

**Geological and Geophysical Collections
of the**

New York State Geological Survey

Final Technical Report

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BY

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Abstract:

The New York State Geological Survey (NYSGS) has collected many unpublished original works in its open file library. This compilation includes one-of-a-kind New York State reports, aerial photographs, and both surficial and bedrock maps, most of which are hand colored. These works were created by academic and professional geologists working in New York State. Through the National Geological and Geophysical Data Preservation Program (NGGDPP), a portion of this at-risk collection has been rehoused to ensure many years of proper storage.

Objective:

The objective of this grant was to rescue at-risk data by rehousing the map portion of the open file collection. These maps were previously stored in non-archival plastic bags, often up to 50 in a single bag. Rehousing these maps into new archival folders with additional map cases for storage ensures the preservation of these materials for future use.

Introduction:

The New York State Geological Survey (NYSGS) is an institution associated with the New York State Museum (NYSM), which operates within the New York State Education Department. The mission of the survey is to conduct geologic research, evaluate mineral resources and geologic hazards of the State of New York, and make the data and advice derived from that research available to State agencies, the educational community, and the public for the health, safety, and economic welfare of the citizens of the State. As such, the NYSGS has produced and collected a large number of original documents including reports, posters, photos, charts, tables, and most notably, maps. These works come from a wide variety of sources such as university professors, graduate students, and geologists in both the public and private sectors. Many of the over 5,000 maps in the open file collection were drawn and colored by hand before the advent of geographic information systems (GIS) or illustration software. Therefore, there are no duplicate copies or electronic back-ups of the information they contain. To preserve this one-of-a-kind collection,

funding from the National Geological and Geophysical Data Preservation Program (NGGDPP) was used to purchase the supplies needed to rehouse each map in its own archival envelope. Additional map cases were also purchased to accommodate the additional thickness of individually housed maps. This archival storage ensures many years of preservation.

Procedure:

Although the initial intention was to order all of the map enclosures and cases at the beginning of this project, the NYSGS elected to purchase these supplies in stages to ensure efficient use of the funding without ordering too many or too few of a particular item. To begin, the NYSGS purchased 86 packs of small enclosures (20" x 24") and three 5-drawer map cases. An additional 150 packs of small enclosures, 200 packs of medium enclosures (24"x36"), and 50 packs of large enclosures (32"x40"), were ordered later. One additional map case was also purchased near the conclusion of the project.

The procedure for rehousing open file maps was relatively simple. The collection was addressed on a cabinet by cabinet, drawer by drawer basis. First, the contents of a single map drawer were removed from a cabinet. The maps were stored in non-archival plastic bags, with several maps in each bag. Each map was carefully removed from the bag and put in an appropriately sized archival enclosure, one map per enclosure. Each map (with enclosure) was then placed back in the drawer until the drawer was full. Due to the expansion caused by the added thickness of the enclosures, fewer maps fit in each drawer. Additional map cases were purchased to account for this. This process was completed for all of the maps of the open file collection.

Results/Conclusion:

As a result of this project, the NYSGS was able to rehouse over 5,000 maps that were previously stored without consideration for long-term preservation. Each map is now housed in an acid free, archival quality enclosure with accommodating storage in archival map cases.