

## Rolled Map and Globe Storage at the Newberry Library

### ABSTRACT

In a project to rehouse a collection of globes and rolled maps at the Newberry Library in Chicago, simple and inexpensive storage shelving and supports were improvised. The article includes step-by-step instructions for creating custom supports for globes from archival corrugated board, polyester felt, and Gore-Tex.

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Artifact storage presents numerous challenges to libraries and archival institutions. For libraries, the majority of holdings tend to be books and the storage facilities are set up accordingly. Inevitably, other types of items need to be incorporated.

At the Newberry Library a room has been designated for objects that do not naturally fit elsewhere in the stacks on regular shelving. Improved storage was required for approximately one hundred rolled maps and some globes. A metal shelving unit, roughly 6 ft. x 6 ft. x 4 ft. with five shelves, was designated for this project. The shelving unit had previously been used ineffectively for rolled maps and other materials. It was underutilized due to the spacing of the shelves and the manner in which the rolled items were placed on the shelves. Paging confusion also resulted from intermixed cataloging schemes and uncataloged materials.

In the new plan, four shelves are used for rolled maps. We developed a housing system using blue corrugated board folded into troughs. These troughs grouped maps securely and organized them by call number. Maps were rolled onto heavy paper instead of cardboard rolling tubes due to the cost and weight of the tubes. A brief

survey was done to assess and prioritize future conservation treatments.

The bottom shelf was used for globe storage. Space was limited and only three globes and stands would fit. Globes were separated from their stands. For each globe, four uniform concave braces were constructed using laminated blue corrugated board and adhered to a flat support board. Areas of the braces that were adjacent to globes were covered with polyester felt and Gore-Tex. Dust protection was provided by draping polypropylene sheeting around the bottom shelf with Velcro.

The rolled map storage project improved housing for these materials at a low cost, both in purchase of supplies and in terms of staff time. Having additional space for the globes was an added benefit. Digital images associated with the survey will limit handling as well as provide a priority list for future conservation work.

Instructions for the construction of the globe supports are listed below.

### GLOBE SUPPORTS FOR STORAGE

Measure the globe. The size indicated in the cartouche may not be accurate.

1. Cut the base board square, a couple of inches larger than the diameter of the globe. We used corrugated, double-walled blue board. Mark the board with an X by drawing a line between opposite corners. This will mark the center of the board and give you guide lines for later placement of the support arms. Adhere a piece of Gore-Tex about 3 ins. square in the center of the base board.
2. Construct support arms out of corrugated cardboard laminated together and lined with felt and Gore-Tex.
  - Cut scraps of corrugated double- or single-walled board into uniform rectangles. The height of the rectangles must be about an inch smaller than the radius of the globe. The width should be 2 to 4 inches smaller. Although the size of the rectangles is not

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specifically dictated by the globe size, all rectangles must be cut to exactly the same height and width. If you have scraps of various grain direction, alternate them. The depth of the arms required will vary with the size and weight of the globe. Ours were about 3 in. for larger globes and 2.5 in. for smaller globes. A stack of rectangles about one foot high will produce four 3-in. deep arms.

- Create a template for the arc. Take one of your rectangles and mark about 2 in. from the upper left corner on the upper edge and about 2 in. from the lower right corner on the right edge. We created a giant compass using two pencils and a string marked with the radius of the globe to find the arc, adjusting its position to correspond with the marks on the upper and right edges. Cut away the arc and check the shape of the support template by holding it to the globe (fig. 1).

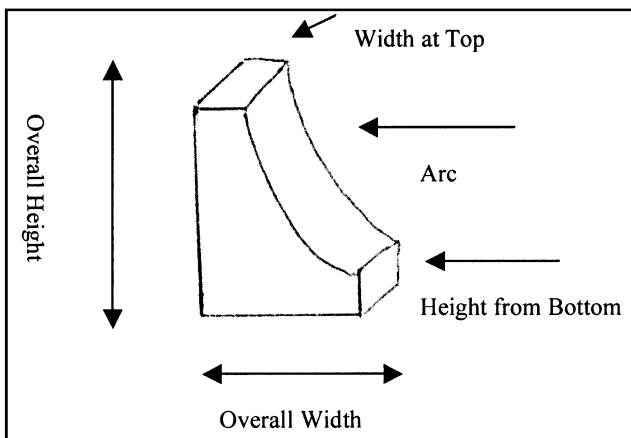


Fig. 1 Schematic of the arc

- Trace your template and cut the arc. Hold a three-inch stack tightly together and check the shape with the globe.
- Laminate the layers of blue board together until you have achieved the desired thickness (about 2.5 to 3 in.). We used a hot-glue gun.
- Use a bone folder to smooth uneven areas.

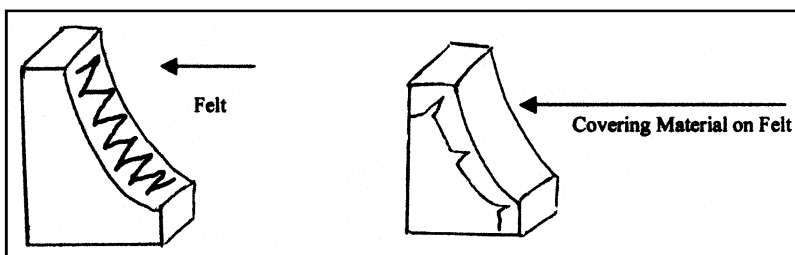


Fig. 2. Covering the arc

- Adhere a strip of felt to the top, arc area, and right sides.
  - Adhere a wider strip of Gore-Tex or other smooth fabric to cover felt (fig. 2).
3. Adhere support arms to the base board. The exact placement of the support arms was determined by trial, sliding the arms into the appropriate position along the lines marked on the base board. We allowed the globes to lightly touch down in the center, providing a fifth point of support. We used buttresses to further secure the attachment of the support arms.
  4. Label. Labels were adhered to the base board.

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