Campus Maps

Revised: 04/12
FSS/PPS No. 08.03.02
Issue No. 3
Reviewer: Associate VPFSS Planning
Effective Date: 07/10/02 (E5Y)
Review Date: 03/17

01. PURPOSE

01.01 This PPS identifies available campus maps, their use, and establishes who will be responsible for the creation and maintenance of the maps.

02. POLICY

02.01 The Division of the Vice President for Finance and Support Services is committed to providing accurate maps to the university community and the general public.

02.02 Available campus maps include:
1. Campus General Information Maps
2. Campus Map Website
3. Campus Parking Map
4. Bobcat Tram Stops and Routes
5. Campus Base Map
6. Customized Maps

03. CAMPUS GENERAL INFORMATION MAPS

03.01 The Coordinator of Facilities Inventory is responsible for maintaining and updating maps posted on campus signs.

03.02 Maps are posted on campus signs located at:
1. front door on Aquarena Springs Drive
2. southeast corner of Alkek Library near Evans Liberal Arts
3. near pay booth at the LBJ Parking Garage
4. between Evans Liberal Arts and Flowers Hall at Bobcat Trail
5. top of the third floor bridge to J.C. Kellam Administration at Hill House Circle
6. between Hines Academic Center and Central Boiler Plant
7. Academy Street sidewalk near the Student Recreation Center
8. Mall at Roy F. Mitte Technology and Physics and Supple Science Building
9. Mall at LBJ Student Center

03.03 The Coordinator of Facilities Inventory, working with the Facilities Department will arrange printing and installation of the maps with a vendor.
04. **CAMPUS MAP WEBSITE**

04.01 The Coordinator of Facilities Inventory is responsible for maintaining the maps and website.

04.02 The map can be accessed at [http://www.maps.txstate.edu](http://www.maps.txstate.edu)

04.03 The Coordinator of Facilities Inventory will update the maps annually.

04.04 The Coordinator of Facilities Inventory is responsible for the supplementary maps and information e.g. driving directions that are available on the web site.

05. **CAMPUS PARKING MAP**

05.01 The Coordinator of Facilities Inventory, working with the Director of Transportation Services, is responsible for maintaining this map.

05.02 The map (in full color) is provided to all faculty, staff and students purchasing a Texas State parking permit and to all students participating in Texas State Orientation. The purpose of the map is to show available parking on campus by permit designation. Black and white and/or color maps may be purchased by Texas State departments from the University Print Shop.

05.03 The Coordinator of Facilities Inventory will update the map by May 15 of each year pending information received from the Director of Transportation Services and Facilities Department. The Coordinator of Facilities Inventory will provide digital map file to the University Print Shop. Approval of the map by the Director of Transportation Services must be received before the map is printed for distribution.

06. **BOBCAT TRAM STOPS AND ROUTES**

06.01 The purpose of the map is to identify shuttle stops and routes. The Bobcat Tram Manager is responsible for maintaining these maps. The Coordinator of Facilities Inventory will assist as necessary.

06.02 The maps are available online at [http://www.tram.txstate.edu/](http://www.tram.txstate.edu/).

06.03 The Bobcat Tram Manager will update the maps anytime permanent route or stop changes are made. All route changes, with the exception of re-routes due to infrastructure maintenance or emergency situations, must be approved by the Director of Transportation Services before modified maps are distributed.

07. **CAMPUS BASE MAP**

07.01 The campus base map is maintained by the Geographic Information System (GIS) Technician in the Office of Facilities Planning, Design and Construction.
07.02 This map identifies university owned land assets and infrastructure. It is maintained using AutoCAD and Geographic Information Systems (GIS). A variety of map information, including legal property descriptions, plat surveys and cartographic field methods are incorporated into the base map.

07.03 The GIS Technician will update the base map when new land assets are acquired or when major changes to the existing infrastructure are completed.

08. CUSTOMIZED MAPS

08.01 Texas State departments may contact the Coordinator of Facilities Inventory or GIS Technician if customized maps are needed.

08.02 Customized maps may include locations of buildings, streets, sidewalks, parking and special features within a specific area of interest as well as special notations. All special notations must be provided by the department requesting the map.

09. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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10. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate VPFSS, Planning, Reviewer

Coordinator, Facilities Inventory, Reviewer

Vice President for Finance and Support Services

Approved: _______________________
Reviewer

Approved: _______________________
Reviewer

Approved: _______________________
Vice President for Finance and Support Services