

LOCATING MATERIALS

The map collections at the Center for American History are comprised of over 30,000 printed and manuscript maps and date from the 16th century to the present. The collection focus is primarily Texas, but other geographic areas are represented as well. Published maps can be accessed from many different points; for a more inclusive search, all these resources should be consulted. If, after consulting the following resources, you are still having difficulty locating maps, please see a CAH staffmember.

1. Map Card Catalogs (Cabinet F)

A. Alphabetically by Subject Area:

Access via geographical terms such as names of countries, states, regions of Texas, Texas counties and cities.

B. Texas maps by date:

Arranged by Texas geography then by date of publication, from 1519 to the present

C. Texas maps by subdivision:

Access via geographical terms such as regions of Texas, Texas counties and cities. Additional access by other descriptors: e.g. Roads, Railroads, Forts, etc.

D. By cartographer/publisher/lithographer

E. By collection:

Additional access for some maps exists via the name of the creator of discrete, artificial map collections. Within the named collections, maps are filed chronologically by publication date. Maps are cataloged to reflect their provenance, i.e. JPB 12 is map 12 of the J.P. Bryan Map Collection.

F. Atlases:

Access to bound collections of maps via chronological publication date.

G. Shelflist/Barker Texas History Center Conversion Lists, Map Collections A-Z:

Some CAH maps which were originally in manuscripts collections have been cataloged into the Library of Congress classification system. These cataloged maps are not available through UTCAT, but can be located either by call number through the shelflist in Card Catalog F or through the conversion list binder located on top of Card Catalog F. Using the binder, access is alphabetical by the name of the manuscripts collection where the map was formerly located; the new call number/location has been noted on the separation sheet.

2. Separate Finding Aids/Checklists (Binders on top of Card Catalog F)

A. Sanborn Fire Insurance Maps:

Original fire insurance maps from 426 Texas cities in 213 counties dating from 1877 to 1951. Binder contains listings for both original maps and microfilmed maps for 1877 - 1951 plus listings for microfilmed maps, 1951-.

B. Littlefield (George W.) Map Collection:

Detailed inventory to extensive map collection depicting various countries and regions, ca. 1560-1971. Regions primarily represented include Texas and the U.S. South.

C. Natchez Trace:

Checklist of Louisiana, Mississippi, Southern United States and Non-Southern United States maps.

Located with other Archives/Manuscripts Inventories and checklists in black folders stored in the filing cabinets along the west windows of the information area, just outside the Reading Room.

Box numbers are on the left side of the inventories/checklists.

D. Starr (James Harper) Map Collection:

Inventory of plat maps arranged alphabetically by Texas county, ca. 1830-1880.

E. U.S.G.S./Army Corps of Engineers Historic Topographic Map Collection:

Inventory to collection of earliest (1889-1939) reasonably accurate topographic maps of Texas. Indexes to counties and localities included.

3. If all else fails, ask a Reading Room staff member for assistance.

REQUESTING MATERIALS

After determining which maps you need to see you will need to fill out WHITE map request slips. To do so:

1. Use a white slip to request a map.
2. Fill out 1 call slip for each map.
3. Use PENCIL only.
4. Print the call number from the upper left hand corner of the index card(if any); title, date, and other information about map; and your name

Map call numbers contain a variety of special elements, all of which are needed on the call slips to retrieve the book.

- Named map collections are stored together, and initials, numbers, and dates indicate where they are filed.
EXAMPLE: **JPB121b 1857** Colton, Joseph Hutchins & Co. New map of the state of Texas...
This is map 121b of the J.P. Bryan map collection.
- Cataloged maps have Library of Congress call numbers. Include all elements, including dates and numbers.
EXAMPLE: **G 3822 G4 S21.12 U5A7 no. 1** United States. Engineer Department, U.S. Army. Topographical Map Gettysburg-Antietam...
- Countries and states map collections by subject/area are filed alphabetically then chronologically by publication date.
EXAMPLE: **Michigan 1838?** Bradford, Thomas Gamaliel. Michigan. Entered according to Act of Congress, in the Year 1838....

- Maps of Texas, regions of Texas, Texas counties and cities are filed alphabetically then chronologically by publication date. Tracings, or lists across the bottom of each card, indicate what term to place on your request. Always use the first tracing term as the call number on your request slip.
 EXAMPLES: **Texas 1876** Colton, G.W. & C.B., & Company. Colton's Texas Published by G. W. and C.B. Colton & Co...
 1) U.S., Southeast 2. Texas ...1866-1895. Potter Jack. Map showing Cattle Trails as used from 1866 to 1895...
 2) Texas Pocket 1925 U.S. War Dept. Board of Engineers for Rivers...The Ports of Port Arthur, Sabine, Beaumont, and Orange, Texas...
 - Texas Sanborn maps require only the name of the city and the date needed. 1 slip per date.
 EXAMPLE: **Comanche 1885.** Sanborn Maps
 - U.S.G.S Topographic Maps require state, county, locality, and maps numbers.
 EXAMPLE: **USGS Number 3299-1C** Baird, Brown County, TX
5. Turn in no more than 2 white slips at a time to Reading Room staff.
 6. Seat yourself at one of the oversize tables at the back of the Reading Room and wait for materials to be brought to you.
 7. If you need additional assistance, please consult with the reference staff.

COPYING

If you would like photocopies of CAH materials, please check with reference staff. All photocopying is subject to the approval of the CAH staff. Approval is based upon preservation and copyright concerns. CAH staff only will copy map materials; maps may not be photocopied by patrons.

1. To request that CAH staff make a photocopy of an item which is smaller than 11" x 17", fill out a PHOTOCOPYING WORKSHEET, following instructions exactly. See Reading Room staff for assistance if necessary.
2. Place yellow photocopying flags perpendicular to pages for easy identification.
3. Maps, newspapers, and other materials larger than 11" x 17" will not be copied.
4. Prepayment will be necessary for large orders.
5. Photographic reproduction of maps may be ordered. If you would like to purchase photographic reproductions of maps larger than 11" x 17", please contact CAH staff for more information.

NOTE: Some items may not produce legible copies, due to low contrast between the paper and the ink or pencil used in the original document.

U.S.G.S. and Sanborn Fire Insurance maps may be photographed by patrons using their own camera with existing Reading Room lighting. No flash or other additional lights may be used. Sanborn Fire Insurance maps may also be reproduced using the microfilmed version. Permission to publish Sanborn Maps must be secured from the Sanborn Map Company; USGS maps are in the public domain.
