Map Navigation Methods

- **Panning** – use the mouse by holding down the left mouse button and move the mouse in the desired direction.

- **Changing Scale** – roll the mouse wheel forward or backward to zoom in and out. The controls located on the left side of the map also allow you to zoom in and out.

- **Full View** – clicking on the Default Extent button located on the left side of the map will return the map to the default full extent view.

The map has multiple ways to navigate to include panning, changing scale as well as a full view of the entire state.
The map comes with 16 separate layers of information. Layers allow users to add or subtract visual and reference information as necessary. Shown above are the default layers that appear when the map is opened.

Map Layers

The map automatically shows the following layers upon opening:

- Library Buildings
- City Library
- Village Library
- Township Library
- District Library
- Town Library
- Library Name
- Labels
Besides the default layers, the map also allows users to add or subtract additional layers. Those additional layers are listed above. Be cautioned that when numerous layers are activated, the map information and visual appearance can be difficult to navigate.
Type of Library:

- City – green
- Town – purple
- Village – red
- Township – blue
- District – tan/buff

*Note – The overview of Illinois and Library System territories are displayed in the lower right corner of the map. The current main map extent is displayed as a red rectangle on this overview map.

Reaching Across Illinois Library System (RAILS) territory is shown in the overview map as light blue, Illinois Heartland Library System (IHLS) is shown as light pink, and the Chicago Public Library System (CPLS) is shown as light green.
All public library buildings to include branches are indicated by the blue library icon as shown above. The buildings have been plotted on the map by address and location.
In this example, the Williamsville Public Library building is selected. If the user selects the arrow to scroll right, the Village of Williamsville Public Library information will be displayed.
If you click within an indicated library service area, an information balloon will appear with the name of the library service area agency, the Illinois State Library Control Number, the service area in square miles and the service area population.
Geocoding is the process of transforming a description of a location, such as an address, to a location on the earth’s surface. The map allows users to find the location of a specific address by using this process. The directions to use this feature are as follows:

1. Type an address in the text box in the upper left corner as shown above. Possible options will appear in a drop down list.

2. After the address has been entered or selected from the drop down list, press the “Enter” key on the keyboard.

3. The map will automatically zoom to the best location match for the geocoded address.

*Note – A complete address is not necessary when searching. A city and state (e.g., Springfield, IL) can be entered in order to find the location of the city.
Geocoding is the process of transforming a description of a location, such as an address, to a location on the earth’s surface. The map allows users to find the location of a specific address by using this process. The directions to use this feature are as follows:

1. Type a library name in the text box in the upper left corner as shown above. Possible options will appear in a drop down list.

2. After the address has been entered or selected from the drop down list, press the “Enter” key on the keyboard.

3. The map will automatically zoom to the best location match for the geocoded library.
Using imagery can help identify a specific location. To switch the map to the imagery view, click on the “basemap” button located in the upper left corner. The “basemap” button allows users to toggle back and forth between the different map view types.
The map allows libraries to determine non-resident services. If you have determined an address not to be located within a library service area through geocoding or other means, you would follow these steps to start the process of determining the appropriate library to issue a non-resident card:

1. After geocoding the address, click on the map layers button and turn on all of the school district types layers feature.

2. Click on the blue address indicator of the location and an information balloon will appear.

3. Click on the scroll arrow located at the top of the information balloon and the school district information for that address will be listed.

4. You would then need to apply the rules governing non-resident card issuance to determine which library would issue the non-resident card.

Note* - A link to the rules governing the issuance of non-resident library cards can be found on the Illinois Library Service Areas Map webpage.
For an address not located within a library service area, the map has a layer that will indicate the nearest library service area to that address. To activate this feature and determine this information, you would need to do the following:

1. After geocoding the address, click on the map layers button and activate the Nearest Library District popup feature.

2. Click on the blue address indicator and an information balloon will appear.

3. Click on the scroll arrow located at the top of the information balloon and the nearest library service area information will be listed.
For an address not located within a library service area, the map has a layer that will indicate the nearest library building to that address. To activate this feature and determine this information, you would need to do the following:

1. After geocoding the address, click on the map layers button and activate the Nearest Library Building popup feature.

2. Click on the blue address indicator and an information balloon will appear.

3. Click on the scroll arrow located at the top of the information balloon and the nearest library building information will be listed.
The map comes with a layer that allows users to access census block data from the U.S. Census Bureau’s 2016 American Community Survey (ACS). Users will need to make the layer active by clicking on the ACS 2016 Block Group layer under the layer list drop down menu. Census blocks are outlined in blue and when users click inside a census block, the population estimates from the ACS will appear.
The map contains a measuring tool that has two types of measurements. Users can create a custom polygon to measure area or a line to measure distance. Users can also select a point to indicate the latitude and longitude of a point on the map. To use the measuring tool:

1. Click on the measuring tool icon (ruler) in the navigation area located on the left side of the map.

2. Select the type of measurement (polygon or line). The polygon feature is selected in the example above.

3. Click on the map in each corner of the desired polygon shape to create an area. Double click at the location of the last corner to complete the shape and generate the area measurement (4.41 acres in the example above).

In the example above, a polygon area (blue) was added and the area measurement is returned in acres. The units dropdown menu in the measure dialog box allows users to change the unit of measure. When the map is closed, these graphics will be lost.
The map contains a printing tool that allows you to print out a map of what appears on your screen. Users can choose from different layout styles to print as well as a number of different file formats that include PDF, JPEG or GIF images. The layout styles include the map only, or the map in either portrait or landscape orientation that includes a distance legend to help with scale.

1. Click on the print tool icon (printer) in the navigation area located in the upper left of the map.

2. Select the type of layout and format you would like to print and click on the print command in the drop down box.

3. Once the document is created, you can click on the ArcGIS web map listing and preview the map.

4. While viewing the map in the format of choice, you will be able to print the map.
The example shown is an A3 Landscape Layout with a legend and scale ratio.
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