile
remote-sensing image
section
view

(CM5B1a, *Application*)

829 maps

5 atlases

11 remote-sensing images

If the parts of the unit being described are very numerous and the exact number cannot be readily ascertained, give an approximate number.

(CM 5B1b)

ca. 3,000 maps

²³ Guidance for recording the extent and specific material designation for atlases is provided in *CM*, 5B4-5B26 and for manuscript atlases in *CM*, 5B29. Also, guidance is provided in *CM*, 5B26 for a cartographic unit containing, or consisting of, tactile data.

CARTOGRAPHIC MATERIALS

ca. 24,000 maps

ca. 9,200 maps

Optionally, if it is impracticable to produce a count for each specific material designation (e.g., the unit consists of numerous maps, profiles, sections, etc.), give the total number followed by *cartographic items*.

ca. 1,500 cartographic items

Optionally, i) record the number of containers, rolls, or remote sensing reels, etc. (if desirable, give the dimensions of the containers, rolls, or remote sensing reels at 5.5D1).

1,625 remote-sensing reels

1,283 boxes

1,270 rolls

or, ii) record the linear or cubic measurement followed by the phrase *of cartographic material*. If the general material designation is used (see 5.1C), omit the phrase *of cartographic material*.

0.7 m³ of cartographic material

1.3 m of cartographic material

Optional addition. If a further measure of extent is required, add such information (e.g., boxes, frames, item contents) in parentheses after the term of measurement.

1,625 remote-sensing reels (ca. 325,000 fr.)

1,270 rolls (ca. 6,000 maps)

0.7 m³ of cartographic material (71 maps)

1.3 m of cartographic material (ca. 120 maps)

8 boxes (675 maps)

40 boxes (85 maps)

1,283 boxes (ca. 14,000 maps)

3,000 remote-sensing images (3.5 m)

CARTOGRAPHIC MATERIALS

5.5B2. When the unit being described contains parts that fall into three or fewer special classes of material, give the physical extent, including the specific material designation, for each special class of material.

12 maps. – 2 remote-sensing images

2 maps. – 2 profiles. – 1 section

19 maps. – 2 remote-sensing images

Optional addition. If more detail is desired, give a separate and complete physical description for each special class of material.

19 maps : some mss., most col. ; 56 x 82 cm or smaller, on sheets 71 x 93 cm or smaller

2 remote-sensing images ; 17 x 22 cm

5.5B3. When the unit being described contains parts that fall into more than three special classes of material, give the physical extent and the specific material designation of the most predominant followed by the phrase *and other cartographic material* and describe the remaining material in a note (see 5.8B11). Omit other physical details and dimensions in this area.

Optional addition. If more detail is appropriate, give a separate and complete physical description for each special class of material.

5.5B4. Accruals. For cartographic material described at an aggregate level of description, e.g., an open fonds or series, give the extent including the specific material designation as instructed in 1.5B4.²⁴

158 maps

Note: Further accruals are expected

maps

Note: Since 1964, ca. 50 maps have been transferred to the archives on an annual basis

²⁴ Combine all notes created in conjunction with 1.4B4 and 1.5B4 in one note (see 1.8B19).

CARTOGRAPHIC MATERIALS

5.5B5. Multiple maps, etc.²⁵, on one or more sheets. If a map, or other two-dimensional cartographic item is drawn/printed in two or more segments on one sheet (same side or recto and verso) designed to fit together to form one map, etc., describe it as follows:

(CM 5B2a)

1 map

(One map printed in 3 segments on the recto of one sheet)

1 map : both sides

(One map with 1 segment on the recto and 1 segment on the verso)

If there is more than one map, etc., on a sheet, give the number of complete maps, etc., and the number of sheets.

(CM 5B2b)

4 maps on 1 sheet

10 sections on 1 sheet

If maps, etc., are on two or more sheets but so designed that they could be fitted together to form one or more maps, etc., give the number of completed maps, etc., followed by the number of sheets.

(CM 5B2a, 5B2b)

1 map on 2 sheets

13 maps on 7 sheets

If the unit being described consists of a number of sheets each of which has the characteristics of a complete map (e.g., a contiguous area map series), give the extent as instructed in 5.5B1.

(CM 5B2c)

136 maps

5.5B6. Overlays. If the unit being described is comprised of base map(s) with overlays, or consists only of overlays, give the total number of maps preceding the specific material designation. Give the number of base maps and the number of overlays, enclosed in parentheses, following the specific material designation. This rule is *optional* above the item level of description.

7 maps (7 bases, 12 overlays)

1 map (6 overlays)

²⁵ Maps refers to two-dimensional cartographic materials such as map, profile, sections and views.

CARTOGRAPHIC MATERIALS

(The six overlays together constitute the map, there is no base map as such)

5.5C. Other physical details

(CM 5C)

5.5C1. If appropriate, at all levels of description, give the following details, as appropriate, and if readily ascertainable, in the order set out here:

layout on recto and verso
method of production or reproduction
medium
illustration and number of maps in an atlas
colour
material
mounting

1 map on 2 sheets : col., mounted on cardboard

1 map : ms., col., linen

3 maps : photocopies, hand col.

If more detail is required, give it in the Scope and content (5.7D) or in a note (see 5.8B11).

1,500 items : most mss., some photocopies, some col.

Note: Includes blueprints, diazo prints and lithographs and mss. items in pencil and/or ink, on linen, paper or mylar.

If required, at the fonds, series or file level, combine the above details to avoid ambiguity, in the order which makes the most sense.

5.5C2. Layout. Give the layout of the map(s), etc., on the recto and/or the verso of the sheet(s) using *both sides*, or *back-to-back* as appropriate. Apply this rule only when all the items in the unit being described have the same layout.

maps : both sides, col.

2 maps on 1 sheet : back-to-back

CARTOGRAPHIC MATERIALS

5.5C3. Production.²⁶ Give the method of production (other than printing) or reproduction, if considered significant. For manuscript cartographic materials use *ms.* or *mss.* as appropriate. For photomechanical reproductions either use a general term (e.g., *photocopy*), or give the generic name of the process (e.g., *blueprint*, *diazo*, *white print*).

1 map : *ms.*

354 maps : some *mss.*, some blueprints

For maps, etc., plotted directly by a computer, use *computer printout*.

1 map : computer printout

For remote-sensing images on a photographic base, or for microforms, indicate if the unit being described is a negative.

1,625 remote-sensing reels (ca. 325,000 fr.) : negative

3,000 remote-sensing images : glass negatives

If the unit has been annotated, use *annotations*, if desired.

1 map : blueprint, *ms.* annotations

1 map : *ms.* annotations

Optionally, at the fonds, series and file levels of description, use the term *printed*, as appropriate.

5.5C4. Medium. If desired, give the medium (e.g., pencil, ink) used to draw and colour manuscript cartographic materials. If a printed work or photomechanical reproduction is hand coloured, the medium may be recorded after the indication of colour (see 5.5C6).

1 map : hand col. in pencil

1 map : *ms.*, col. in pencil crayon

5.5C5. Illustrations, number of maps. Record the use of illustrations, and give the number of maps in an atlas.²⁷

1 atlas (60 p.) : ill., 33 maps

²⁶ For remote sensing imagery also refer to 4.5C3 for additional guidance on recording information on production techniques and processes, if appropriate.

²⁷ Guidance for recording the number of maps in an atlas is provided in *CM*, 5C2a-g.

CARTOGRAPHIC MATERIALS

5.5C6. Colour. If the unit being described is coloured or partly coloured (i.e., has two or more colours) indicate this. Disregard coloured matter outside the border of a map, etc.
(CM 5C3)

180 maps : col.

1 globe : col.

1 map : ms., col.

1 map : ms., ink, col.

16 maps : ozalid prints (some col.)

1 map : computer printout, col.

If a printed work or photomechanical reproduction is hand coloured, indicate this.
(CM 5C3)

1 map : hand col.

Describe coloured illustrations as such.²⁸

1 map : ill. (some col.)

1 atlas (viii, 136 p.) : ill. (some col.), 61 col. maps

5.5C7. Material. Give the material of which the unit being described is made, if considered to be significant (e.g., if on a substance other than paper).
(CM 5C4)

1 map : ms., col., on tracing linen

maps : mss., some col., some on tracing linen

54 maps : mss., col., pencil and ink on mylar

1 map : ms., pencil on tracing paper

1 globe : col., wood

²⁸ Guidance for recording information on coloured illustrations in an atlas is given in *CM*, 5C3.

CARTOGRAPHIC MATERIALS

1 map : col., silk

1,625 remote-sensing reels (ca. 325,000 fr.) : negative, acetate ; 15 cm diam.

3,000 remote-sensing images : glass negatives ; 14 x 19 cm

5.5C8. Mounting. If the unit being described is mounted (at or after creation), indicate this. Indicate the mounting of a globe.

(CM 5C5)

1 map : mounted on muslin

1 map : blueprint, mounted on linen

1 globe : col., wood, mounted on brass stand

5.5D. Dimensions²⁹

(CM 5)

5.5D1. If appropriate, at all levels of description give the dimension(s) of the physical units being described. Give the dimensions of specific forms of cartographic material and/or containers as instructed in the following rules.

Optionally, give the dimensions of containers alone in the form height x width x depth as appropriate.

(CM 5D5)

60 boxes ; 11 x 11 x 122 cm

5.5D2. Two-dimensional cartographic items. For two-dimensional cartographic items, give the height x width in centimetres, to the next whole centimetre up (e.g., if a measurement is 37.1 centimetres, give it as *38 cm*).

Optionally, for early and manuscript cartographic items, give the dimensions to the nearest millimetre.

Give the measurement of the face of the map, etc., measured between the neat lines.³⁰ Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is

²⁹ Illustrations for and guidance on measuring cartographic materials are provided in *CM*, area 5. Specific guidance for atlases is given at *CM*, 5D2.

CARTOGRAPHIC MATERIALS

irregularly shaped, or if it has no neat line, or breaks through the neat line, or if it has bleeding or damaged edges, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map, etc., (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders, or when it lacks one or more of its borders), give the height x width of the sheet specified as such.

(CM 5D1a-e)

; 129 x 150 cm

; 50 cm in diam., on sheet 61 x 55 cm

If the unit being described contains maps, etc., of two sizes, give both. If there are more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

; 44 x 55 cm and 48 x 75 cm

; 60 x 90 cm or smaller

Optionally, give the smallest or smaller and the largest or larger size, separated by a hyphen.

(CM 5D1k)

; on sheets 22 x 45 cm-80 x 102 cm

Optionally, add to the dimensions statement, the predominant sizes or the range of predominant sizes enclosed in parentheses.

; 83 x 170 cm or smaller (most 57 x 75 cm or 59 x 83 cm)

; 170 x 254 cm or smaller (most 24 x 52 cm or 60 x 75 cm)

5.5D3. Rolled maps, etc. *Optionally*, if the cartographic materials are rolled and will remain rolled, add the length of the roll(s), and, if desired, the diameter of the roll, specified as such. If the materials are too large or too numerous to be measured flat, record only the dimension(s) of the rolls.

; roll 28 x 7 cm in diam.

; rolls 110 cm or smaller

³⁰ The neat line is a line which encloses the detail of a map. There is only one neat line on a map.

CARTOGRAPHIC MATERIALS

5.5D4. Folded maps, etc. *Optionally*, if the cartographic materials are folded and will remain folded, give the sheet size in folded form as well as the size of the map, etc. (e.g., if it is printed with an outer cover within which it is intended to be folded, or if the unit itself contains a panel or section designed to appear on the outside when the sheet is folded). If the materials are too numerous to be measured flat, record only the dimensions as folded.

(CM 5D1h)

; 64 x 82 cm, folded to 23 x 12 cm

; folded to 33 x 21 cm or smaller

5.5D5. Sheet sizes. If the maps, etc., are on sheets of two sizes, give both sets of dimensions. If they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

(CM 5D1k)

; sheets 44 x 55 cm and 48 x 75 cm

; sheets 100 x 90 cm or smaller

5.5D5a. If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., give the dimensions of the complete map, etc., followed by the dimension of the sheet(s). If such a map, etc., is mounted, give the dimensions of the whole map, etc., alone. This rule does not apply to contiguous series maps. *Optionally*, if the sheets are numerous, and the assembly of them results in an irregularly shaped map, and if measuring that assembled map is very difficult, record the dimensions of the largest sheet followed by *or smaller* if appropriate.

(CM 5D1f)

1 map on 2 sheets ; 68 x 88 cm, on sheets 76 x 50 cm

1 map : col. ; 144 x 22 cm, on sheet 55 x 64 cm

(*One map printed in three side-by-side segments on the same side of one sheet*)

5.5D5b. If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed/drawn or if there is substantial additional information on the sheet (e.g., ancillary maps, insets, legends, photographs, text), give the sheet size as well as the size of the map, etc.

(CM 5D1g)

; 20 x 31 cm, on sheet 42 x 50 cm

CARTOGRAPHIC MATERIALS

5.5D5c. If the unit being described is printed on both sides of the sheet at a constant scale, give the dimensions of the map, etc., as a whole, and give the sheet size. If such a map, etc., cannot conveniently be measured, give the sheet size alone.

(CM 5D1j)

1 map : both sides ; 45 x 80 cm, on sheet 50 x 44 cm

1 map : both sides ; on sheet 45 x 30 cm

5.5D5d. *Optionally*, add the sheet size to the dimensions prescribed by the preceding rules, as deemed appropriate.

4 maps on 1 sheet : col. ; 36 x 38 cm or smaller, on sheet 76 x 86 cm

5.5D6. Atlases. Give the height of the volume(s) in centimetres, to the next whole centimetre up (e.g., if a volume measures 17.2 centimetres give 18 cm). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the volume measures less than 10 centimetres, give the height in millimetres.

1 atlas (xii, 100, 32 p.) : 100 col. maps ; 29 cm

If the volumes in a multivolume set differ in size, give the smallest size and the largest size, separated by a hyphen.

(CM 5D2)

; 24-28 cm

5.5D7. Relief models. For models, give the height x width in centimetres as instructed in 5.5D1, and *optionally* add the depth.

(CM 5D3)

; 51 x 70 x 1 cm

5.5D8. Globes. Give the diameter of a globe, specified as such.

(CM 5D4)

1 globe : steel, mounted on steel stand ; 8 cm in diam.

CARTOGRAPHIC MATERIALS

5.5D9. Optional addition. Containers. Give both the dimensions of the specific form of cartographic material being described and the container dimensions, specified as such. (CM 5D5)

10 maps : some hand col., mounted on wood ; 68 x 88 cm, in wood case
71 x 88 cm

5 maps ; 80 x 120 cm, folded in portfolio 25 x 20 cm

1 globe : col. ; 8 cm in diam., in wooden acorn-shaped container, 14 cm

5.5E. Accompanying material

5.5E1. Give details of accompanying material as instructed in 1.5E1.³¹

82 maps : col. ; 55 x 79 cm or smaller, on sheets 73 x 90 cm or smaller + 1
index map

5.6. PUBLISHER'S SERIES AREA³²

(CM 6)

Contents:

- 5.6A. Preliminary rule
- 5.6B. Title proper of publisher's series
- 5.6C. Parallel titles of publisher's series
- 5.6D. Other title information of publisher's series
- 5.6E. Statements of responsibility relating to publisher's series
- 5.6F. Numbering within publisher's series

5.6A. Preliminary rule

5.6A1. Scope. See 1.6A1.³³

5.6A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

³¹ Further guidance on the treatment of accompanying material is provided in *CM*, 5E1.

³² Guidance for recording the ISSN, subseries, and multiple publisher's series statements may be found in *CM*, 6F, 6H and 6J respectively.

³³ For the distinction between publisher's series and archival series, see appendix D, Glossary.

CARTOGRAPHIC MATERIALS

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a publisher's series of subseries by a semicolon.

(CM 6A1)

5.6B. Title proper of publisher's series

5.6B1. At the item level of description, transcribe the formal title proper of a publisher's series as instructed in 5.1B1.³⁴

(CM 6B1)

Pre-emptor's series

Lands series

Mineral reference maps

Outdoor recreation maps of British Columbia

Central Fraser Valley regional information map series

Canada base map series

5.6B2. If different forms of the title of the publisher's series (other than parallel titles) appear, choose the title given in the first of the prescribed sources for the series area as the title proper of the series. Give the other form(s) in the note area if of value in identifying the item.

If the title of the publisher's series does not appear in the first of the prescribed sources of information but appears in the second source, choose it. If different forms appear in the second source, choose the title which identifies the publisher's series most adequately and succinctly.

(CM 6B3)

5.6C. Parallel titles of publisher's series

5.6C1. At the item level of description, transcribe the parallel titles of a publisher's series as instructed in 5.1D.

³⁴ Guidance on recording the title proper for published cartographic serials (not series) is given in *CM*, 6B2.

CARTOGRAPHIC MATERIALS

(CM 6C1)

Ecological land classification series = Série de la classification écologique du territoire

FAO fisheries series = Collections FAO, pêches

Marine sciences paper / Canadian Hydrographic Service = Articles sur les sciences de la mer / Service hydrographique du Canada

Military city map, series A902 = Carte militaire de la ville, série A902

Memoire / Geological Survey of Canada = Mémoire / Commission géologique du Canada

Metropolitan atlas series = Série d'atlas métropolitains

5.6D. Other title information of publisher's series

5.6D1. At the item level of description, give other title information of a publisher's series as instructed in 5.1E.

(CM 6D1)

5.6E. Statements of responsibility relating to publisher's series

5.6E1. At the item level of description, transcribe statements of responsibility appearing in conjunction with the publisher's series title as instructed in 5.1F.

(CM 6E1)

Publication / Agriculture Canada

Publication / Alberta Institute of Pedology

Renewable resources project / Inuit Tapirisat of Canada

Série scientifique / Direction générale des eaux intérieures

5.6F. Numbering within publisher's series

5.6F1. See 1.6F.

(CM 6G1)

Miscellaneous geological investigations ; map I-836

Degree sheet series ; map no. 4K

CARTOGRAPHIC MATERIALS

Military city map, series A902 = Carte militaire de la ville, série A902 ;
MCE 304

Ecological land classification series = Série de la classification écologique
du territoire ; no. 14

Canadian special publication of fisheries and aquatic sciences, ISSN
0706-6481 ; 47 (rev)

Renewable resources project / Inuit Tapirisat of Canada ; v. 2 suppl.

Report / Alberta Institute of Pedology ; no. S-76-36

Water supply paper / Geological Survey of Canada ; 1

5.7. ARCHIVAL DESCRIPTION AREA

Contents:

- 5.7A. Preliminary rule
- 5.7B. Administrative history / Biographical sketch
- 5.7C. Custodial history
- 5.7D. Scope and content

5.7A. Preliminary rule

5.7A1. Scope

See 1.7A1.

5.7A2. Punctuation

Precede each element of description with a full stop, space, dash, space *or* start a new paragraph for each element of description.

Separate the introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

5.7A3. Form of presentation of information in the archival description area. Follow the instructions set out in 1.7A4.

5.7A4. Citations in the archival description area. Follow the instructions set out in 1.7A5.

CARTOGRAPHIC MATERIALS

5.7B. Administrative history / Biographical sketch

5.7B1. Administrative history. Give a concise administrative history as instructed in 1.7B1.

Established within the Surveys Branch in 1947, the Air Survey Division continued work begun by the Air Survey Section of the Forest Service in the 1930's. The Division conducted systematic aerial surveys, produced and distributed air photographs, and compiled interim planimetric base maps. A main early objective of the Division was to support the Federal-Provincial forest inventory program by providing interim map coverage in advance of the standard topographic mapping conducted by the Topographic Division. In the mid-1950's the Division began a second phase of larger-scale air photography and interim mapping, and added a new program of detailed "multiplex" mapping to support various engineering projects. The latter program was transferred to the Topographic Division in 1957. The remaining survey and mapping functions of the Division were split in 1970 and transferred to the new Field Operations and Map Production Divisions of the Surveys and Mapping Branch

Suite à l'abolition du régime seigneurial et à l'adoption en 1860 de l'Acte concernant les Bureaux d'Enregistrement et les Privilèges et Hypothèques dans le Bas Canada (23 V,c.59) le commissaire des terres de la couronne fut chargé de dresser des plans et livres de renvoi pour tous les lots des anciennes seigneuries et des cantons. Plans et livres de renvoi décrivant les lots de chaque division d'enregistrement devaient être déposés chez le registraire. Dorénavant, l'enregistrement des lots ne serait plus lié aux propriétaires mais aux propriétés. La loi exigeait également la production d'un index des immeubles. Commencé sur l'Île de Montréal en 1866, le cadastre des lots s'étendit à partir de 1870 aux autres régions du Québec, ce qui amena l'établissement successif de bureaux du cadastre à Québec, Trois-Rivières, Saint-Hyacinthe, Kamouraska, Montmagny, Terrebonne, etc. Pour accélérer le travail, on fit faire à contrat par des arpenteurs le cadastrage de certaines municipalités et des cantons. À la fin de 1882, le cadastrage des lots dans les anciennes seigneuries était complété alors qu'il se poursuivait dans les cantons. C'est de cette époque que date l'organisation véritable du Service du Cadastre. En 1882, en effet, le Département des Terres de la couronne met sur pied un Bureau général du cadastre avec bureaux régionaux à Montréal, Québec et Trois-Rivières. Depuis lors, les activités du Service, devenu une direction générale, se sont concentrées à Québec et à Montréal

5.7B2. Biographical sketch. Give a concise biographical sketch as instructed in 1.7B2.

CARTOGRAPHIC MATERIALS

James Murray was born in Bellencrief, Scotland, on January 21, 1722. He was married twice, first on December 17, 1748 to Cordelia Collier and secondly on March 14, 1780 to Anne Witham. After graduating from William Dyce Private School in 1736, he decided to join the Dutch Army. In 1739 he joined the British Army where he quickly climbed the ladder to be named Colonel in 1750. He was appointed Commander of the garrison in Québec in 1759 and later became Governor of the Québec District. In 1763 he became the Governor of the whole province of Québec, a position he occupied until 1768. Security of the new Colony being one of his major concerns, he immediately ordered that the whole area of the St. Lawrence River be mapped

5.7C. Custodial history. See 1.7C.

Prior to its transfer to the Provincial Archives in 1983, this series of duplicate maps was held at the Surveys and Resource Mapping Branch. The Branch had acquired the duplicates from the British Columbia Telephone Company, which retained the originals. The original maps had been obtained by the British Columbia Telephone Company from Western Mapping Ltd.

Subseries was received by the Michigan State Archives and was transferred to BCARS in 1987

The map was found during renovations of the Open Space Gallery, Victoria (previously the site of a storage depot), and was donated by the Gallery to BCARS in 1988

5.7D. Scope and content. See 1.7D.³⁵

Fonds consists of cartographic materials related to World War I. Topographic and trench maps show the western front (E 2°–E 5°/N 52°–N 50°) in northeastern France and northwestern Belgium. Most of the maps are centred around Vimy with one of the Passchendaele area. The air photographs show trenches near Mericourt, France (E 2°51'/N 50°24') and just north of Lens, France (E 2°44'/N 50°29'). Other maps include: Daily mail Paris pocket-guide maps - Frontkarte gegen Russland. Two maps are described separately: Blondel LaRougery, Edouard. Carte-guide Campbell. No. 2 : nord - Morell, G.F. Our great success on the Somme
(*Scope and content for the Ralph Sydney fonds*)

³⁵ For further guidance on giving content information for a set of maps, plans, etc. that is incomplete or contains multiple variants of some sheets, see *CM*, 7B18a.

CARTOGRAPHIC MATERIALS

Fonds consists of large-scale topographic maps produced by Downton in the course of his surveys in the Lillooet and Cariboo regions between 1913 and 1929. The maps cover areas in the vicinity of Big Bar, Bridge River, Canoe Creek, Horsefly Lake, Kelly Lake, Lillooet Lake, and Pavilion Lake. Most show surveyed lots, give relief by contour, include notes on vegetation (sometimes detailed), and depict some roads and trails. Fonds includes a survey plan showing road traverses and survey ties in the Jaffre Creek-Lillooet Lake area

(Scope and content for the G.M. Downton fonds)

Series consists of reference maps (most 1:63 360) used within the Water Rights Branch to show the geographic context of Branch activities and to serve as a central index to other Branch record series. To produce this series, the Branch acquired Departmental reference maps, which cover the province using sheets numbered according to the NTS indexing system. These base maps show water features, transportation routes, place names, and detailed land status information (surveyed lots, timber leases, etc.). The Branch annotated and continuously updated these base maps with information such as administrative boundaries (water districts and precincts), management areas (recreation and improvement districts, ecological reserves, etc.), and the control numbers of other Branch records (water licences, correspondence files, waterworks approvals, etc.). Many reference maps also identify more detailed maps in other series such as Water rights maps (CM/S4) and the Water rights plans (CM/S5-S7). Some reference maps for central and Northern B.C. are missing

(Scope and content for a series in the Water Management Branch fonds)

Series consists of maps produced by the Board of Investigation to document the location of water rights and licences throughout B.C. It includes tabulation sheets summarizing decisions of the Board. Arranged by the water district and precinct, the maps show mainly lakes, rivers, and streams; property boundaries; and conditional and final water licence numbers. These numbers link the maps to licence information in other series (particularly GR 1764-1766). The maps were succeeded by a more detailed and extensive series of Water rights maps (CM/S4)

(Scope and content for a series in the Water Management Branch fonds)

La série comprend les plans originaux du cadastre officiel de la province de Québec. Ces documents de grands formats sont habituellement colorés et ils indiquent la division et le numéro du cadastre de chaque lot

(Portée et contenu d'une série faisant partie du Fonds du Ministère des terres et forêts)

CARTOGRAPHIC MATERIALS

File contains maps of Western Forest Industries properties along the upper Cowichan River, particularly Block 403, showing timber cruises, logging and roads

(*Scope and content for a file in the Western Forest Industries Limited fonds*)

Item is a map showing British Columbia Forest Products Limited's logging roads and campsites in the Nitinat Lake and River area

(*Scope and content for an item in the Western Industries Limited fonds*)

Item is a fire insurance plan of W.F.I.'s mill at Honeymoon Bay. Insets include a location map and air photograph of the mill, dated Nov. 1959

(*Scope and content for a 1966 plan in the Western Forest Industries Limited fonds*)

For descriptive units consisting of cartographic material in electronic form, give a general statement on the structure of the data (raster, vector, or both), if this information is readily available. If known, give the resolution in which vector images have been digitized (e.g., every 2 mm). For raster images, provide a statement about area that each raster represents (e.g., 5 meter x 5 meter). If known, give the vertical resolution for three-dimensional representations.

5.8. NOTE AREA

Contents:

5.8A. Preliminary rule

5.8B. Notes

5.8A. Preliminary rule

(CM 7A)

5.8A1. Scope. See 1.8A1.

5.8A2. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

(CM 7A1)

5.8A3. Form of presentation of notes. See 1.8A4.

Ed. by Josephus Vorstius. – Introd.

CARTOGRAPHIC MATERIALS

Produced for the British Commonwealth Air Training Plan. – Sebert, L.M.
"Canada's first aeronautical charts and the eight-mile series." *Cartographica*
23, no.4 (Winter 1986): 97-99

5.8A4. Notes relating to reproduced material. See 1.8A5.

Diazo print made from original in Legal Surveys Branch

5.8B. Notes³⁶

Make notes as instructed in 1.8B and in the following subrules.

5.8B1. Source of title proper. Specify the location of the formal title proper, if there is more than one formal title in the chief source of information (see 5.1B1). Indicate the source of a supplied title proper (see 1.8B2).

(CM 7B3)

Title taken from envelope

Supplied title based on series contents

Running title

T. p. of each volume lacking. Title from Phillips

Title and publication data from Phillips and National Maritime Museum
Catalogue

Title supplied by cataloguer

5.8B2. Variations in title. Make notes on titles borne by the unit being described other than the title proper. Also include other titles by which the unit being described has traditionally been known.

(CM 7B4)

Also known as the Chief Geographer's series 1:500 000 and the Old
geographic series 1:500 000

Cover title: New Caledonia

³⁶ For other notes such as those for intellectual level (audience) and for "with" notes, see *CM*, 7B14 and 7B21.

CARTOGRAPHIC MATERIALS

Title on verso: British Columbia highway and travel map

Also known as the Interim air map series

Titles of individual charts begin: Investigation of the currents
(*Title proper begins: To his most gracious majesty ...*)

Optionally, give a romanization of the title proper.

Romanized title: Atlas Karagandinskoī oblasti
(*Title proper in Russian Cyrillic script*)

5.8B3. Parallel titles and other title information. Make notes on parallel titles in another language and other title information as instructed in 1.8B3.

(CM 7B5)

5.8B4. Continuation of title. Complete the transcription of the title as instructed in 1.8B4.

(CM 7B6 mod.)

By permission dedicated to the Honble. Hudson Bay Company; containing the latest information which their documents furnish.

5.8B5. Statement(s) of responsibility. Make notes on statements of responsibility as instructed in 1.8B5. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Include statements identifying an indirect contributor, if desired. Make notes on significant persons or bodies connected with previous editions and not already named in the description.

Copied by H.J. Cundall, L.S.

Landholders' names added by hand. "Filled in by F.V. Hobbs ... for Mr. Justice Crease, 16 October 1894."

At head of title: The governments of the Dominion of Canada and the Province of British Columbia

5.8B6. Signatures and inscriptions. Make notes on signatures, inscriptions, or marks, monograms, etc. If important, indicate where such signatures and inscriptions appear. Do not record the actual signature if it has already been transcribed in the description.

Ms. note signed by Clerk of the Privy council

CARTOGRAPHIC MATERIALS

Signed: D. Stewart Noble, C.E.

Signed: James Hector, M.C. fecit.

5.8B7. Attribution and conjectures. Make notes on attributions, etc., as instructed in 1.8B6.

Certain authors have attributed this to Clouet
(*Author added entry for Jean-Baptiste-Louis Clouet*)

Distribution information added in black ink, probably at the Dept. of the Interior ca. 1920-1930 on a printed base map

5.8B8. Edition. Make notes relating to the edition being described as instructed in 1.8B7. Give limited edition statements here including, if desired, the copy number.
(CM 7B7a)

Original maps produced by Surveys and Mapping Branch, Dept. of Energy, Mines and Resources between 1956 and 1987

Traced from original in Glover's Office, Massey, Ont. Sept. 21st, 1893 –
Top left

Base map: Northwest Territories and Yukon / compiled drawn and printed at the Hydrographic and Map Service. Ottawa : [The Service], 1939. Base map used for ms. additions, then photographed

Base map: Canada. Dept. of the Interior. Explorations in Northern Canada and adjacent portions of Greenland and Alaska. 1904

Overprinted on World aeronautical charts, ICAO 1:1 000 000 and 4 sheets on National topographic system 1:500 000.

Base maps produced by Surveys and Mapping Branch

5.8B9. Mathematical and other cartographic data. Give other mathematical and cartographic data additional to, or elaborating on that given in the mathematical data area (e.g., grid, orientation).
(CM 7B8 mod.)

Scale departure graph: Statute miles Mercator projection

CARTOGRAPHIC MATERIALS

Military grid

UTM grid

North oriented to right

Prime meridians Greenwich and Washington, D.C.

Scale .1 square inches = 300,000 people

Make notes on the magnitude of celestial charts.

Limiting magnitude 3.5

For geomatic data sets, make notes about the degree of exactness with respect to the geodetic base in one of the following ways:

- a) by recording the largest scale of the maps(s), chart(s) or image(s) for which the data are valid
- or b) by recording the code representing the accuracy class of the item from a table of standard accuracy measures.

For geomatic data sets, give the reference ellipsoid of revolution corresponding to the shape of the earth upon which all geographic coordinate data in the item is based, if known. Give this information for other cartographic materials if considered important.

Clarke 1880

World geodetic system 1984

Fisher

Give the geodetic datum that applies to a given reference ellipsoid, if known and if considered important.

North American datum 1927

North American datum 1983

Geodetic 1949

Give mathematical data for remote-sensing images that is not already included in the mathematical data area.

CARTOGRAPHIC MATERIALS

Imagery recorded in discrete spectral bands with multispectral scanner (MSS) on NASA LANDSAT-1 (formerly ERTS-1). Orbital altitude 920 km (570 mi.)

5.8B10. Date(s) of creation, including publication, distribution, etc. Make notes on dates and other details of creation, publication, distribution, etc., as instructed in 1.8B8. (CM 7B9)

Date "1901" in pencil near eastern edge

Pencil notations appear to have been added in 1901 by R. Bell, as initials "R.B." and date "26th Sept. 1901" appear at western edge and middle of the map respectively

Date based on comparison with other maps

Colophon date: 1507
(*Date on t.p.:* 1508)

5.8B10a. Date(s) of accumulation. Make notes as instructed in 1.8B8a.

5.8B11. Physical description. Make notes on important physical details that are not included in the physical description area, or elsewhere in the description, especially if these affect the use of the unit being described.³⁷ If the physical description area records elements prescribed by another chapter, give here the physical description elements prescribed by the current chapter, as appropriate. If the unit being described is a photoreproduction, give the method of reproduction if it is likely to affect the use of the unit being described (e.g., when it is a blueline print).

(CM 7B10a)

Map assembled from portions of Regional maps 1F, 1G and 1K

Main map is a blueline print

Full size print from 105 mm negative

Consists of manuscript, published and photocopied maps

Indicate the physical character of manuscript or other unpublished material (e.g., *proof*, *scribe sheet*, *separation sheet*, *computer printout*), or the plural of these as appropriate.

³⁷ Guidance for recording signatures and foliation for early printed atlases is provided in CM, 7B10b.

CARTOGRAPHIC MATERIALS

Series includes compilation sheets (pencil on tracing paper), scribed negatives, photomosaics, as well as final printed maps

If the items in the unit being described are not all of the same nature, word the qualification to indicate this.

5.8B11a. Physical condition. Make notes on the physical condition (e.g., peculiarities or imperfections) of the unit being described, including any containers and labels, if that condition is likely to affect its use.

Upper portion lacking

Severely fire-damaged and worn

Torn along edges and folds

Make notes on material which is known to be lacking (e.g., missing sheets of a multisheet map, missing plates in an atlas, a report issued with the map(s)).

Lacks maps of North America. Maps linen backed and bound in a post-hole binder

Lacks t.p., and map 6, Hispania. Map A, Totius fluminis Rheni novissima is inserted between maps 9 and 10. Ms. additions. In box

5.8B11b. Conservation.³⁸ Make notes on conservation as instructed in 1.8B9b.

Copy remounted and conserved

Originally issued folded. Remounted and conserved

5.8B11c. Accompanying material. Make notes on the location of accompanying material as instructed in 1.8B9c.

Each map is accompanied by a descriptive report

Accompanied by explanatory text (5 p.). Notes by Basil Stuart-Stubbs; translation by John Gray

³⁸ Further guidance for early cartographic material is provided at *CM*, 7B20b-c.

CARTOGRAPHIC MATERIALS

5.8B12. Publisher's series. Make notes on publisher's series data as instructed in 1.8B10.

(CM 7B12)

Topographic maps belong to various series: France 1:40 000. GSGS 2743 – Vimy. GSGS 3062 – [France and Belgium 1:100 000]. GSGS 2364

5.8B13. Alpha-numeric designations. Make a note of any important numbers borne by the unit as instructed in 1.8B11.

(CM 7B19)

Stencilled and stamped in lower margin: 4T2 Victoria Town

All items, including the envelope, are numbered G.B. 19-Q. Presumed to be from a series maintained by the B.C. Geographical Branch or Division

Plans numbered 4073-52-1 to 4073-52-3

C71475

Projects: P32-77, P46-78

5.8B14. Immediate source of acquisition. Make notes on the donor or source as instructed in 1.8B12.

Transferred from the Water Management Branch, May 1981

5.8B15. Arrangement. Make notes on the arrangement as instructed in 1.8B13.

Arranged by file number

5.8B16. Language and script. Make notes on the language as instructed in 1.8B14.

(CM7B2)

In German

Legend and notes in English and French
(*Title, publisher, etc., in English*)

Some maps in French and some in English

In Inuktituk, English and French

CARTOGRAPHIC MATERIALS

Text in Turkish and English

In English and Chinese characters

In Russian Cyrillic alphabet

Most maps are in English, two in German and one in French

5.8B17. Originals and reproductions

5.8B17a. Location of originals.³⁹ Make notes on the location of the original material as instructed in 1.8B15a.

This map is apparently a hand copy of a map in 5 sections prepared by James Turnbull of the Royal Engineers. The original of Turnbull's map is in the Legal Surveys, Roads and trails series, 14T1. A copy is in the Map Collection (CM/C915)

Original maps produced by Surveys and Mapping Branch, Dept. of Energy, Mines and Resources between 1956 and 1987

5.8B17b. Availability of other formats. Give the details of other formats in which the content of the unit being described is available as instructed in 1.8B15b.

(CM 7B16)

A microform copy of this series is available
(reels B1850-B1853)

5.8B18. Restrictions on access, use, reproduction, and publication. Make notes as instructed in 1.8B16.

Reproductions for research purposes only

Copyright ... June 1, 1978 by the Cartographic Lab, Department of Geography, Queen's University, Kingston, Ontario

These cartographic documents cannot be reproduced without the written permission of the donor Mr. Guy Gérin-Lajoie. This restriction is in effect until June 14, 2005

³⁹ Further guidance is provided in *CM*, 11.

CARTOGRAPHIC MATERIALS

5.8B19. Finding aids. Make notes as instructed in 1.8B17.

An itemized listing is available

5.8B20. Associated material. Make notes as instructed in 1.8B18.

(CM 7B14)

The Service de cadastre of Montréal has documents related to land management. The Service d'ingénierie also has documents related to land management. The latter documents are kept at the Service des archives de la ville de Montréal

5.8B21. Accruals. Make notes as instructed in 1.8B19.

The map section of the Ministère des transports will transfer their maps, etc., every 10 years

5.8B22. Related groups of records in different fonds. Make notes regarding related groups of records as instructed in 1.8B20. Also give this information at the file or item level of description if significant.

These maps link to O series correspondence in the Department of Lands, Forest, and Water Resources fonds
(*Title proper of the series is Mineral titles reference maps*)

5.8B22a. Related groups of records within the same fonds. Make notes regarding related groups of records within the same fonds as instructed in 1.8B20a.

5.8B23. Reference to published descriptions. For incunabula, and for other cartographic items, give the place in standard lists or reference works where the description of the material is to be found. Make this note in standard and abbreviated form.

(CM 7B15)

References: Barnes, F.H. "Early days of Enderby", Okanagan Historical Society, 1935, pp. 204-207

References: Phillips 4339

5.8B24. General note. Use this note to record other descriptive information as instructed in 1.8B21.

CARTOGRAPHIC MATERIALS

5.9. STANDARD NUMBER AREA⁴⁰

Contents:

- 5.9A. Preliminary rule
- 5.9B. Standard number

5.9A. Preliminary rule

5.9A1. Scope. Use this area only in item level description to record international numbers pertaining to the item, including published cartographic series and files described at the item level.

5.9A2. Punctuation

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

(CM 8A1)

5.9B. Standard number

5.9B1. See 1.9B.

(CM 8B1)

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⁴⁰ Guidance on multiple ISSNs, qualifications, etc, are in *CM*, 8.