Surveying Collection Scanning Project

Supplied Titles Procedure

Purpose:

The purpose of this procedure is to provide Scanning Project Leads with insight on how to properly supply a title to documents that do not have titles. Previously, documents without titles used their index number as a title. In order to meet standards set by the Texas Digital Library, every document requires a unique title other than its index number. As there is no way to ask the original author for a title, the task of supplying these documents with titles is left to the Spatial {Query} Lab, in consultation with Ann Hodges, as needed.

Procedure:

1. Research document without title.
   1. Identify the document type you are naming. (e.g., Plat, Blueprint, Retracement, Field Notes, Topographic Map, etc.)
   2. Consider the document and its intention.
   3. Locate identifiable information on the document.
      1. Descriptive information (e.g., spatial descriptions, survey numbers, or tract titles)
      2. Record information (e.g., county, city, office, volumes and pages)
2. Supply title for document.
   1. First, use the document type to begin title.
   2. Next add identifiable information.
      1. If identifiable information is absent, create title based on intention.
      2. As a last option to determine a title, draw inspiration from titles of similar documents.
   3. Replace original title (library index number) with the supplied title in brackets [supplied title] to identify that its title was supplied and not original.

Supplied titles examples (index numbers bolded):

1. **1-67** [Replacement of blueprint transferred to CCSU]
2. **4L-12** [Plat of Thompson Craig Addition]
3. **18-64** [Plat of Surveys from Vol 215 P 328]
4. **12RB-20** [Plat of Tracts along Public Road]
5. **XI-55** [Plat of Tracts at NW intersection of Highway 9 and McKenzie Road]
6. **II-19** [Plat of Tracts between Second and Armstrong Streets]
7. **VF-3.1\_13** [Plat of Russel Farm Blocks]
8. **AF-4\_16** [Topographic map of undisclosed area]
9. **BC-3\_5** [Plat of Shares of Meuly Partition of the Puentecitas Grant]
10. **Calallen\_12,J-4156** [Blueprint of Lots 134 & 15, Block 4, & Meadow Park]