DOC Search Instructions: Maps

Digital Collections
DOC is an online catalog, like a digital version of a card catalog, and contains no images. If you are looking for images of maps from our collections visit NC Maps, a joint project between the State Archives of North Carolina, Outer Banks History Center, and the North Carolina Collection at UNC-Chapel Hill. Some maps related to World War I or World War II can be found in their digital collections within the North Carolina Digital Collections.

Browsing the Map Collection
If you don’t know the name or call number of the map you’re looking for, try browsing the catalog.

2. On the left hand side of the screen are sorting and browsing options we call facets. Scroll past the Repository options to Collections. Click on “More...” to open other collection options.
3. Scroll down and click on the Map Collection link.
4. DOC will give you a list of materials identified as part of the Map Collection (see below). You can browse this list to find items of interest.
Searching the Map Collection

If you don’t want to browse the entire Map Collection, you can also search it.

1. Follow all the steps listed above to browse the Map Collection.
2. Once you have a browsable list of maps, type the word or phrase you wish to search for in the Search Box (beside the word “Find”) and either press “Enter” on your keyboard or click on the magnifying glass in the search box. This will search only the Map Collection for that word or phrase.

5. In the above example, we searched on “Charlotte” and got a smaller set of results that reference that word. You can use the same method to search the maps by county.
Browsing the Map Collection by County and Viewing Child Records

1. Follow all the steps listed to browse the Map Collection.
2. Type the name of the county you want to browse as “[county name] County” (for example, “Catawba County”) in the Search Box (beside the word “Find”) and either press “Enter” on your keyboard or click on the magnifying glass in the search box.

3. As you scroll through, you may see that some search results have a number and the phrase “child records” in blue underneath their description. In those instances, you can click that phrase to see more maps underneath the level that showed up in your results.
Browsing the Map Collection by Series or Level

1. Type “North Carolina Maps” in the search box and either press “Enter” on your keyboard or click on the magnifying glass in the search box.
2. Scroll down to the North Carolina Maps (Record ID 3) and click on the collection’s name.
3. This will take you to the description of the Map Collection. Scroll down and click on the record’s child list to expand it.

<table>
<thead>
<tr>
<th>Record ID: 3</th>
<th>From Date: 1584</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extent: 3097.479 gigabytes</td>
<td>Creator: Unknown</td>
</tr>
<tr>
<td>Repository: State Archives of North Carolina</td>
<td></td>
</tr>
</tbody>
</table>

**Scope and Content**
The State Archives of North Carolina's Map Collection consists of manuscript maps, reproduced maps, blueprints, lithographs, engravings, blue line prints, tracings, soil surveys, geological surveys, culture maps, road maps, railroad maps, etc. These maps are quite diverse in size, condition, and quality, both in terms of the work involved in the map's creation and in the medium it is on. When preparing the Map Collection for online access, some re-cataloging has been necessary to bring order to the collection and to make it more accessible. First, the archival materials of evidential value to their integrity, that had been removed from their original collection and placed in the Map Collection, have been separated when possible and treated as separate units. Secondly, material in the Map Collection such as building plans and elevations of buildings and forts have been removed from the Map Collection and added to the collection of building plans and ...
4. At this point you can scroll through all the child records or levels below the Map Collection. When you find one you want to read more about, click on the Series Title.
5. If you scroll down and see a child records tab at this level, you can repeat the process to browse and select additional records.
Select records in this series have been duplicated electronically to facilitate access. Please consult the reference staff for more information.

<table>
<thead>
<tr>
<th>Record Id</th>
<th>Series Title</th>
<th>Date From</th>
<th>Date To</th>
<th>Entity Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC.195.A285</td>
<td>Ahoskie, NC</td>
<td>Not available</td>
<td>Not available</td>
<td>Department of Natural and Cultural Resources, Office of Archives and History. Division of Archives and Records.</td>
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<tr>
<td>MC.195.A329</td>
<td>Albemarle, NC</td>
<td>Not available</td>
<td>Not available</td>
<td>Department of Natural and Cultural Resources, Office of Archives and History. Division of Archives and Records.</td>
</tr>
<tr>
<td>MC.195.A819</td>
<td>Asheboro, NC</td>
<td>Not available</td>
<td>Not available</td>
<td>Department of Natural and Cultural Resources, Office of Archives and History. Division of Archives and Records.</td>
</tr>
</tbody>
</table>
Beyond the Map Collection

While the Map Collection may have the largest concentration of maps in our holdings, maps can be found in other collections as well. For example, if you’re looking for maps related to military campaigns, you should check the Military Collection.

What to Do When You Find Something

1. Whether you search or browse, you can click on the names of the materials in your results to see more information about them.
2. Once you have found an item you want to see, you can either visit the repository that holds the item to see it in person or you can email archives@ncdcr.gov to order a copy. Learn more about the procedures and costs of ordering copies on our website.