

Folder Labeling Procedures

Project Overview:

The process for replacing the old map folders with the new map folders are pretty simple. This tedious work involves much of the drafting process, since it has to be done by hand. For the most part, all of the old map folders have been replaced with the new map folders. The old French map folders have not been replaced. These maps can be found in map drawers 23-29 in room 204. Furthermore, in order for this to be accomplished, please refer to the Green Maps Folder Labeling List. Those folders that have received a check are complete and need no further work. Those that do not have a check mark need to be replaced or supplemental folders need to be added.

Step 1: The following steps will lay out the proper method in labeling new map folders, numbering the maps, and disposal of the old map folders.

1. First, locate the A.M. French 1 folder in drawer 23 in room 204.
2. Second, place this folder in the map carrier and place on the large work table in the reading room. To gain better work space, move one of the smaller tables to the large work table. However, if this work is to be done elsewhere, try to obtain a large work space.
3. According to the Green Maps Folder Labeling List, this folder will require at least six new map folders. Each map folder will have approximately ten maps.
4. Next, gather six new map folders that will house all the maps in the A.M. French 1 group. Depending on where this work is being done will depend where the folders will be stored. Currently, these new folders are located in room 205C under the work tables.
5. Make sure the work surface is clean before you begin. Make sure that you have all your essential materials, such as stencils, a pair of scissors, graphite drawing pencils, erasers, sharpeners, a ruler, and any scratch paper.
6. Now you are ready to begin.

Step 2: Labeling the new map folder.

1. First measure out on the lower right hand corner 1.25" from the side and the bottom of the new map folder.
2. Look at the label of the old map folder. In this case, it is A.M. French 1. The smaller letters measure about 0.75" across. Therefore, you will count the number of letters and/or numbers, if included on the title of the map, and mathematically figure the length of the title to be applied to the new folder.
3. In this case, there are nine characters in this title. Take $9 \times 0.75" = 6.75"$. Then, figure about a half inch between the capital M and French and French and the number one. Therefore you will add 1.0 inch to the total 6.75", which yields 7.75".
4. Next, take the ruler and measure out 7.75" on the new folder at your starting point on the lower right side corner. Remember, your starting point was 1.25" from the side and bottom of the lower right had side of the new map folder.

5. The small letters also measure about 0.75" tall. Therefore, from your starting point measure 0.75" up. Do the same at your end point at 7.75". Finally, connect the two new points to create two lines, where a portion of the new title will be located.
6. Measure from the top line on both the left and the right a half inch. Connect these points to create a new line. Then, measure 0.75 inches in height on both the left and right to create another space that will include a portion of the title. (The graphite drawing pencils will be used to draft out the lines. Always make the lines faint, so that they are easy to erase.) These lines will serve as guides when you place the letters on the new map folder.
7. In the end, you should have two spaces that will include the title and the number of maps that will be housed in that folder.
8. Finally, with a graphite pencil grade 97-6B or 97-4B fill in the title.
9. Please note, any alpha-numeric signifiers must be done with the larger stencils (1 1/8" in height.)
10. Finally, erase the guidelines that you created in order to leave a clean label on the new map folder.

Step 3: Numbering the maps:

1. Now that the new map folder is labeled. The maps will have to be numbered according to the Map Index. Again, you are only placing approximately ten maps per folder.
2. First, with a computer or laptop, open the Map Index and find the group of maps that are to be numbered in the corresponding folder, A.M. French 1.
3. Once you locate A.M. French 1 in the map index, you will match the map with the first image that appears in the group A.M. French 1.
4. Once the map is located, you will turn it over lengthwise, and place the number on the upper right hand side on the back of the map. Therefore, when the map is turned over, the number will appear on the lower right hand side of the map. Put simply, when you turn back the right corner of the map, the number should appear right side up. (The number should appear small and in brackets. For example [1]. **THIS MUST BE DONE ONLY IN PENCIL**)
5. Do this procedure, for the next corresponding maps until you reach approximately ten maps per folder. When completed, place the maps in the new folder. Once this is completed, repeat the labeling of the next map folder with the next set of numbered maps.

Step 4: Disposal of the old map folder:

1. Once all that maps have been number and placed into new labeled map folders, the old map folder needs to be disposed.
2. First, with a pair of scissors, cut out the title or any subsequent titles or any writing. At times these old map folders had calculations and or notations on them. All of these will need to be cut out.
3. Once removed, make a copy of them on acid free paper and place the copies with the first map folder of the A.M. French 1 map folder. Also, make a notation on the copy where these titles and notation were found on the old folder.

4. Then, make a separate set of copies on regular paper and keep with your files.
5. Finally, take the old map folder and place it in the recycled trash bend.

If a person is simply adding supplemental folders to an already new existing map folder, then follow the sections one through three.