Finding maps on Enterprise

This worksheet will take you through the basics of searching Enterprise for map records, and then understanding what you find.

More information about maps is available on the Library web site at:

http://libguides.reading.ac.uk/maps

Getting started

1. Open your web browser.
2. Go to the Library’s home page at www.reading.ac.uk/library
3. Click on the Enterprise catalogue link on the left-hand side of the page

Searching for a map of a place

Please note: your search results may differ from the ones shown

Search for a place, then use the ‘Limit these results’ function to limit to maps, and also atlases.

Type ‘Niger’ in the search box then click Search.

This will result in a list of 259 titles. Use the Format section in ‘Limit these results’ to include only maps and atlases [TIP: you may need to click on the ‘more’ link to see all available formats]
This will give a list of 15 titles. The titles are followed by a statement of scale, and this can be used to narrow down your search results (see Box 1), depending on how much detail you need.
Click on the title to look at the record shown below in more detail – it is a small scale map. There are two copies of this map: one is a loanable Field map, available from the 2nd Floor.

The 2nd copy has a call no., but needs to be requested. It is helpful to also include at least the title and scale when requesting.

Now look at the record shown below.

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**Box 1: Scale**

The scale statement indicates how detailed a map is. It can be expressed in different ways, eg ‘four miles to one inch’, 1:50 000, 1/25,000 or as a graphic bar scale. In the Enterprise record a representative fraction (RF) is used eg 1:50 000. This means that 1 unit of measurement on the map represents 50 000 units on the ground. So on a 1:50 000 map, 1 cm on the map represents 50 000 cm (which is 0.5 km) on the ground.

Therefore, if a large number follows the colon, eg 1:750 000, the map is a general, small scale map. Conversely if a small number follows the colon eg 1:25 000, the map is a detailed, large scale map.
This map has not yet been classified. To request it, note at least the title and scale as well as the Added location, and then ask at the 2nd Floor Information Desk. When several maps have similar titles, the publisher and date are also useful.

**Map series**

Detailed maps of a place may take the form of a map series (see Box 2). An example is the Ordnance Survey Landranger map of Great Britain. The country is divided into a grid and each square is numbered, which means that Reading for example, is found on sheet 175.

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**Box 2: Map series**

"A number of maps relating to a defined area of the world, published sequentially, based on a common grid ... drawn to a common scale and using common cartographic symbols to convey information. The combined sheets of the series, possibly as many as several thousand sheets, theoretically form one large map, but each sheet is also a complete 'self-sufficient' cartographic product" (Farrell, B. and Desbarats, A. (1984) *Guide for a small map collection* 2nd. ed. Ottawa: Association of Canadian Map Libraries)

We catalogue map series as a single item, so to work out which single sheet you need you will have to look at an **Index map**, or **graphic index**. Some are online and are linked from the record, others are in bound volumes kept on the 2nd Floor.

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For more information about map series, see Finding maps on Enterprise 2.

**Further reading**

