

How to File an AGSL Map

Parts of the Classification Number

When deciding which folder and drawer a map should be filed in, look at the five parts of the Classification Number *in the following order*. If one of these parts is not included in a particular classification number, skip ahead to the next part on the list below.

- | | |
|---|--|
| Regional Number (RN) | <ul style="list-style-type: none">• The Regional Number stands for a specific region of the world. For example, the Region Number for France is “630”• All Regional Numbers are three-digit numbers -- 000 through 894 (see appedix A for a list of the Regional Numbers).• Generally each map folder contains only one Regional Number |
| Regional Number Modifier (RNM) | <ul style="list-style-type: none">• If a single map by itself does not depict an entire region, a Regional Number Modifier is added to the RN• There are three RNMs: “ – b”, “–c”, and “–d” (see appedix B for a more detailed description of the modifiers).• A RNM of “–b” indicates that a map is part of a map set. Maps with a RNM of “–b” are filed in <u>separate</u> folders. They are not interfiled with maps without a RNM or with maps with RNMs of “–c”, or “–d”.• If maps with different RNMs are filed together or with maps without RNMs, the maps are arranged in this order: (1) no RNMs; (2) “–C”; (3) “–d”.• A map with “–b” RNM is part of a map set—a group of maps at the same scale that together depict a larger region. A map set always has its own folder. |
| Amplification Line (AL) | <ul style="list-style-type: none">• A cutter number (which is usually a letter followed by two numbers)• Arranged within the folders alphabetically starting with a’s on top. |
| Map Subject Classification Letter (MSCN) | <ul style="list-style-type: none">• Describes the subject (not the geographic region) of the map• A -- through M – (see appendix C)• If more than one Classification Letter per folder, then alphabetically with A’s on top |
| Map Scale (if it’s part of a map series) | <p>Map scale: indicates what size proportion between the map drawing and reality. Included in the Classification number only for maps with “b” as a Regional Number Modifier (i.e., map series).</p> <ul style="list-style-type: none">• All <i>maps series</i> maps in any one folder should have the same scale. This does <i>not</i> apply to maps that are not part of a series.) |
| or | |
| Map date (if it does not have “b” as a Regional Number Modifier.) | <p>Situation date: the point in time the map represents. / Publication date: the date the map was published.</p> <ul style="list-style-type: none">• Arrange maps in folders with the most current dates on top• If the map has both a situational date and a publication date, the situational date takes precedence when filing. |

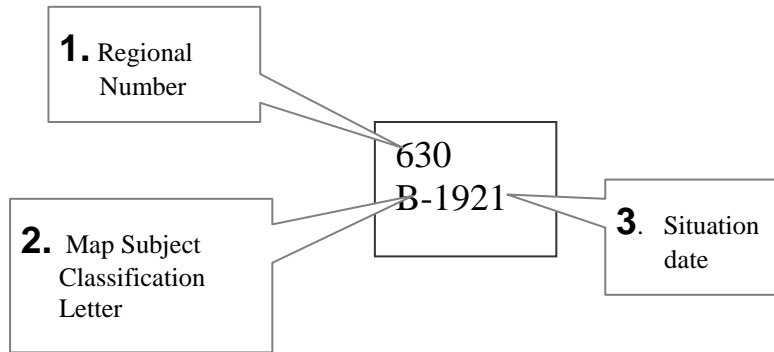
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Four Types of Classification Numbers

To follow are examples of four major types of AGSL map classification numbers. Each map classification number example has its parts numbered in the order in which they should be considered when filing the map.

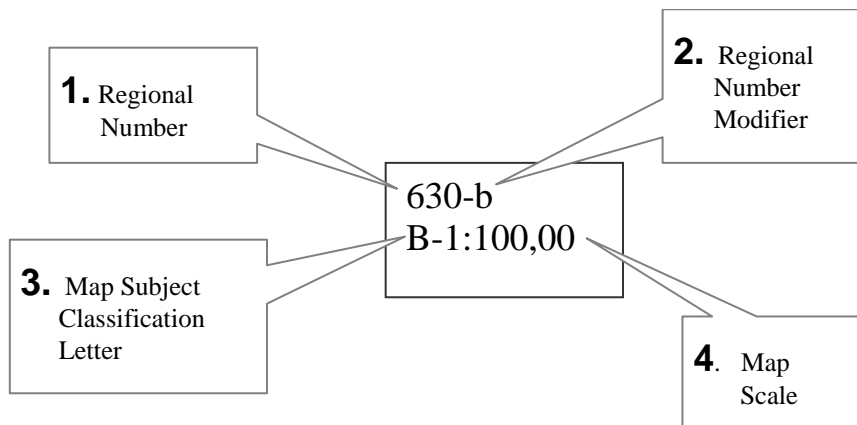
Regional map

Example: Call number of a political map of France published in 1921.



Sheet from a map set (-- b)

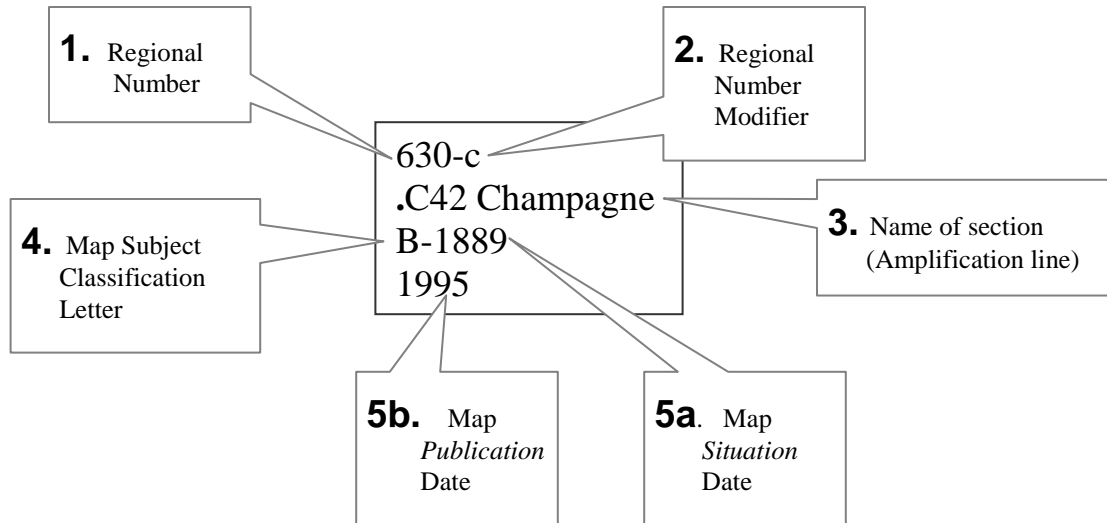
Example: Call number of a sheet from a set of political maps of France. The maps in the set have a scale of 1:100,000.



How to File an AGSL Map

Map of a section within a region (--c)

Example: Call number of a historical map of Champagne (i.e., a section of France) as it was in 1889. The map was published in 1995.



City plan (--d)

Example: Call number of a historical map of Paris (i.e., a city within France) as it was in 1789. The map was published in 1995.

