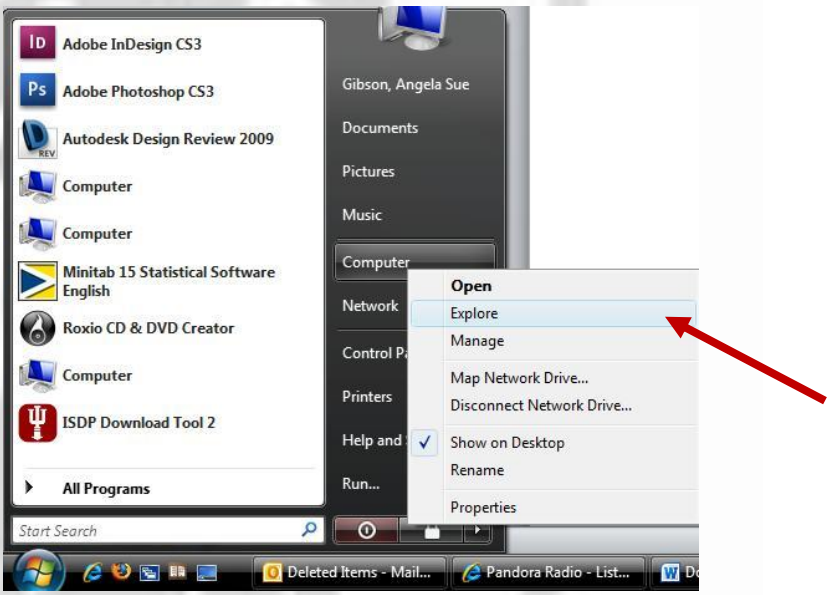
Accessing Local GIS Data Using the University Libraries' GIS Data Server

NOTE: You must be a member of the Ball State community to access this data, and you will be asked to enter in your BSU username and password if you are not already logged in to the Ball State network.

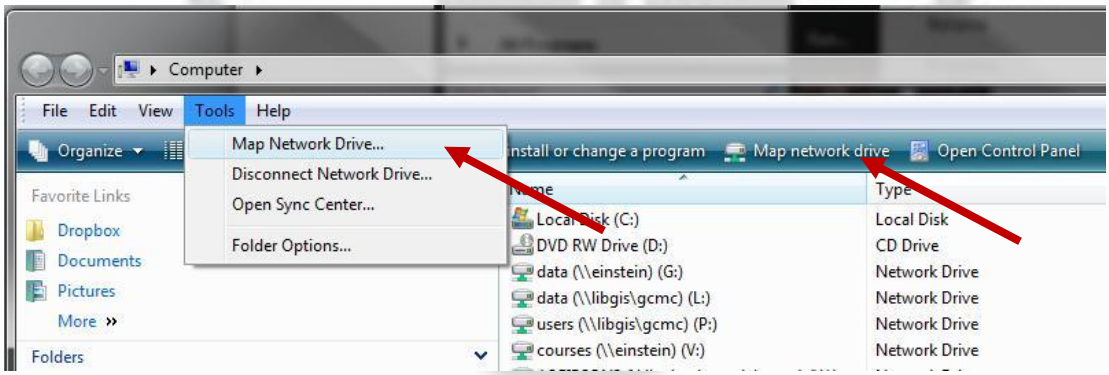
Warning: This data was provided by the Delaware and Henry County GIS departments. It is to be used for education and research purposes only, and is not to be provided to third parties.

Connecting to the Server: Mapping a Network Drive

1. Click **Start**, right-click on **Computer**, and then click **Explore.**



2. In the **Tools** menu or on the **GUI**, click **Map Network Drive.**

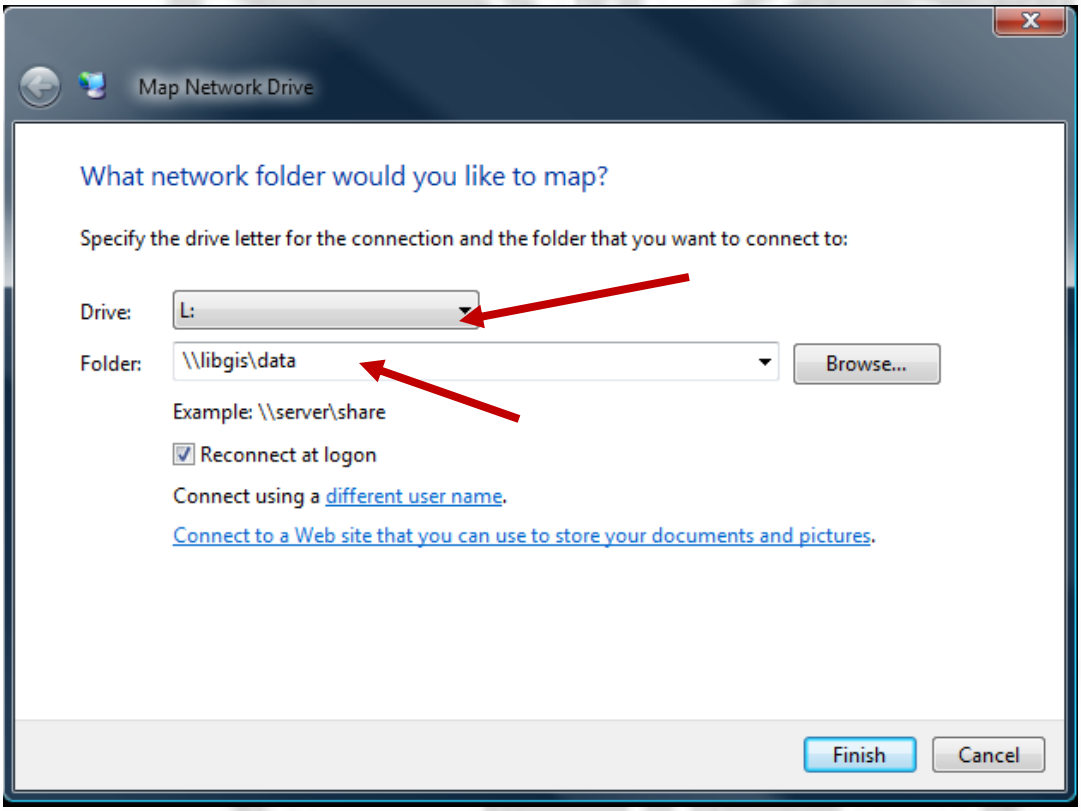


3. In the **Drive** box, Click the drive letter **L:**

   Note: By default ArcGIS Desktop uses full path names. It's important to always map your data to the same drive letter in order to avoid having to repair your data source when you open a map document.

4. In the **Folder** box, type **\\libgis\data.**

   Note: If you are using a computer that is not logged into the BSU network you will be prompted to enter a BSU username and password to access this data.



5. You are now connected to the LIBGIS data server.

Note: The data on this server is **read-only** so you will need to copy and paste the datasets that you need (using ArcCatalog) to your own area such as an ilocker folder or on a USB drive.

For more information about the LIBGIS server contact Angela Gibson, GIS Specialist for the University Libraries, at ASGibson2@bsu.edu or 765-285-1097.