

# Fastmap (LTS Procedure #18)

**Scope:** *Fastmap is a procedure that allows non-cataloging staff to create permanent bibliographic and holdings records for certain maps with full-level, AACR2 LC or good member catalog copy.*

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**Unit:** Acquisitions

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[Criteria](#)

[Workflow--Maps Collection Staff](#)

[Workflow--LTS Staff](#)

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## A. Criteria

Maps Collection staff should select items for fastmapping on the basis of their own priorities and access needs, as well as the following criteria:

1. Single-piece items only
2. Availability of full-level RDA or AACR2 LC or member copy with encoding level = [blank], 1 or 4 (FOLIO); [blank], 1,4, I or M (when the record is full) (OCLC)

## B. Workflow -- Maps Collection Staff

1. If the map already has a full-level RDA or AACR2 LC or good member record in FOLIO that satisfies the criteria above, print out the complete bib record. If the FOLIO record is less than a full-level, AACR2 record, search OCLC for a usable record and make print out.
2. Do not annotate the bibliographic information in any way. If this data requires editing, the title cannot be fastmapped.
3. Write the Maps call number prominently on the printout exactly as it will be transcribed on the map.
4. Send the printout to appropriate LTS staff.

## C. Workflow -- LTS Staff

1. Search FOLIO to be sure there is not a record. When appropriate, import the record into FOLIO.
2. If you find another instance record, and its holdings record reads "serv,remo", go ahead and add the new instance record for the paper format, it is not considered a duplicate.
3. Record the FOLIO holdings HRID and date at the top of the printout in red ink.
4. Update the FOLIO holdings record, using the call number provided by the Maps Collection staff.
5. If the call number appearing in the instance record does not match the call number written at the top of the printout, then use the call number at the top of the printout.
6. Add appropriate statistics codes on the instance record under "Administrative note" to record the fastcatting activity ",,f", and an ",,i" when appropriate to record inputting activity.

▼ Record last updated: 6/18/2023 5:27 PM

☐ Suppress from discovery ☐ Staff suppress

Instance HRID  
2009338

Cataloged date  
YYYY-MM-DD

Instance status term  
Select instance status

Mode of issuance  
single unit

[Add statistical code](#)

[Add administrative note](#)

Administrative note  
date:20220804 ttype:c userid:lew235 ploc:its

[Add administrative note](#)

1. Return the printout to the Maps Collection staff.