

ARMY MAP SERVICE  
CORPS OF ENGINEERS, U. S. ARMY

ADDRESS REPLY TO  
COMMANDING OFFICER  
ARMY MAP SERVICE  
6101 MACARTHUR BLVD.  
WASHINGTON 16, D. C.



23 January 1946

REFER TO FILE NO

Gentlemen:

At the midwinter conference of the Library Associations in Chicago, many questions arose regarding the Army Map Service Depository Plan. The following information is submitted for your guidance:

A good many institutions brought up the question as to why the Army Map Service was sending two copies of each map instead of one copy. It was thought advisable to send two copies so that one copy could be stored and the other copy used for reference. Then, at such time that the reference copy was damaged or mutilated from usage, it could be replaced by the second copy. It is possible that the Army Map Service will not be able to replace a good many sheets if they are mutilated beyond use, therefore, it is advisable to receive both copies. However, if you feel that your Library desires but one copy, it is requested that this office be advised and shipments hereafter will be made accordingly.

The Library of Congress here in Washington, D. C. is preparing catalogue cards for your use. These cards will be furnished to your Library direct as each shipment of maps is forwarded by the Army Map Service. Information on these cards should reach you by 11 February 1946, quoting estimated cost, information to be shown on these cards, and all other pertinent information regarding these cards. This office is forwarding in the very near future a set of Remington Rand machine record cards for the original shipment of maps. Some of the institutions requested that machine record cards be furnished on all maps, but your decision may change upon receipt of the Library of Congress cards. Upon receipt of the Library of Congress cards a decision should be made as to which card is desired. To assist you in making a decision, the following should be kept in mind:

The machine record cards can be furnished with the holes punched into the cards or without the holes. The Remington Rand card with the holes punched can be sorted only on a Remington Rand sorting machine. If



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