

Supplied Titles Procedures

Project Overview:

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.

Title Procedures:

1. Research document without title.
 - a. Identify the document type you are naming. (e.g., Plat, Blueprint, Retracement, Field Notes, Topographic Map, etc.)
 - b. Consider the document and its intention.
 - c. Locate identifiable information on the document.
 - i. Descriptive information (e.g., spatial descriptions, survey numbers, or tract titles)
 - ii. Record information (e.g., county, city, office, volumes and pages)
2. Supply title for document.
 - a. First, use the document type to begin title.
 - b. Next add identifiable information.
 - i. If identifiable information is absent, create title based on intention.
 - ii. As a last option to determine a title, draw inspiration from titles of similar documents.
 - c. 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):

- a. **1-67** [Replacement of blueprint transferred to CCSU]
- b. **4L-12** [Plat of Thompson Craig Addition]
- c. **18-64** [Plat of Surveys from Vol 215 P 328]
- d. **12RB-20** [Plat of Tracts along Public Road]
- e. **XI-55** [Plat of Tracts at NW intersection of Highway 9 and McKenzie Road]
- f. **II-19** [Plat of Tracts between Second and Armstrong Streets]
- g. **VF-3.1_13** [Plat of Russel Farm Blocks]

- h. **AF-4_16** [Topographic map of undisclosed area]
- i. **BC-3_5** [Plat of Shares of Meuly Partition of the Puentecitas Grant]
- j. **Calallen_12,J-4156** [Blueprint of Lots 134 & 15, Block 4, & Meadow Park]