

Cartographic funds in Berlin: REPORT OF A PROFESSIONAL VISIT

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ABSTRACT. Summary of a professional visit of various libraries and archives with cartographic funds in Berlin during May 2007. It includes a short comparison of the different treatments of cartographic funds in archives and libraries in Germany.

This report summarises the activities accomplished in several institutions related to cartography in Berlin during my professional visit in May 2007. The main goal of my visit was to get to know the working principles in various institutions in Germany that are related to information management and hold cartographic material within its funds.

As an employee of the “*Instituto Cartográfico de Andalucía*” (ICA) (<http://www.copt.junta-andalucia.es/obraspublicasytransportes/www/jsp/tema.jsp?pma=3&ct=8>) I am concerned with the management and organisation of the entirety of cartographic materials that are produced in or transferred to the ICA. We are still in the process of building up the data base and information management system. It was therefore especially interesting for me to get to know how cartographic

material is dealt with in Germany. Speaking in general terms my aim was to get to know the working procedures in German cartographic archives and to benefit from their experiences in the application of new technologies for the management of document in the field of cartography. Additional focuses of my attention have been the attendance of and the interaction with users as well as different forms of the physical installations of the cartographic stocks.

The outcoming of this professional visit has by far succeeded my initial expectations and has opened for me new fields of interest that will surely be of great use in my future work. I hope the established contacts will last for a long time and will give rise to an interesting exchange of experiences also in a future time.

During my stay I visited the following institutions:

- Ibero-Amerikanisches Institut. Preußischer Kulturbesitz (IAI).
- Kartenabteilung der Staatsbibliothek zu Berlin.
- Landesarchiv Berlin.

Because of their importance and the specificity of their work and funds I was lucky to gain first hand experiences about different aspects of the management of cartographic documents. One important point that I realized during my stay was the different purpose of cartographic files in an archive and in a library and the different technical treatment that implies this difference. I will try to elaborate on this a little more especially later on in this report.

Visits and work realised:

1. Ibero-Amerikanisches Institut (IAI): A particular map collection specific to Ibero-America and its relation to Europe.

I started my stay in Berlin at the IAI, more precisely in the “*Kartensammlung des Ibero-Amerikanischen Instituts, Stiftung Preußischer Kulturbesitz*”, the map collection department of the IAI. The IAI was created in 1930 in Berlin in order to promote the cultural and scientific relations with the Latin-American and Ibero-American countries. In 1962 it was incorporated into the Prussian Heritage Foundation.



The personnel of the IAI prepared a complete work schedule for me lasting three weeks, that mainly concerned work in the department according to my special interests knowledge. The work program included a general introduction to the principles and stocks of the IAI, visits to the different departments, library and archive segments in general and a more specific and technical collaboration in the map collection department. Here I got to know the working principles in terms of the information management and map administration system and their way to deal with specific user requests.

The IAI is the biggest library in Europe specific to Latin America. It combines a vast collection of various types of documents both from Latin America and from Spain and Portugal. In addition to the library it holds different types of files and documents, which are unique and therefore very important and valuable. The collection implies segments for:

- maps and related cartographic materials
- photographic archive
- archive for sounds / audio recordings
- archive for videos / moving images / films

- posters and related materials
- newspapers and press articles
- microfilms
- legacies of various researchers

The main part of my work I dedicated to the department of maps.

The IAI works as a interdisciplinary centre for scientific-cultural exchange with Latin America, Ibero-America, the Caribbean, Spain and Portugal. In addition it is a research and investigation centre with its own academic activities and publications. As a culture centre it hosts and organises a variety of events including exhibitions, conferences, concerts, movie sessions, etc.

My first contact person at the IAI was Dra. Muehlschlegel. She showed me the different departments, the funds and she introduced me to the other colleagues. She showed me the German librarian system and the operation of the IAI. Later I moved on to the cartographic department where Mrs. Rokoss-Heiss and Mrs. Indolfo showed me their work and the tasks they had prepared for me during the time of my visit at the IAI.



Since 1957 the IAI collects maps from the Latin-American countries and the Iberian Peninsula. The funds consist of topographic and thematic maps, historical maps prior to 1850 in original and facsimiles, street maps, urban cartography, posters, atlases, etc. The institute succeeded in assembling approximately 70.000 printed maps, of which 6.630 date between 1851 and 1945 and 240 date back before 1850. The collection includes 80 hand drawings and approximately 1370 atlases.

There exists a manual catalogue with paper file cards for the maps and atlases. The maps that have been acquired after 1997 are already enlisted in the electronic catalogue PIKA. However, as the map collection is not yet entirely covered by the electronic catalogue, both the file card catalogue and the electronic catalogue maintain in use.



The format that is used for indexing in the PIKA system (by OCLC) is called MAB (*“Maschinenlesbares Austauschformat für Bibliotheken”*). The index and filing rules applied at the IAI and other Berlin libraries is different to the international standards; the system called RAK (*“Regeln für die Alphabetische Katalogisierung”*) is used.

The depository for the maps is organized by zones and for each zone the cartographic material is indexed following the classification system of the catalogue; the primary index level is given by the continent and/or country (first there is a specific code for the continent and another one for the country/zone), followed by a key for the thematic field of the map (e.g. historical, atlas, etc.); the full key is completed by a index serial number.

Here is an example:

A historical map of Spain has the index key **II-Span/da/--** which is derived from

Die Ordnungsgruppen	Sachsiegel
Iberische Halbinsel (Spanien und Portugal zusammen), auch Kanarische Inseln und portugiesische atlantische Inseln (Madeira, Azoren) zusammen	II
Spanien, auch Andorra, Gibraltar.	Span
Historische Karten vor 1850	da

A historical map of Europe would have the key IIV-da/--, e.g., as the key IIV belongs to the zone “Europe”.

Of course the cartographic department is responsible for the acquisition of new maps. Because the IAI is very specialized in one specific topic, which is

Ibero-America, its departments should offer all possible information to its users with respect to this focus. For this purpose, the cartographic department disposes of an annual budget for the acquisition of:

- ancient maps and atlases (which they purchase from different antiquarians).
- modern maps and atlases (which are ordered from book stores and specialized distributors from all over the world).
- other materials related to cartography.

They use a program of the PICA system from the institute to accomplish the purchases. In this system, each map has to be pre-registered before it can be bought, but it will only fully appear in the catalogue once it has arrived. In this manner, when the map arrives at the institute, the pre-registration entry in the catalogue is completed with the physical data of the purchased map. Afterwards, the map is included in both catalogues, the file card catalogue and the electronic one.



There are a number of distinct criteria which determine the purchase of new material. For example, there should not be another copy of the map available at the Staatsbibliothek zu Berlin, there should not be a similar map already at the institution from dated less than three years ago and the focus of the map must fit into the focus of interest of the IAI.

From its webpage it is possible to enter into the online catalogue OPAC, where you get access to the register of the cartographic department. It is not yet possible to order maps online directly from home, but it will be soon.

The “*Kartensammlung*” (map collection department) of the IAI organizes regular exhibitions from its own funds. These exhibitions are normally embedded into the general thematic programme of the institute. This way, scientists, conference participants and visitors that come to the institute get to know the large funds of the IAI and the vast thematic program with lots of activities is completed by historical and cartographic aspects. In some occasions material from the borrowed to external funds of the IAI is also exhibitions.



During my stay I was concerned with enquiries concerning the archive of newspaper articles at the IAI, which are also stored and managed by the cartographic department. This archive stores newspaper cutouts from the beginning of the century until the year 2000. In 2000 the IAI decided that it was no longer worth collecting new cutouts from newspapers due to the nowadays easy access to this information via the internet. The newspaper cutout archive is organized by topics. There exists also a collection of cutouts originating from newspapers of the former “*Deutsche Demokratische Republik (DDR)*”, published between 1960 and the fall of the wall, but this part is still unregistered.

The IAI receives enquiries by phone, mail, email and in person. The aim of the enquiries varies enormously from scientists concerned with the location of tribes or political boundaries to people searching maps and background information for a holiday trip to some Ibero-American country, since the IAI has a part especially dedicated to tourist material.

The historical fund of the cartographic department includes a total of 250 maps. At the moment the IAI is in the process of digitalizing these historical maps and copying them to microfilms. This is part of a national project named IKAR, which aims to establish a common data base for institutions with historic maps in order to file these maps and make online access possible. In 1985, the “*Deutsche Forschungsgemeinschaft (DFG)*” (German council on investigation) and three of the most important libraries with map departments in Germany (the “*Bayerischen Staatsbibliothek München*”, “*Niedersächsischen Staats- und Universitätsbibliothek Göttingen*” and the “*Staatsbibliothek zu Berlin*” started a joint project called “*Erschließung historisch wertvoller Kartenbestände bis 1850*”

(Cataloguing of historically valuable map holdings before 1850). During the first five years the holdings were registered offline in various databases. In 1991, the Deutsche Bibliotheksinstitut in Berlin established the common online data base called IKAR. From 2000 on the data base of historical maps moved to the GBV (the German association of libraries) and is now online available to researchers through the internet. This data base consists of a vast collection of thematically and topographically organized maps, atlases and globes prior to 1850, originals and facsimiles from the participating institutions. In January 2002, the historical map data base listed 223.000 titles and approximately 270.000 holdings in its funds.

I was most impressed during my stay at this institute by the fact that it is not only an important research centre for scientists and investigators, but also a meeting point and place for information exchange and diffusion of the Ibero-American community.

2. Kartensammlung der Staatsbibliothek zu Berlin: (map collection of the State Library of Berlin)

The "*Kartensammlung der Staatsbibliothek zu Berlin*" holds the most valuable and important collection of maps in Germany. With its 970.000 maps, 30.000 atlases, 177 globes, 154.000 topographical images and more than 1.800 CD-ROMs with cartographic material it is in fact one of the biggest map collections in the world.

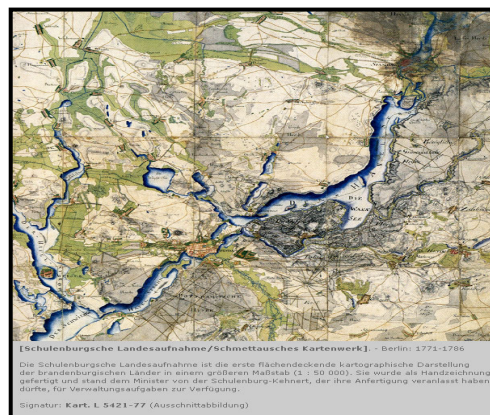
For my visit I went to the building "*Staatsbibliothek zu Berlin*" at "*Unter den Linden*" where the historical holdings are stored. Mr. Dr. Crom was so friendly to show me through the whole labyrinth of departments, depositories, hallways and shelves of the building that is currently being renovated.

In 1661 the "*Kurfürstliche Bibliothek zu Berlin*" was found which also included several globes, atlases and maps. But only in 1859 a proper map collection was established when the funds of the "*Königliche Kartografisches Institut*" (the Royal Cartographic Institute found by Carl Ritter with the help of Alexander Humboldt) were transferred to the then "*Königliche Bibliothek*" (the

Royal Library). At this time it was the first cartographic collection in Germany open to the public. In the following time new maps and new map collections arrived. One of the most important new acquisitions for the vast cartographic collection was definitely the map collection of the Prussian General Staff, which arrived to the collection in 1919 with over 200.000 maps including lots of originals from the Prussian cartography.

The Second World War meant evacuation and separation of the most valuable holdings that later on could be reunited at the building in “*Unter den Linden*”. The cartographic department acquires cartographic material (e.g.

single maps, map series, globes, relieves, etc...) of all of the world as well as literature to cartography. The holding over 34.000 volumes of specialized literature on maps, cartography, statistics, geo-information systems geography, geographic indexes, history of travels and discoveries.



atlases,
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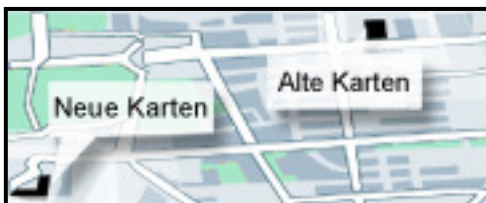
Because of the huge space occupied by its holdings the department is split into two parts, which are situated in the two main buildings of the “*Staatsbibliothek zu Berlin*”. In the building at “*Unter den Linden*” you find the reading room and the collection of ancient maps dated before 1939. The department is also responsible for the historical library of the “*Gesellschaft für Erdkunde zu Berlin*” (Geographic Society of Berlin) with 40.000 volumes and more than 15.000 maps, which are also conserved at “*Unter den Linden*”. At the other building in “*Potsdamer Straße*” the cartographic departments stores the depository library of the “*Deutsche Gesellschaft für Kartographie*” (German Cartographical Society).

Most of the holdings are available to the public. In the reading hall the user may find a vast number of geographical indexes, references and journals. Here, also enquiries are responded in person, by mail, telephone or electronic services. The cartographic department is mainly concerned with two topics: topographic maps and cartographic literature. Within the framework of the

German project to collect all printed work "*Sammlung Deutscher Drucke*" the "Staatsbibliothek zu Berlin" is responsible for all cartographic material printed in Germany between 1801 and 1912.

The cartographic department edits the "Bibliographia Cartographica", a project started in 1974 which documents publications related to cartography. This department also collaborates in the IKAR project mentioned above.

The OPAC system of the map department only holds a limited number of contemporary maps and articles published after 1994. The publications between 1851 and 1994 can be found in a file index with paper cards and in catalogues that are bound into books. The catalogues are structured with respect to the name of the author and thematic groups within the region of interest. There are special catalogues for maps dated before the war from the holdings of the "*Gesellschaft für Erdkunde zu Berlin*" (Geographical Association of Berlin), for biographies (books on geographers, cartographers, discoverers,



travellers) and for cartographic literature (books and journals). It is also possible to consult and recover all the maps from the historical atlases that are kept in the *Staatsbibliothek*.

There is a close cooperation with other institutions concerned with cartography, like the University of Göttingen and the Bavarian States Library within a project called GEOTOOL. This project enables the access to modern map series located at different institutions via GIS (www.geotool.de).

Apart from the projects mentioned above, the map department of the Staatsbibliothek is concerned with more projects that cannot be mentioned all here, for example the realization of a foto catalogue for Berlin or the Gokart project, which is related to the recovery and filing of modern and antique maps in archives, libraries, museums, institutes, etc in Germany.

I was deeply impressed not only by the volume of its holdings, but also by the size of its depositories and its excellent installation. Not to mention the

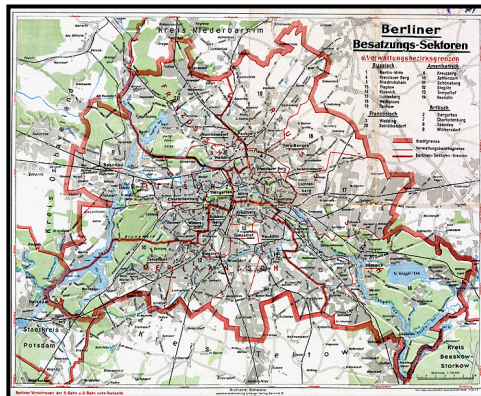
value of many examples, like the impressive collection of terrestrial globes or the rare historical manuscripts and prints from China and Japan.

3. Map department of an archive: The “Landesarchiv Berlin” (Central Statal Archive of Berlin).

At this institution I did not get to know a library, but an archive. In this case we are talking about an archive dealing with historical and contemporary material. As in Spain, after producing and using their documentation, the different administrative statal organs send their documentation to be stored in a central local archive. For the case of Berlin, the “*Landesarchiv Berlin*” files all historical documentation and all administrative documentation produced in the federal state of Berlin. At the “*Landesarchiv*” I was received by Dr. Matschenz, head of the map department. He showed me through all the depositories and explained to me all the cartographic installations at the “*Landesarchiv*”. For me, the treatment of the documents and their way of data processing and their data base management was especially interesting. I was told about the different enquiries that they have to deal with at the map department and the types of user service they offer. With Dr. Matschenz it was very interesting to share and exchange knowledge on different forms to treat specific documents and cartographic materials. I also got to know the computer applications they use for the description and classification of maps.

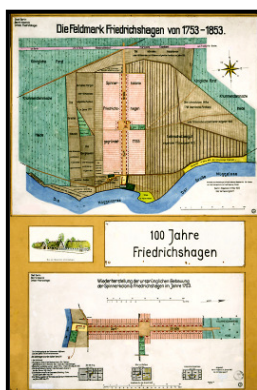


Since 1808 the history of Berlin has been filed systematically in a central archive. During the second world war the archive moved to the outskirts of Berlin in order to prevent damage by bombs. During the 50ies and 60ies, the archive was returned to the city. But at this time, Berlin was already divided and was also split into two parts. In East Berlin, the archive of the city of Berlin was located and in West Berlin a new archive was created which later would turn into the “*Landesarchiv*”. In 1991, with the reunification of Germany, both archives were merged into one single archive which holds the entire documentation, which is now the historical archive of Berlin.



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In the “*Landesarchiv*” maps are categorized and stored by their size and formats. Nowadays, they receive more and more information in electronic form, which is leading to the intention to restructure and reorganize the electronic data processing system. Another aspect of their work is that they receive a huge amount of duplicated and unnecessary documentation which means they have to filter the material they receive. For example, in order to reduce the amount of storage room, only cartographic material with scales above 1:5.000 is stored. Exceptions are made only if the specific map is very important or rare.



The “*Landesarchiv*” has a special data base software designed for archives called “AUGIAS” in use which enables the user to register also the authorities of a special document. For indexing they use their own standardization which is mixture between the two standard norms for libraries and archives REK and ISAD (G). The adapted norms they use are not as restrictive and permit the more exact description of each filed document. During this visit I

was able to realize very well the difference in the treatment, management and storage of cartographic material, depending on the aim and background of the archiving organ.

Libraries and archives: Different treatment of cartographic material

I would like to finish this report with some short notes on the differences between the installation and handling of cartographic material in a library and in an archive, that I was able to experience at first hand thanks to this professional visit. It became clear there exist a number of important differences in the management of documents in archives and libraries. The fundamental difference between a library and an archive is that the documents and related material from the latter are generally originals that have been produced in some kind of special or public organ during its day to day work. This means that they are part of a *fund*, e.g. they are originated at a specific institution, where they have been produced during the execution of this specific institution's work. In libraries the accumulation of material follows different criteria, the material arriving at a library forms a *collection*, e.g. the entirety of material collected with specific, subjective criteria.

Following M.A. Colomar¹ it can be said that the classification of cartographic material in a library and in an archive will be very different as the purpose of their holdings is very different. The description and classification of archivist material cannot be done without a persistent link to its localisation in the corresponding fund. This means the origin of the data and its relation to the rest of the fund is of major importance. Therefore the archivist description and classification of documents is always a *collective* description. In contrast to this, in a library a single map may be of value and the whole description and classification of material takes place in an *individual* form.

Furthermore, the manner in which material arrives at libraries and archives is very distinct. To an archive, the cartographic material is transferred from its original location once it is not used there any more. For this reason, all material in an archive is always originated somewhere. Data is stored and treated respecting links to its origin and crosslinked to further supporting technical or administrative material, for example. An archivist installation should therefore be designed with a focus to the conservation and easy recuperation of data. The structure of an archive is normally organized by a

¹ JIMÉNEZ PELAYO, J.; MONTEAGUDO LÓPEZ-MENCHERO, J.; La documentación cartográfica. Tratamiento, gestión, uso. Huelva, 2001

classification key, like in the case of the “*Landesarchiv*”, which uses a hierarchical classification key. This classification key is accesible online and at the moment work is in progress to link the digital image to the register entry so that the digital images are visible online, too. The problem here is, that personal data security has to be assured which restricts the open public use of personal data, like maps of buildings or territories. Here we come to another important aspect when comparing archives and libraries; in an archive, stored data may or may not be public. The aim is that cartographic material is *conserved*. In most of the cases the archive receives the original document, e.g urbanistic plans or construction site sketches. This means that it is not necessarily public, e.g. it is confidential until it has passed a certain time established by law until it may be made public.

To the contrary, a library aims to show its collection to the public. It has to acquire its cartographic material, either through purchase, exchange or donations and will apply certain subjective criteria for the acquisition and selection of material, following the needs and philosophy of its designation. It cannot simply rely on the transfer of material to it. The management of data in a library is designed for an easy access to its collection, but must not necessarily be related to origin of the items at all. In a library, in general you also will not find originals (apart from historic curiosities) but copied or multiplied documents. In the end it is the nature and aim of the institution that stores cartographic material that determines the way that data and documents are classified, installed, stored, managed and treated.



I would like to stress once more how important and necessary it was for me that I was offered the possibility to visit these different institutions in Berlin. My stay here showed me how cartographic material is treated at different German libraries and archives, experiencing the similarities and differences. This was of major importance for me, as in my home institute we have to deal with cartographic material of archivistic nature and cartographic material that fits

more into the characteristics of a library. The difficult task for us is to find a good way to deal with both type of data in a correct and useful manner. I am sure that this kind of professional visits and exchange is a very good and helpful way to strengthen the international cooperation between similar institutions and helps to spread the experience and knowledge within the world of information and document management.

Acknowledgements

I would like to end my report by gratefully acknowledging all persons who made this interesting professional experience possible. First of all, I have to thank the organisation “Bibliothek und Information Internacional”, and especially Mrs. Ulrike Lang, for helping me to organize and for funding my stay in Berlin. Then I would like to express my gratitude to all the people at the different institutions that received me friendly and willingly shared their experiences with me. I am very grateful for their patience, their time and their enthusiasm at the time they opened their archives and showed me their institution. I thank Dra. Mühlischlegel and Dr. Wolf of the “Ibero-Amerikanische Institut” (IAI) for receiving me in their institution. In this library I got to know two very nice persons, Mrs. Rokoss-Heiss and Mrs. Indolfo. They treated me very well and kindly introduced me into the cartographic funds of the IAI. I will not forget to mention the help and support by Dr. Crom of the “Staatsbibliothek zu Berlin” and by Mr. Matschenz of the “Landesarchiv”.

I am also grateful that the Cartographic Institute of Andalusia gave me the permission to visit the different cartographic institutions in Germany. Finally, to the Enano, without whose tenacity, patience and knowledge of languages this decisive experience would not have been possible. Thank you.