QUICK REFERENCE GUIDE FOR CONTRIBUTING STRUCTURES TO THE NATIONAL MAP

The National Map

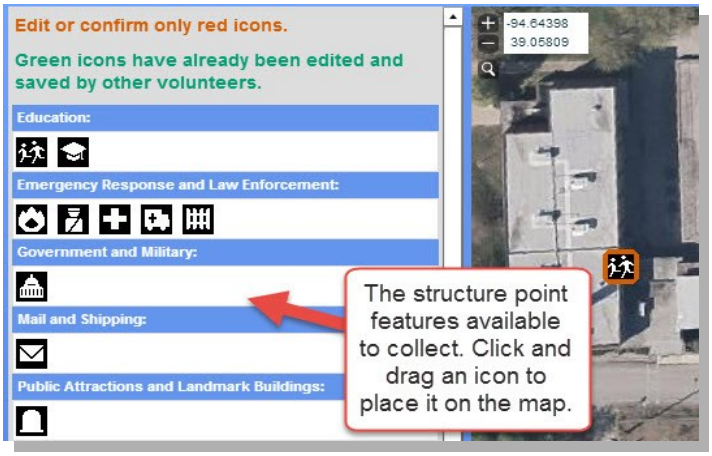
USGS science for a changing world

ADD A NEW STRUCTURE

1. IDENTIFY A STRUCTURE TO ADD

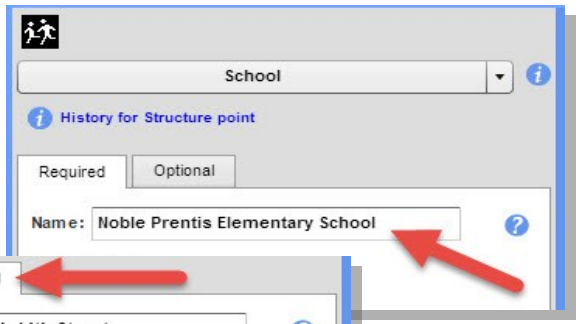
⚠ Make sure it is not already on the map!

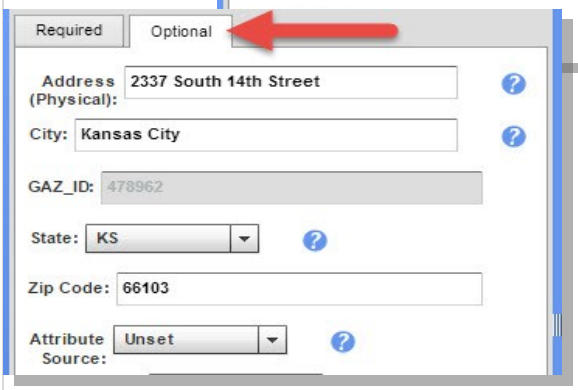
2. DRAG AN ICON TO THE STRUCTURE'S LOCATION* ON THE MAP



3. ENTER INFORMATION ABOUT THE STRUCTURE*

Populate the "Name" field with the structure's name, as found from an authoritative source*.

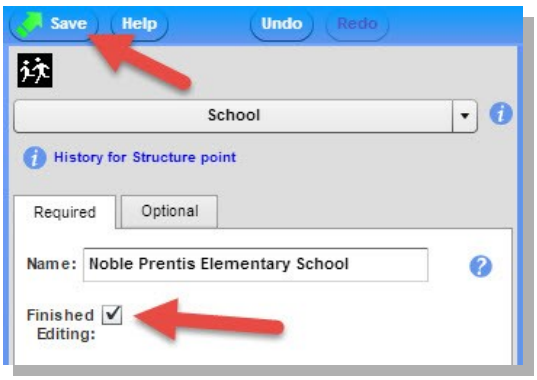




Add the structure's address, if you have it, from an authoritative source*. (not required)

4. CLICK THE "FINISHED EDITING" BOX

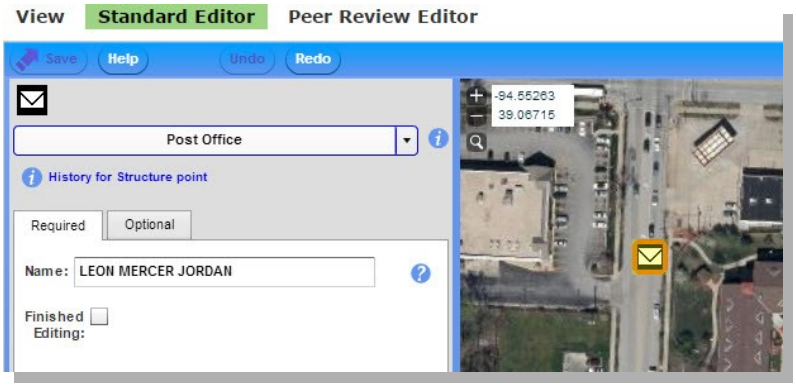
5. CLICK THE "SAVE" BUTTON



EDIT AN EXISTING STRUCTURE

1. SELECT AN EXISTING STRUCTURE TO EDIT

Note: Existing unedited structures are icons with a red outline.
Note: Clicking on the icon will reveal its information in the menu on the left (i.e., the structure's name, address, etc.).



2. VERIFY THE STRUCTURE'S LOCATION* AND PLACEMENT

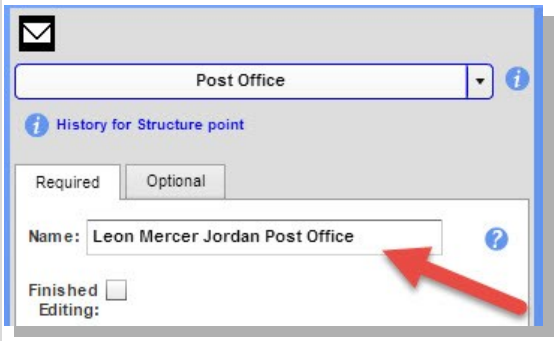
INCORRECT:

Icon not on building

CORRECT:

Icon on center of building

3. VERIFY THE STRUCTURE'S INFORMATION*



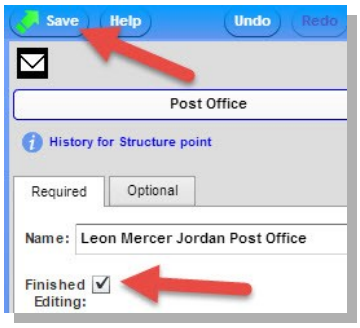
Check the structure's name. Correct the name, if needed.

Optional: Check the structure's address in the "Optional" Tab. Correct the address, if needed.

4. CLICK THE "FINISHED EDITING" BOX

Click the box if:

1. you looked at an existing structure and didn't change any information because it was correct.
2. you looked at an existing structure feature and made changes.



5. CLICK THE "SAVE" BUTTON

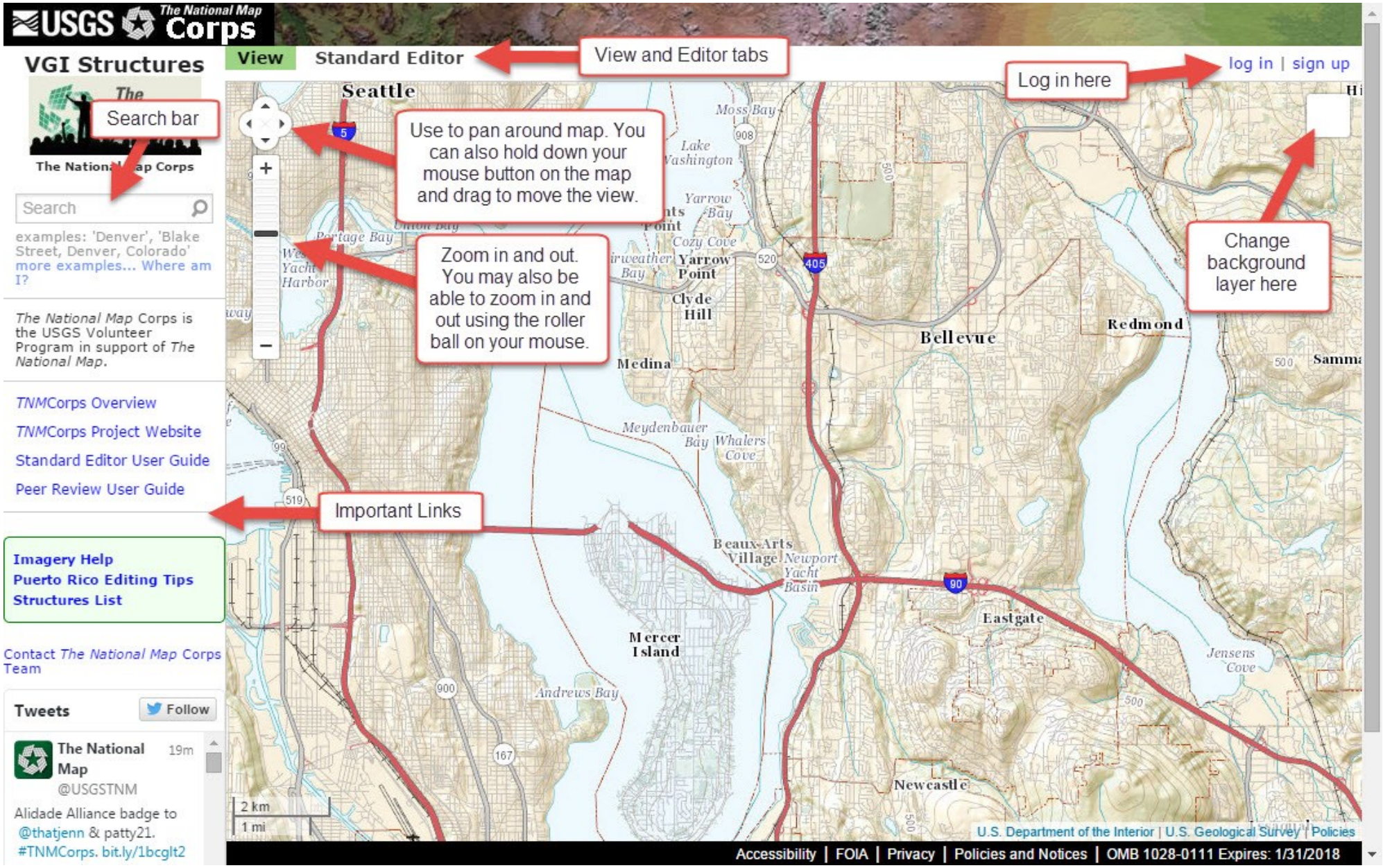
*Acceptable ways to get name, address, and location information include:
(1) official website of the feature (e.g., a school website), **(2)** phone call to confirm name and address, **(3)** local knowledge (e.g., you know the location and name of the library in your neighborhood), or **(4)** visual confirmation (e.g., in person).

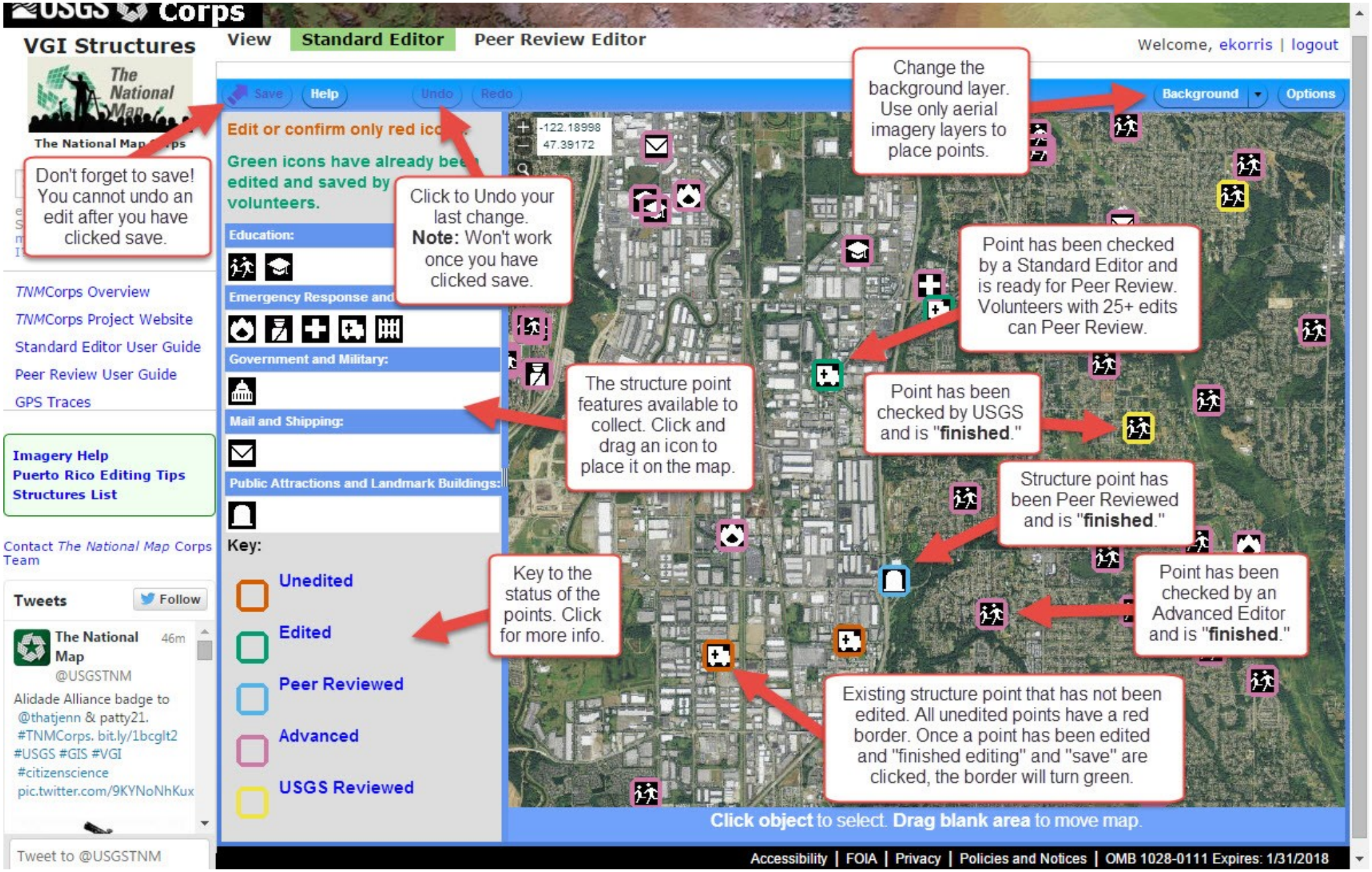
STRUCTURE FEATURES

FEATURE	FEATURE DESCRIPTION	EXAMPLES
School	A building or building complex used as a learning center for children grades kindergarten through high school.	INCLUDES: Elementary schools, middle schools, high schools, and private K-12 schools
College / University	A building or building complex used as an institution of higher learning that grants a degree at the completion of a course of studies.	INCLUDES: 4-year universities, community colleges, and technical colleges DOES NOT INCLUDE: Trades schools such as cosmetology schools
Fire Station / EMS Station	A building that contains fire-fighting equipment and personnel or a provider of combined fire-fighting and rescue services.	DOES INCLUDE: Fire departments with combined emergency medical services operations and/or rescue services DOES NOT INCLUDE: Ambulance stations not part of fire-fighting services, fire equipment storage facilities, fire hall meeting facilities
Law Enforcement	A building that houses police stations or sheriffs' offices.	DOES INCLUDE: Police stations, sheriffs' office, state trooper or highway patrol DOES NOT INCLUDE: Police offices in shopping malls or strip malls, federal law enforcement, park police, school police, railroad police, postal inspectors, locations with administrative functions only
Prison / Correctional Facility	A building or complex for the confinement of persons convicted of crimes.	INCLUDES: State or federal prisons, long-term juvenile detention facilities DOES NOT INCLUDE: Short-term holding facilities such as a jail at a police station or court house, half-way houses, minimum security locations, prison camps or work sites, administrative offices
State Capitol	A building occupied by a State legislature.	
Hospital / Medical Center	A building or building complex providing general medical or surgical inpatient care.	INCLUDES: General hospitals, specialty hospitals (such as children's', cancer, maternity, substance abuse, psychiatric, and rehabilitation hospitals), Veterans Administration hospitals DOES NOT INCLUDE: Psychiatric or behavioral facilities that are not hospitals, long-term care medical centers or nursing homes, walk-in centers or outpatient clinics, imaging centers, medical doctors offices, rehabilitation centers
Ambulance Services	A building providing a service to transport emergency patients and administer emergency medical treatment.	INCLUDES: Air ambulance, ground ambulance, ambulances not operated by fire department but co-housed at a fire station, rescue vehicles not associated with fire department DOES NOT INCLUDE: Ambulance services operated by and housed in a fire station, ambulances for transportation only (not providing medical care), special needs transports, ambulances operated by hospitals/medical centers, ambulance dispatch centers
Cemetery	A place or area for burying the dead.	INCLUDES: Burying grounds, graves, graveyards, memorial gardens, mausoleums, and crypts
Post Office	An official facility of by the U.S. Postal Service used for processing and distributing mail and other postal material.	INCLUDES: Branch post offices, community post offices, and facilities with a postmaster DOES NOT INCLUDE: Mail drop off locations (blue US Mail box) or contract locations which do not have their own zip code

VIEW TAB

+The View tab is the default view in the editor.
+To edit, click on the Standard Editor tab, next to the View tab, at the top of the screen.
+The View tab is useful for zooming out further than you are able to in the Standard Editor.



STANDARD EDITOR TAB

+The Standard Editor tab is where you edit existing points and add new points.
+The attributes (name, address, etc.) for a point are displayed when the point is selected.
+Once a volunteer has edited 25+ points, the Peer Review Editor becomes visible, and users can choose to Peer Review others' edits.