SUNY Potsdam

College Libraries

Collection Development Policy

Appendix 4: Map Collection

This Map Collection Policy shall serve as a supplemental guide for selecting materials for the College Libraries’ map collection; the criteria and policy outlined in the College Libraries’ Collection Development Policy apply unless otherwise noted in this supplement.

The College Libraries’ collection of maps serves to make maps available for study, evaluation, and use for coursework. The Map Collection primarily supports students and faculty in the programs of the School of Education and Professional Studies, Department of Geology, and students and faculty involved in various modes of study of the Adirondack Park and the St. Lawrence River Valley region.

**Selection Responsibility**

The Collection Development Coordinator and Committee are responsible for selection of maps. Suggestions and recommendations shall be sought on a regular basis from faculty representing the primary users of the map collection, to help develop holdings and keep them relevant to current course offerings.

Although maps may be purchased, many maps are received free of charge in issues of National geographic magazine and through the Federal Depository Library Program. Through this program the Libraries receive maps issues by the Central Intelligence Agency, Defense Mapping Agency, Geological Survey, Census Bureau, and other federal agencies.

**Scope of the Collection**

The Map Collection encompasses the following regions:

* Potsdam and St. Lawrence County
  + Maps of the town, village and the county as a whole (including Seaway and adjacent portion of the St. Lawrence River)
  + Topographic coverage at various scales
* Other places and towns in the county
  + Road/street maps
  + Geologic and other thematic maps
* Rest of the North Country (north of the Mohawk Valley);
  + County and region maps
  + Base, topographic and thematic maps of counties and regions, e.g. maps of the Adirondack Park
* Rest of New York State
  + Topographic coverage at a scale of 1:24,000 or smaller;
  + Base, topographic and thematic maps or regions and states as a whole;
  + Maps of areas of statewide significance, including geologic maps.
* United States:
  + Topographic coverage at a scale of 1:250,000 or smaller
  + Base, topographic and thematic maps of regions, individual states and the country as a whole
  + Maps of areas of continental significance
* Canada:
  + Topographic coverage at a scale of 1:1,000,000 or smaller
  + Base, topographic and thematic maps of regions, individual provinces and the country as a whole
  + Maps of areas of continental significance
* The World:
  + Topographic coverage at a scale of 1:1,000,000 or smaller
  + Base, topographic and thematic maps of individual countries, regions, continents, oceans and the world as a whole
  + Maps of areas of global significance

**Selection Criteria**

* Emphasis in collection and retention of maps is currency of information
* With the exception of the North Country region, for which most maps will be retained
* As maps in electronic format become available, the Libraries will seek appropriate ways to provide access to such maps

**Weeding**

Superseded quads of St. Lawrence County and other North Country regions remaining in useable condition are retained.