**Campus Maps FSS/PPS No. 08.08**

**Issue No. 5**

**Effective Date: 02/15/2022**

**Next Review Date: 03/01/2027 (E5Y)**

**Sr. Reviewer: Associate Vice President for Budgeting and Planning**

**POLICY STATEMENT**

*Texas State University is committed to providing accurate maps to the university community and the public.*

1. **SCOPE**
	1. This document identifies available Texas State University San Marcos and Round Rock campus maps, their use, and the individuals assigned with their creation and maintenance.

01.02 Available campus maps include:

* 1. Campus General Information Maps;
	2. Campus Map [website](https://map.concept3d.com/?id=308#!s/?ct/51362,49975,19956,19954,19314,18453);
	3. Campus Parking [map](https://www.parking.txstate.edu/map.html);
	4. [Bobcat Shuttle Stops and Routes](https://www.shuttle.txstate.edu/routes.html);
	5. Campus Base Map; and
	6. Customized Maps.
1. **CAMPUS GENERAL INFORMATION MAPS**

02.01 The coordinator of Facilities Inventory will be responsible for maintaining and updating campus general information maps posted on campus signs.

02.02 Maps are posted on campus signs in strategic locations on the San Marcos campus.

02.03 The coordinator of Facilities Inventory, working with the Facilities Department, will arrange printing and installation of the maps.

**03. CAMPUS MAP WEBSITE**

03.01 The coordinator of Facilities Inventory will be responsible for maintaining the [campus map website](https://map.concept3d.com/?id=308#!s/?ct/51362,49975,19956,19954,19314,18453).

03.02 The coordinator of Facilities Inventory, working with a vendor, will update the maps annually, or as warranted by major changes to campus facilities and infrastructure.

03.03 The coordinator of Facilities Inventory will be responsible for maintaining supplementary maps and information (e.g., driving directions) available on the website.

**04. CAMPUS PARKING MAP**

04.01 The coordinator of Facilities Inventory, working with the coordinator of Marketing and Promotions for Transportation Services, will be responsible for maintaining the [campus parking map](https://www.parking.txstate.edu/map.html).

04.02 The map (in full color) is provided to all faculty, staff, and students when requested from Parking Services. The purpose of the map is to show available parking on campus by permit designation. Black and white and color maps may be purchased by Texas State departments from Print and Mail Services.

04.03 The coordinator of Facilities Inventory and the coordinator of Marketing and Promotions for Transportation Services will update the map as needed pending information received from Transportation Services and Facilities. The coordinator of Facilities Inventory will provide a digital map file to Print and Mail Services. Approval of the map by the associate director of Parking Services and director of Transportation Services must be received before the map is printed for distribution.

**05. BOBCAT SHUTTLE STOPS AND ROUTES**

05.01 The purpose of the Bobcat Shuttle Stops and Routes map is to identify shuttle stops and routes for the San Marcos Campus. The coordinator of Marketing and Promotions for Transportation Services will be responsible for maintaining these maps. The coordinator of Facilities Inventory will assist as necessary.

05.02 Maps and routes can be found on the Bobcat Shuttle [website](https://www.shuttle.txstate.edu/routes.html).

05.03 The coordinator of Marketing and Promotions for Transportation Services will update the maps anytime permanent route or stop changes are made. All route changes, except for re-routes due to infrastructure maintenance or emergency situations, must be approved by the director of Transportation Services before modified maps are distributed.

**06. CAMPUS BASE MAP**

06.01 The campus base map will be maintained by the Geographic Information System (GIS) technician in the Office of Facilities Planning, Design and Construction.

06.02 This map identifies university-owned land assets and infrastructure. It is maintained using AutoCAD and Geographic Information Systems. A variety of map information, including legal property descriptions, plat surveys, and cartographic field methods are incorporated into the base map.

06.03 The GIS technician will update the base map when new land assets are acquired, when notified by the Real Estate Manager, or when major changes to existing infrastructure are completed.

**07. CUSTOMIZED MAPS**

07.01 Texas State departments may contact the coordinator of Facilities Inventory or GIS technician if customized maps are needed.

07.02 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.

**08. REVIEWERS OF THIS PPS**

08.01 Reviewers of this PPS include the following:

Position Date

Associate Vice President for March 1 E5Y

Budgeting and Planning

Coordinator, Facilities Inventory March 1 E5Y

**09. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Associate Vice President for Budgeting and Planning; senior reviewer of this PPS

Vice President for Finance and Support Services