

A FINDING AID AND COLLECTION DEVELOPMENT PLAN FOR THE ECML MAP AND GARDEN PLAN COLLECTION

The Elisabeth C. Miller Horticultural Library

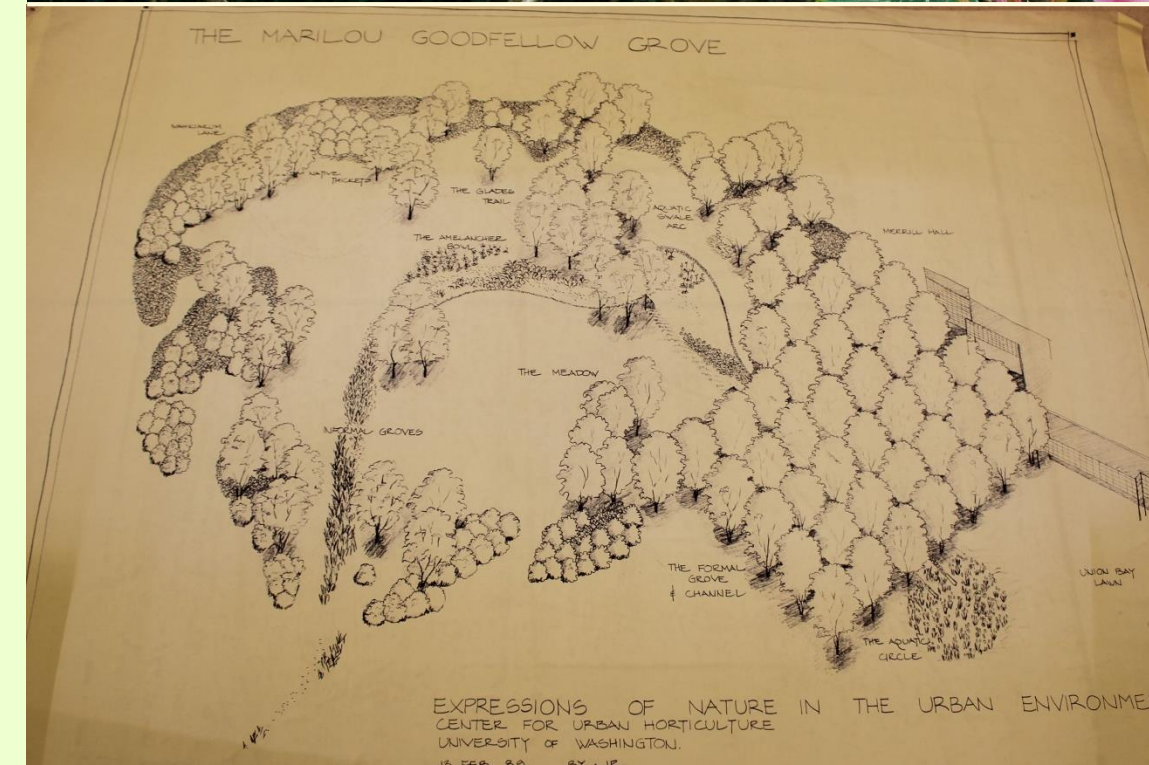
- A practical gardening library available to the public, UW faculty and students, and professionals seeking horticultural information

The Map and Garden Plan Collection

- Approximately 500 maps and garden plans associated with the Center for Urban Horticulture, the Washington Park Arboretum, and other area parks and gardens.
- Only a third of these had been inventoried and were accessible for use
- Library staff were unsure of what was contained within the collection

The Information Need

- Library staff need to know what is contained within the map and garden plan collection and how to find individual items
- To meet this need, we created:
 - An inventory of the whole map collection
 - A method for finding items
 - A collection development plan to guide future processes



Inventory

- Examined each item to identify elements such as creator, date of creation, description, and document type
- Created spreadsheet of records
- Improved grouping of physical items according to subject

Finding Aid

- Selected form of finding aid based on stakeholder input
- Aligned spreadsheet columns to match Archivists' Toolkit XML schema
- Uploaded data to Archivists' Toolkit

Collection Development Plan

- Gathered stakeholder input
- Drafted plan for elements that are distinct from general collection or archive

Next steps

- Create records or finding aid documents for patron catalog
- Create relationships in Archivists' Toolkit between map collection items and other archive items about the gardens
- Investigate future inclusion of digital maps and plans
- Coordinate with Arboretum regarding maps kept at their site

