

ICA - IGN Procedures for Archiving

The Geographic Documentation Service of the Institut Géographique National (IGN) has agreed to the conservation of the technical documents produced or published by the International Cartographic Association. The ICA/ACI retains ownership of the documents consigned to IGN. Each document will be identified as belonging to the ICA. All documents can be returned upon request from ICA.

The documents will be integrated into the collections of the Documentation Centre of IGN located at:
6 avenue Blaise Pascal
Cité Descartes
77 455 Marne-la Vallée CEDEX 2, France.

Documents to be conserved will be selected by the ICA. A special procedure has been agreed upon with IGN, which can be requested by the ICA Executive Committee and the ICA Commission chairs. The documents can pertain to technical works, conference proceedings or periodicals, but also to original correspondence, minutes of meetings, commission reports, printed copies of important electronic mail messages or web pages. ICA will stamp or label its documents or files indicating that ICA is the owner of the document.

These documents will be kept on an ICA designated shelf. A database field or heading will indicate the ownership of each document. The material will be made accessible through electronic catalogues; searching the database will soon be possible via the Internet. ICA documents entrusted to the Documentation Centre may be consulted in the same manner as other materials at the Centre: use on the premises during opening hours, and availability to the public without restriction. Direct borrowing is permitted only for professional users registered at the Documentation Centre.

X