

1 December 1947

MEMORANDUM TO: Acting Chief, Reference Center, A & M

SUBJECT: Combining of Map Library with Graphic Materials
Division of Reference Center

1. The purpose of the Reference Center is to provide a Central Index of intelligence source materials, including biographical, industrial, documentary and graphic materials. The Graphic Materials Division has been charged with recording the identification, description, and present location of all maps and allied publications, photographs, and motion picture films known to have been catalogued. Information regarding available maps, for example, will be supplied to qualified users in the form of a machine-tabulated printed list of maps on any given area or subject, with significant descriptive information regarding each map listed. Such a list will provide, in convenient form, an exhaustive tabulation of intelligence information available in the form of maps on a given area or subject, insofar as the existence and availability of those maps has been recorded.

2. In many instances it will be desirable to have an actual collection of maps readily accessible for reference, in addition to the tabulated information. Many requests could be filled immediately, with a minimum of time and effort, if such a collection of maps were immediately available for reference in conjunction with, and supplementary to, the machine record cards.

3. The former Division of Map Intelligence and Cartography of the State Department has recently been incorporated into CIA. Included in the former MI Division is a map library which contains an excellent collection of maps, with particular emphasis on political, economic, sociological, and similar maps. Obviously, this collection of specialized maps represents an extremely valuable reference source.

4. It is felt that the activities of the Map Library of the former Division of Map Intelligence and Cartography and those of the Map Section of the Graphic Materials Division of Reference Center are complementary to each other and that they should be combined in the interests of a more complete and efficient single map reference unit within CIA. Since both activities are definitely in the nature of reference units, it would appear logical that the combined activity should be a part of the Reference Center.

5. Such a combination would permit the continuation of all activities now being conducted by the two units without the creation of any additional personnel problem. The cataloging, filing and mainten-

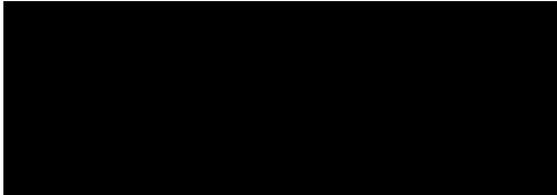
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Date: 24 Feb 79 BY: 022

ance activities of the Map Library would continue, and the activities of the Graphic Materials Division toward the building up of a central card index of all known graphic intelligence materials would likewise continue. These activities, although allied, do not constitute a duplication of effort to any considerable extent, but rather are complementary to one another, since the Map Library concentrates on the processing of actual maps into their files, whereas the Graphic Materials Division is concerned with the recording of information regarding all known maps, including not only those held by the MI Library, but also those held by all other map libraries, both governmental and private.

6. The proposed combination would result in the advantage of being able to go to one reference unit within CIA for all map information -- to actually examine those maps held by the library, and to receive, if desired, a printed list describing all known maps on the area and subject in question, with information as to the scale, date, publisher, language, classification, type of reproduction, and present holder of the maps and the procedure for obtaining copies of them. Since the combined unit would be in the Reference Center, this map information could readily be combined with similar machine records information on biographical, industrial, documentary and other graphic materials on the area in question to supply to the user, in legible form, a complete index-listing of all recorded intelligence information pertinent to his particular problem.

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Graphic Materials Division