The Ostrom Workshop
POLICIES and PROCEDURES
~2014 - 2015~

The Vincent and Elinor Ostrom Workshop in Political Theory and Policy Analysis
Indiana University, 513 N. Park, Bloomington, IN 47408-3895 USA
phone: 812.855.0441 · fax: 812.855.3150 · workshop@indiana.edu · http://www.indiana.edu/~workshop
WORKSHOPPERS 2014 – 2015 ACADEMIC YEAR

Ostrom Workshop Office Locations: Park 1 (Main Office), 513 N. Park; Park 2, 515 N. Park; Park 3, 521 N. Park; and Park 4, 505 N. Park.

Office Hours for Main Office: 8:00 a.m. to 5:00 p.m., Monday-Friday (except holidays).

Park 1

Lee Alston, Director
Emily Castle, Director Library Services
Dan Cole, Affiliated Faculty, SPEA & IUB Law
Milf-Hinrich Ehlers, Visiting Scholar
Ray Eliason, Computing Systems Manager
Julie England, Systems Analyst/Programmer
James Farmer, Affiliated Faculty, School of Public Health
Dalson Britto Figueiredo Filho, Visiting Scholar
Carolin Fischer, Visiting Scholar
Gayle Higgins, Accounting and Financial Support Specialist
Christos Kalantaridis, Visiting Scholar
Patty Lezotte, Publications Manager
Marina Miovska, Visiting Scholar
David Price, Facilities and Office Coordinator, Buildings Manager
Walter Salas, Visiting Scholar
Joseph Stahlman, Post Doc Researcher
Mark Stephan, Visiting Scholar
Keith Taylor, Visiting Scholar
Arho Toikka, Visiting Scholar
Julia DeBruicker Valliant, Post Doc Researcher

Park 2

Elizabeth Baldwin, Graduate Student
Chung-Yuan Chiu, Graduate Student
Martin Delaroche, Graduate Student
Trish Gibson, Graduate Student
Kirk Harris, Graduate Student
Cathryn Johnson, Graduate Student
Sanchayan Nath, Graduate Student
Naveed Paydar, Graduate Student
Olga Schenk, Post Doc Researcher
Julia Talbot-Jones, Visiting Scholar
Anna Zhang, Visiting Scholar

Park 3

Shahzeen Attari, Affiliated Faculty SPEA
Michelle Lute, Post Doc Researcher
Michael McGinnis, Affiliated Faculty, Political Science
Burney Fischer, Affiliated Faculty, SPEA

Park 4

Jessica Alcorn, Graduate Student
Stefan Carpenter, Graduate Student
Daniel Cheng, Graduate Student
Graham Epstein, Graduate Student
Ursula Kreitmair, Graduate Student
Lauren MacLean, Affiliated Faculty
Ken Richards, Affiliated Faculty
Luke Shimek, Graduate Student

This handbook prepared by David Price
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WELCOME MESSAGE

We would like to take this opportunity to welcome you and to express how pleased we are to have you here with us at the Workshop. We hope that your time here proves to be a productive and enjoyable experience.

We also realize that as visitors and/or students at the Workshop (and perhaps to a different country and learning institution) you will have many questions. We hope this handbook will help. The staff will, of course, be happy to answer any inquiries concerning material not covered in these pages.

RESEARCH PROGRAMS

Our current research activities include the Workshop's program for advanced study in Institutional Analysis and Development (IAD), the International Forestry Resources and Institutions (IFRI) Research Program and Database, the Common-Pool Resource (CPR) Research Program and Database, the Digital Library of the Commons (DLC), the Interdisciplinary Experimental Lab (IE Lab), the Program in the Political Economy of Democratic Sustainability (PEDS), and several projects related to the sustainability of social-ecological systems (SES). Also, we have close interactions to our sister center, the Center for the Study of Institutions, Population and Environmental Change (CIPEC).

EDUCATIONAL ACTIVITIES

We encourage students, faculty members, and visiting scholars to participate in our weekly colloquium presentations, the Y673 seminars, ongoing working groups, and each semester’s Mini-Conference. These forums provide opportunities to generate and maintain discussions of mutual interests with other colleagues, to obtain comments on your work, and for an exchange and sharing of ideas. The Workshop is a place for learning and teaching both in and out of the classroom.

COLLOQUIUM SERIES

Colloquium presentations will take place most Mondays and Wednesdays from 12:00 - 1:30. Notices are sent via email and papers will be available at
http://www.indiana.edu/~workshop/colloquia/colloquiumseries/index.php. Feel free to bring your lunch. Coffee is available at no charge, and soft drinks can be purchased from the vending machine in the kitchen.

**Y673 SEMINAR**

In the fall of 2014 the Y673 seminar will meet weekly, on Fridays from 10:00 - 12:00. Titled, *Introduction to Institutional Analysis and Development*, this course will be taught by Professor Mike McGinnis (mcginnis@indiana.edu).

In the spring of 2015 the Y673 seminar will be taught by Professor Bill Blomquist (blomquis@iupui.edu) and meet weekly on Thursdays from 4:45 to 6:45 PM. The title for the spring seminar is *Institutions and the Governance of Natural Resources*.

Both semesters the seminar will meet in the Tocqueville Room at Park 1 (513 N. Park). Visiting Scholars are encouraged to participate regularly in these sessions, and to complete assigned readings before each class. For course details and further information please see http://www.indiana.edu/~workshop/courses/Y673/index.php.

**MINI-CONFERENCE**

The Y673 Mini-Conference is held at the end of each semester (dates to be determined). Students (and other seminar participants) will write a research paper drawn from their independent research interests related to some particular aspect of institutional analysis. This is an excellent opportunity to do preliminary research applying institutional analysis to a particular policy problem. As will be explained in class, Workshop faculty members, students, and visiting scholars will be asked to present and comment on each paper.

**WORKING GROUPS**

For many years, the Workshop has facilitated the establishment of self-organized working groups. Topics covered vary from year to year. Most groups are mechanisms enabling people who share common interests to discuss their current research and benefit from each other’s commentary and criticism. Some groups are focused around a particular research question and have resulted in a published paper, a research design, a research proposal or some other joint product. See
http://www.indiana.edu/~workshop/research/workinggroups/index.php for further detail on existing working groups. If you would like to join any of these groups, contact the coordinator. Please contact David Price (daaprice@indiana.edu) if you have suggestions for a new discussion group and would like to schedule a time and meeting room.

**Publications**

Emily Castle, Director of Library Services, can assist you in accessing the research material of the Workshop through the Library Master database. Workshop publications can be obtained from Patty Lezotte. A partial listing can be found on our website, which includes links to electronic versions of selected papers.

The current issue of the Workshop newsletter, *Polycentric Circles*, which is published biannually in May and November, can be found in PDF format on our website http://www.indiana.edu/~workshop/publications/newsletter/index.php.


*Hoosier Guide*: Written for students and visitors from abroad, this helpful booklet has been prepared by community volunteers working with Bloomington-Worldwide Friendship, Inc. Online at: http://www.indiana.edu/~intlserv/files/docs/hoosier_guide/hoosier_guide.pdf

**Useful Links**

Workshop Website: http://www.indiana.edu/~workshop/
Indiana University Bloomington: www.iub.edu
Bloomington Transit: http://bloomingtontransit.com/
City of Bloomington: http://bloomington.in.gov/
PEOPLE

DIRECTOR

- Lee Alston, Director, Park 1, 201, ljalston@indiana.edu

STAFF

- Emily Castle, Director of Library & Information Services/Digital Library Commons, Park 1, 204, efcastle@indiana.edu
- Ray Eliason, Computing Systems Manager, Park 1, 303, reliason@indiana.edu
- Julie England, Systems Analyst/Programmer, Park 1, 205, England@indiana.edu
- Gayle Higgins, Account and Financial Support Specialist/Events Scheduler, Park 1, 203, ghiggins@indiana.edu
- Patty Lezotte, Publications Manager, Park 1, 209, zielinsk@indiana.edu
- David Price, Office and Facilities Coordinator, Park 1, 100, daaprice@indiana.edu

See http://www.indiana.edu/~workshop/people/staff.php for specific staff job descriptions.

AFFILIATED FACULTY

The Workshop Affiliated Faculty is both multidisciplinary and collaborative, composed of scholars from Indiana University and other organizations with a central interest in the study of institutions (political, economic, legal, etc.) and/or combined social-ecological systems. Local faculty members are expected to participate on a regular basis in Workshop colloquium presentations, seminar discussions, and biannual miniconferences. The faculty serves as a crucial link between the activities of the Workshop and traditional fields of study on the IU campus and at other universities, and to the graduate students in those fields. See http://www.indiana.edu/~workshop/people/faculty.php for a list of our current affiliated faculty and guidelines for becoming an affiliated faculty member.

AFFILIATED DEPARTMENTS

CENTER FOR THE STUDY OF INSTITUTIONS, POPULATION, AND ENVIRONMENTAL CHANGE (CIPEC) Director: Tom Evans

CIPEC was founded in 1996 to examine the causes, processes, and outcomes associated with changes in forest conditions. CIPEC is committed to advancing
current understanding of the human dimensions of global environmental change, and to sharing this knowledge with the public, the research community, and with those able to take effective action. See http://www.indiana.edu/~cipec/ for further information.

THE INTERNATIONAL FORESTRY RESOURCES AND INSTITUTIONS (IFRI) RESEARCH PROGRAM

IFRI is a collaborating research network established to study changes in forest resources, the people who use those resources, and the institutions they have developed to manage them. For further information about IFRI, please visit their website: http://www.ifriresearch.net/
GENERAL INFORMATION

This section of the handbook contains general information about the Workshop’s policies and procedures.

KEYS
The Ostrom Workshop is comprised of four separate buildings, all located on N. Park Avenue. Our buildings are designated as Park 1 (main offices at 513 N. Park), Park 2 (515 N. Park), Park 3 (521 N. Park), and Park 4 (505 N. Park). Keys for the front doors and offices are controlled by the buildings manager (Park 1, front office). Visitors and students with Workshop office space will be assigned keys to their respective building and their office door. Doors at Park 1 are unlocked between 8:00 a.m. and 5:00 p.m., Monday through Friday. For security reasons front and back doors at Park 2, 3, and 4 should remain locked at all times even while the buildings are occupied (see the Security and Safety Measures section of this handbook for further information).

OFFICE SPACE
During your stay at the Workshop you will be assigned an office. It is our goal to equip each space with all the tools you may need to work comfortably and efficiently, i.e. computer workstation equipped with high speed internet and up-to-date software, a comfortable desk and chair, file cabinet, bookcases, office supplies, etc. Some of our office spaces are equipped with closets, which we reserve the right to use as storage (although if there is room, you are welcome to utilize that space as well). Specific accommodation requests should be addressed to the buildings manager (David Price, Park 1, front office). In most cases, you will be asked to share office space with at least one other person. Please be respectful of your office mate(s) by keeping your work area tidy.

Supplies
Our budget for office supplies is small. Thus, faculty, staff, students, and visiting scholars are urged to be frugal in their use of these items. If you need office

Note: In order to maintain a clean work environment free of pests and airborne bacteria, please do not collect dirty dishes and coffee cups in your office.
supplies or notice that the supply of an item is low, please let the buildings manager know.

**Kitchen**

Snacks and drinks are available for purchase in the kitchen at Park 1. The kitchen at Park 1 also has a refrigerator, microwave, toaster oven, and toaster available for use. Kitchens in all buildings are stocked with various dishes and utensils. For safety reasons, the use of kitchen appliances in all Workshop buildings other than Park 1 is not allowed (see the Security and Safety Measures section for further information).

*Coffee:*

Coffee is available in the Park 1 kitchen for 50 cents per cup or $6.00 per month; tea is available for 30 cents per bag or $3.00 per month. Coffee mugs on the kitchen shelf are available for everyone’s use. Please see David Price in the front office if you would like to pay for coffee/tea on a monthly basis.

*Refrigerator:*

PLEASE label all food items that you put in the refrigerator or on the kitchen shelves and check/clean out your items once a week from either place. Staff members will periodically clean out the refrigerator and the kitchen shelves and those items that are old/not labeled will be thrown away.

**Kitchen KP Duty**

KP Duty is an everyday procedure for those with offices at Park 1. A plastic blue spatula will be placed in your mailbox on your assigned day. A calendar listing daily KP assignments is also posted on the refrigerator and by the mailboxes. KP duty includes: washing any dishes left in the sink; wiping off the kitchen counter, table, and microwave; emptying and rinsing the plastic basin in the sink; drying/putting away dishes left in the drain board; emptying the coffee pot; and unplugging all kitchen appliances (except for the microwave). *Note: If you are leaving before 4:00 p.m. on your assigned day, please follow the above procedures except do not empty the coffee pot. KP Duty at Park 2, 3, and 4 is self-organizing.*
MAIL SERVICES
All faculty, staff, and visiting scholars, have mailboxes in Park 1 (first floor, in hallway outside the Tocqueville room). For Workshop related outgoing mail, Park 1 has two boxes located at the far left of the staff mailboxes: (1) Metered Mail—Workshop related mail going off-campus, for which an account number needs to be noted in the upper right-hand corner in lieu of postage; and (2) Campus Mail—mail going to various departments on any I.U. campus. Both metered mail and campus mail are picked up once a day around 1:15 p.m.

Federal Mail: Your outgoing personal mail should include postage and can be placed for pickup in the allotted area at Park 1. Federal mail is picked up once a day usually around 9:30 a.m. The staff distributes all incoming campus and U.S. mail. You may purchase stamps or send packages at the U.S. Post Office located at 10th Street and Pete Ellis Drive or at the IU Memorial Union.

Note: The Ostrom Workshop does not provide or sell postage stamps.

Park 2, 3, and 4 do NOT have either federal or campus mail service. Thus, please use 513 N. Park Avenue as your return address. Colleagues with offices at Park 2, 3, and 4 should bring their mail to Park 1.

Federal Express: Only Workshop-related material can be shipped via Federal Express on the Workshop account. For assistance, please see David Price. Unfortunately, personal items cannot be sent via Federal Express using the Workshop account.

The Ostrom Workshop budget for postage is minimal. Therefore we cannot cover the cost of any personal mailing or shipping.

LOST AND FOUND SERVICES
The Workshop Lost and Found is located in the front office. If you have lost something or find an item of value in or around the Workshop please contact David Price (855-0441) at the front desk. The Campus-Wide Lost and Found is located in Ballantine Hall 031 and can be contacted at 855-7372.
PHOTOCOPYING
In order to use the photocopying machine, you will need to see David Price to be assigned an identification number to monitor your usage. If usage becomes excessive, you may be assessed a charge for additional copying.

Multiple Copies/Large Projects: If you need to make multiple copies of many items or you have a large project to photocopy, try Copies & More [http://document.indiana.edu/copy/copyandmore.asp](http://document.indiana.edu/copy/copyandmore.asp) at the Indiana Memorial Union. Mr. Copy [http://www.copysales.com/](http://www.copysales.com/) located a few blocks away on 10th street is another option.

*Photocopying for Graduate Students:* There are times when graduate students need to do photocopying related to their research projects. In order to facilitate this process, we have set up a project copy ID number for each of our ongoing research projects so that graduate students and others involved in a project can make photocopies on the copier machine. Copies will then be billed periodically to the appropriate grant account. If you need to make copies for a particular research project, please see David Price to get the copy ID code. Other than project photocopying, we will not be able to authorize any graduate student photocopying where the Workshop covers the cost.

FAX MACHINE
On a limited and case by case basis, Workshop colleagues may use the fax machine located in Park 1, Room 208. Our fax number is (812) 855-3150.

SHREDDING
The Workshop has limited resources in regards to shredding sensitive documents, expired credit cards, digital media (CD’s), etc. If you have a need to securely dispose materials of this nature, please check with the David Price to assess your options.
PUBLICATIONS
A limited supply of various Workshop publications (books, articles, etc.) are available for you to take home to your academic or university library. Please contact the publications manager, Patty Lezotte, for publications assistance.

Note: Due to copyright constraints and publisher’s resale policies, we are unable to sell any of the Workshop books we keep in inventory for Workshop use. If you would like to purchase any Workshop books, please go through traditional sources, i.e. I.U. Bookstore, Amazon, etc.

TELEPHONES
The Workshop’s main number is (812) 855-0441 (David Price, Park 1 building manager). Incoming calls received at the main number will be transferred to your office phone. Phone messages coming into the front desk will be emailed to you. Only staff offices have voice mail.

To call on campus, dial only the last five digits of the number, as in 50441. To call outside of the IU network dial the entire 10-digit phone number including area code, e.g. 812-555-1234 (do not add a 1 before dialing a long distance number). To make international calls from your office phone you will need a calling card. These may be purchased at many local retailers, i.e. convenience stores and markets.

WORKSHOP LIBRARY
The Workshop has extensive reprint files and a limited book and monographic library located on the third floor of Park 1. Emily Castle, Director Library Services, can assist you in accessing the research material of the Workshop through the Library Master database as well as via other library facilities on the Bloomington campus. For further information, see the Workshop Research Library section of this handbook.

GREEN TEAM
In 2012 the Ostrom Workshop formed a Green Team. A Green Team is an informal group of faculty, staff, and students in a particular campus unit who work collectively to promote environmentally, socially, and economically friendly practices within that unit. Getting involved in a Green Team is a great way for
members of the Indiana University community to reduce the environmental impacts of their office while also helping Indiana University become a more sustainable institution! Information about Green Team activities and progress will be posted on a bulletin board in the kitchen of Park 1. If you are interested in being involved in, please contact Emily Castle or David Price. For more information on Green Teams see http://indiana.edu/~sustain/iugt/index.php.

**DESK-SIDE RECYCLING**

All Workshop offices are equipped with desk-side recycling bins. Desk-side recycling containers accept mixed recyclables, including:

- Paper *(Yes: mixed office paper, junk mail, newspapers; No: tissues or paper with food on it.)*
- Aluminum cans
- Glass
- Plastics 1-7

*When possible, we encourage you to place aluminum, glass and plastics 1-7 in the area bins provided in your building.* For details of what you can recycle at IUB, go to http://www.indiana.edu/~nowaste/RecyclingGuide.htm. **Note:** Building Services do not have keys to individual offices and will only be able to pick up your office trash and recycling if you place it outside your office door on the days they come to clean. For Park 1 this will be Mondays and Thursdays. For Park 2 and 3 cleaning day is Monday only. For Park 4 it is Thursday only.

**VISITING SCHOLARS TIME AWAY FROM WORKSHOP**

Visiting Scholars planning on traveling outside of Bloomington for any period of time (other than on weekends) should let one of the Workshop staff members know so that the dates away are recorded on the Workshop calendar. This is especially important for international visitors as the Workshop is responsible for the safety and well-being of its visitors while with us. Should there be an emergency of any sort, either involving one of our visitors or with someone needing to contact them, it is important we have accurate contact information.

**Legal requirements for travelling outside the U.S. for non-U.S. residents:**

- You and any J-2 dependents must have a valid travel signature on your Form DS-2019 to re-enter the United States.
• Request a J-1 travel signature in iStart (https://istart.iu.edu/) at least two weeks before you travel. Your Indiana University department must approve your request. Then you will receive an email from the Office of International Services (OIS) with further instructions.
• If J-2 dependents travel with you, their DS-2019 forms must also be signed. If J-2 dependents will not travel with you, and you will be outside the country for more than 30 days, please contact OIS for advising (http://ois.iu.edu/about/contact.shtml).
• Check your passport, visa, and DS-2019 to ensure that they will not expire while you are outside the country. If your passport will expire within six months, we recommend renewing it.
• If you are traveling to a country other than your home country, you may need a visitor’s visa. To find out, visit that country’s embassy website (http://www.embassy.org/embassies/) and search for the nearest Consular Section.
• On your return to Bloomington, OIS will need to review your new port of entry stamp, which should appear on top of your J visa, in addition to your electronic I-94 record.

Travelling inside the U.S. for non-U.S. residents:

• You will not need to check in with OIS. However, you should carry all your immigration documents with you during your travel.
• You should let your host department know that you will be traveling. Please give David your travel dates for the calendar. Please give Gayle the contact information for where you can be reached in case of an emergency and take the Workshop’s contact information with you.

Departure from Workshop

Before you depart Bloomington, you will need to do the following:
• Change of address form: Fill out a U.S. Post Office form to stop your mail being delivered to your Bloomington home address (or the Workshop address) and instead delivered to your own home address. Also change your mailing address at your bank, journals, magazines, etc. The U.S. Post Office
will not forward mail for anyone having an Indiana University address. The Workshop will forward important mail, but not junk mail. Please provide David with your updated contact information.

- **Keys:** Turn in all Workshop building and office keys to David Price.
- **Library books:** Return borrowed books to the Workshop Library or Main Library.
- **Office:** Clean out your office, including any items to be recycled or thrown away. When you depart, your office should be completely cleared and ready for someone else to move in. Do not leave any personal items behind at the Workshop, and return any Workshop furniture, household items, or equipment that you may have borrowed. Personally pack all books, papers, etc., that need to be mailed to your next location. You are responsible for mailing costs of your personal material.
- **Computer files:** Copy files from the computer hard drive you have used while at the Workshop. All files will be erased from your computer hard drive the day after you depart and backups will not be made. If you fail to copy necessary files, they will be lost.
- **Food:** Clean out food items from the refrigerator/kitchen shelves and throw away.

**Coffee/Tea fund:** Pay what you owe for coffee/tea at all Workshop buildings.
SECURITY AND SAFETY MEASURES

Because we have a wide-variety of people using the Workshop facilities at all times of the day, seven days a week, we have relatively strict security regulations at all Workshop locations. Our goal is to ensure that each location is safe and secure at all times. We appreciate your cooperation in observing the following rules.

If you have any questions concerning the security and safety measures for any of the Workshop buildings, or if you have any comments, please contact David Price.

513 NORTH PARK AVENUE (PARK 1)

The main offices of the Workshop are located at 513 N. Park Ave, commonly referred to as “Park 1”. This building houses all staff offices, the Workshop Research Library, and the two main conference/classrooms - The Tocqueville Room, and the Ostrom Room. Other offices in Park 1 are currently being used for faculty and visiting scholars.

(1) Normal business hours are 8:00 a.m.–5:00 p.m., Monday through Friday (except holidays). All other times the outside doors must remain locked. Keys for Park 1 will only be issued to people assigned Park 1 offices. If access to Park 1 is needed outside of regular business hours, those who do not have room assignments in Park 1 will need to check out a building key during regular business hours from David Price. When using the building before 8 a.m. or after 5 p.m. Monday–Friday, or at any time on Saturday, Sunday, or a holiday, please keep all doors locked while you are in the building.

(2) Blinds in the front office (room 100), office annex (room 100A), Living Room, Ostrom Room, Tocqueville Room, kitchen, and the filing/fax room (208) should be left closed outside of regular business hours. This measure prevents our computers and other equipment from being seen from the outside.

(3) When leaving the building outside of normal business hours, please check to make sure all doors are locked and leave via the back door outside the hall that leads to the Tocqueville room. This door will automatically lock behind you.
(4) Our HVAC system requires that the windows remain closed for maximum performance. Please do NOT try opening any windows as all but the window in room 208 (used for an emergency exit to the fire escape) are sealed shut. If, however, you do have a window that opens, please make sure it is shut and locked when you are not in your office.

(5) If using kitchen appliances before or after hours Monday–Friday, or Saturday, Sunday, or a holiday, please be sure to turn off and unplug them before leaving the building.

(6) There should be no need to use a portable heater in any of the offices in Park 1.

(7) Appliances, such as coffee pots, electric hot water kettles, etc. should not be used in offices.

(8) As an additional security precaution, if possible lock your office door at night when you leave. (Note: Not all offices have locking doors).

(9) If you are expecting a visitor after hours or on weekends, do NOT leave the building door unlocked for their arrival. You should let them in when they arrive.

(10) Before leaving the building after hours or on weekends, please turn off any lights you may have turned on. Note: If a light is already on when you enter the building it is meant to be left on overnight.

**Other Buildings**

Along with Park 1, the Ostrom Workshop is comprised of three other buildings: 515 N. Park Ave. (Park 2), 521 N. Park Ave. (Park 3), and 505 N. Park Ave. (Park 4).

(1) Outside doors should be kept locked AT ALL TIMES, regardless of whether anyone is in the building. When entering or leaving the building, please lock the door behind you.
(2) All windows in the buildings should remain closed at all times. All buildings have central air systems requiring the windows to remain closed for maximum performance. Please do **NOT** try opening any window in Park 2 and Park 3 as they are sealed shut. In the event of a fire emergency, the windows in Park 2 room 202A and Park 4 room 201 may be used as emergency exits.

(3) As an added precaution, those people who have offices on the first floor of each building should make sure that the blinds are closed every evening before leaving the building. This will prevent someone from outside seeing the computer equipment and other items in your office.

(4) In the interest of fire safety, appliances, such as coffee pots, microwaves, electric hot water kettles, etc. are discouraged. Please do not cook in your building.

(6) As a general rule, the use of portable space heaters in your office is discouraged. With new HVAC systems recently installed in each of our buildings, the need for additional heat should not be necessary. If, however, you feel the heat in your office is inadequate, please see David Price to inquire about the use of an approved portable heating device.

**Notes:** Further information about the use of space heaters can be found in the Workshop Emergency Action Plan.

(7) As an additional security precaution, if possible lock your office door at night when you leave (Note: not all offices have locking doors).

(8) If you are expecting a visitor after hours or on weekends, do **NOT** leave the door unlocked for their arrival. Be prepared to let them in when they arrive and lock the door after letting them in.

(9) Before leaving the building after hours or on weekends, please turn off any lights you may have turned on.
OSTROM WORKSHOP RESEARCH LIBRARY

The Ostrom Workshop Research Library serves as a research resource center for the Workshop faculty, students, staff, and visitors, as well as other IU scholars and visitors working in related areas of research. The Library staff provides one-on-one reference and bibliographic services. The library database contains over 90,000 records including in-house materials, as well as relevant books and journals in other IU campus libraries. The library collections include 9,000 books, 50,000 articles and papers, and 200 runs of newsletters and journals. Also maintained by the Workshop Library is The Digital Library of the Commons, a full-text digital archive and self-publication portal for the international community of researchers on the commons with over 9000 papers, articles, and dissertations.

Library Hours: 9:00 a.m.–4:30 p.m., M–F; and by appointment

COLLECTIONS
Materials collected usually do not duplicate other library collections on campus. Subjects represent present and former research projects and foci of Workshop scholars. The largest holdings are in:

- collective action
- common-pool resources
- constitutional analysis
- experimental economics and game theory
- federalism
- forestry resources and institutions
- institutional analysis
- intellectual property rights
- policy analysis
- service delivery
- state and local governance
- urban affairs
- water resources
LIBRARY SERVICES

- Reference
  - reference collection and services
  - customized bibliographic searching
  - library databases instruction
  - Internet instruction
  - tours of campus libraries

- Online Library of Common-Pool Resources
- Workshop Website with Bibliographies, Articles, and Links
- Reading Room and Work Space
- Reserves
  - seminar readings
  - environmental and forestry resources
  - core common-pool resources readings
  - works by workshop faculty and colleagues

ONLINE SERVICES

Workshop Library Website

Digital Library of the Commons
http://dlc.dlib.indiana.edu/dlc/

Workshop Research Library Bibliographies
http://www.indiana.edu/~workshop/wsl/bibs.php

CIRCULATION

Open to all Workshop students, visitors, faculty, and colleagues. Check out time is one semester, after which items must be renewed. Available to our visitors is an Online Library Catalog Instructions Brochure.

STAFF

Emily Castle, Director of Library & Information Services
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COMPUTING

This section of the brochure has been prepared by Ray Eliason (email: reliason@indiana.edu and hereafter referred to in the first-person) and is intended to orient you with the computing environment within the Workshop, and also make you aware of resources that are available campus-wide at IU.

While you are at IU, you will need an Indiana University network username and password. Your username and password will be necessary to log on to any university computer. They are also your email address at IU and provide access to printing. In addition, a great many of the functions and services provided by Indiana University are accessible electronically. Your IU network username and password may be the only way to access those services.

When you are entered into the electronic records system at IU, you are assigned an identification number. There can be some delays in this process. When you receive your identification number, you then use this identification number to generate your computing accounts using your web browser. The Accounts Management website is at: https://itaccounts.iu.edu/.

After you leave the IU campus, your computing accounts will be disabled. For administrative purposes, many Workshop visitors are considered “employees”. Our recent experience is that for employees, accounts are disabled within five days after you are no longer affiliated with Indiana University. If you are here as a registered student, this will happen at the end of the second semester that you are not registered for classes. To request an extension, see: http://kb.iu.edu/data/aynj.html.

The Workshop encompasses four buildings, and I am often out of my office. However, my email program is open all the time, and I make a point of checking it constantly. Whether you have a simple question or an emergency, the best way to reach me is by email. My email address is; reliason@indiana.edu.

If you want to contact me by phone my office phone is 855-6790. My office is in Park 1, room 001. Office hours are 8:00 a.m.–12:00 p.m. and 1:00–5:00 p.m., M–F.
COMPUTING AT THE WORKSHOP

COMPUTER EQUIPMENT AND SUPPORT

The Workshop provides desktop computers for everyone who has an office at the Workshop. In addition, there are four public access computers in Park 1. These are located in rooms 208 (the fax room) and 300 (the Workshop Library).

We also provide access to printers in the Workshop buildings. There are three networked HP LaserJet printers located in Park 1, one on each floor, and 1 networked printer in each of the other buildings. If you have a printing problem, please contact me.

My responsibilities include installation, maintenance, and troubleshooting of Workshop hardware and software. For information regarding the purchase, installation, or troubleshooting of personal hardware or software, you will need to visit the IU website at: uits.iu.edu.

If you have brought your own computer, you should know that the Workshop will make every reasonable effort to accommodate you. However, changes to the university’s networking arrangements have made joining a personal machine to the IU network somewhat more involved as a consequence of addressing security issues. In addition, the level of support we can offer is limited by language, and by the concentration of our expertise in Windows/Intel technology.

PRIVACY

Unless a computer has been explicitly designated as public (please see above), please consider all Workshop computers to be private, unless the person whose desk the computer is on agrees to give you access to his or her computer. The foregoing applies in particular to staff computers.

At the Workshop, we consider the security and privacy of your data to be vitally important. IU has very strict policies prohibiting intrusions. However, we are responsible for maintaining Workshop computers and computer security in a
networked environment. This means that I may have to log on to any Workshop computer at any time in order to install a security patch, scan for viruses, etc. **Any action that has the effect** of locking Workshop IT personnel out of a computer that is owned by the Workshop will be subject to immediate remediation. Please contact me immediately if you believe you have a security or privacy problem.

**SCANNING DOCUMENTS**

The Workshop has a flatbed scanner attached to the public computer in Park 1 room 208 (also called the fax room). This scanner is for low-volume, general purpose scanning.

The Workshop has more advanced scanning capabilities located in the library. These more advanced capabilities are usually being employed in systematic long-term projects.

There are also a number of scanners available on campus in Lindley Hall and the Student Building.

**PRINTING POLICY**

*Workshop Printing*
The Workshop has instituted a printing quota policy similar to that of Indiana University and the Department of Political Science.

Workshop personnel have installed print-monitoring software on desktop computers. The software provides a pop-up box when the user logs in, notifying the user of their current printing balance. Visiting Scholars and Graduate Students will begin each semester with a $50.00 credit in their account. This account will be charged 4¢ per printed page for single-sided printing, 3¢ per page for double-sided printing. The total allotment for printing without charge is 1250-1600 pages per semester. When you use up your allotment, you will have to renew your printing account by paying the Workshop for however much printing you expect to need.
WHEN YOUR PRINTING ALLOTMENT RUNS OUT, YOU WILL NOT BE ABLE TO PRINT UNTIL YOU RENEW YOUR ACCOUNT.

Any questions about this policy should be directed to Ray Eliason.

IU Printing
On campus as a whole, UITS enforces printing quotas:

- Undergraduates are allotted 650 pages per semester
- Graduate Students get 1000 pages per semester
- Faculty are allotted 200 pages per semester

The university charges 4¢ per page for printing beyond quota. UITS is now offering color printing in several locations on the Bloomington campus. The cost ranges from $1.00 per page to $10 per page depending on the quality desired. Please check [http://kb.iu.edu/data/aouh.html](http://kb.iu.edu/data/aouh.html) for complete information on campus printing.

Check your printing allotment at: [http://stcweb.stc.indiana.edu/print/](http://stcweb.stc.indiana.edu/print/).

See STC Announcements on the UITS STC website at [https://stcweb.stc.indiana.edu/Framework/Apps/Public/index.cfm](https://stcweb.stc.indiana.edu/Framework/Apps/Public/index.cfm).

SUPPORTED SOFTWARE

Workshop computers use the Windows operating system. We have a number of software packages available for your use here within the Workshop. Our standard office suit is Microsoft Office, which includes MS Word, Excel, and PowerPoint among other applications. We can also provide a variety of other software on request.

If you brought a software package with you that you intend to use on a Workshop machine, please contact me for installation. Absent any security or compatibility issues, we will do our best to see that the software works properly on our equipment. Due to licensing issues, we ask that you bring the original system
diskettes with you (after making backup copies), or bring backup copies, with proof of purchase, such as the manuals that came with the software.

We ask that you not install any software or hardware on any Workshop machine.

**STORING FILES**

In the interest of making sure that each Workshopper has the most capable equipment possible, Workshop computers are reallocated on a regular basis.

If you are going to be absent from the Workshop for a semester or longer, you should not expect to find the same computer on your desk when you return.

Typically, computers are reallocated over the summer—all information on the computer is erased, all software is re-installed, and the computer is moved to a new office.

In addition, public-use computers may be reallocated at any time to replace someone’s malfunctioning desktop computer. We strongly advise you not to store any files on any public machines—they are liable to be deleted at any time.

Workshoppers are responsible for making sure their work is backed up. We are not equipped to recover files from broken or reformatted hard drives or diskettes.

Indiana University offers 1000MB of networked file storage through a service called Oncourse CL. This service is probably the safest, most reliable way to store information and we strongly encourage its use. The Workshop also offers network storage locally. All public-use computers and a substantial fraction of desktop computers have CD-writers installed.

**SECURITY AND VIRUS PROTECTION**

*Workshop Computers*

We need your assistance in general security matters:

- Please remember to keep buildings locked after working hours.
• Please keep passwords to your IU network account private.
• Please remember to log off when you are finished using a machine, but leave the computer turned on. We have automated virus scanning and automatic updates that run every night.

All Workshop machines have virus protection. Indiana University has a licensing agreement that makes Symantec Endpoint Protection available as a download to members of the IU community. We guarantee that when you receive a Workshop machine, it will be virus free. Thereafter, we encourage you to check any disk or download with Symantec Antivirus.

The most common source of destructive viruses is email attachments. Also, please be aware that you can contract computer viruses from downloading binary files or using someone else's computer. We have had several outbreaks of destructive viruses here on campus, and we encourage you to be cautious.

Home Computers
The foregoing caution should extend to home machines. We positively encourage you to install Symantec Endpoint Protection on your home machine and keep it up to date. This helps to safeguard your data, and adds to the security of Workshop machines.

• Install Symantec Endpoint Protection FREE: http://iuware.iu.edu
• NEVER download files when you are uncertain of the content (including attachments in e-mail, even if you know the person sending the note).
• Keep your AntiVirus software up-to-date. This protects against new or modified viruses.
• Immediately after installing Symantec Endpoint Protection, run LiveUpdate to install the latest virus definitions. Then scan your computer.

For more information about LiveUpdate, see: http://uits.iu.edu/page/agzb (Windows) http://uits.iu.edu/page/agzc (Macintosh).

Learn more about viruses from the UITS Knowledge Base: http://kb.iu.edu/index.cgi?search=virus+menu&maxdocs=15.
**ELECTRONIC MAIL**

As access to email becomes universal, we find that many visitors prefer to continue to use their existing email accounts rather than make use of the accounts provided by IU. In order to access your existing account from the Workshop, it will be helpful to know the following information:

- What is the MACHINE address of your email account? An example of a machine address would be: falstaff.ucs.indiana.edu.
- What is your username?
- Do you know the password to access your email account?
- What software package do you use to access your email account? Examples of software packages that may be used are: Eudora, Outlook Express, Thunderbird, Telnet.

Your local System Administrator can be a good source for the information above.

**EDUCATION**

Part of my function within the Workshop is to provide ongoing support to faculty, staff, visiting scholars, and students. I will be happy to trouble-shoot software problems with you. However, I do ask that you email me at reliason@indiana.edu, or schedule an appointment, if you have in-depth questions that will require more than a quick answer.

The UITS Technology Education Program offers more extensive training. In fact more options than it is convenient to list here. Please see the Knowledgebase article at: [http://kb.iu.edu/data/atmj.html](http://kb.iu.edu/data/atmj.html)
CAMPUS-WIDE COMPUTING

PUBLIC SITES
We have a number of public computing facilities available on campus. These are collectively known as Student Technology Centers. Specific sites are dedicated to Macintoshes others to PCs. These machines are available for use on a first-come, first-served basis by IU faculty, staff, and students. As a visiting scholar, you are eligible to use them as well. There are both Macintosh and IBM facilities available within a ten-minute walk from the Workshop.

The range of software available on these machines is appreciable. However, specific software availability varies from site to site, as do their hours and policies. Printing is available at all public sites; color printing is also available, but costs a nominal fee.

SPECIALIZED RESOURCES
IU also has a number of offices and sites that specialize in certain areas, such as scanning, color printing, the Multi-Media lab, and the Math/Stats lab. Again, you are eligible to consult with them as needed. Please contact me if you have special concerns, and I will attempt to direct you to the appropriate resource.

IU MAIN LIBRARY
Students can borrow laptop computers, video cameras, and digital cameras from the Information Commons at the Main Library. For more specific information see: http://www.libraries.iub.edu/index.php

WIRELESS COMPUTING
The IU wireless network cannot be accessed without first possessing an IU username and password. If you will only be visiting for a short while, you can obtain a temporary guest account at; http://kb.iu.edu/data/apad.html. Wireless access to the university network is now available virtually everywhere on campus.
For more general information on how to connect to the IU wireless network consult the UITS Knowledge Base: http://kb.indiana.edu/data/akbr.html?cust=737233.61902.131.

**PURCHASING A COMPUTER WHILE HERE**

The University Information Technology Services Computer Guide has information on computer suppliers, special purchase programs, and recommendations for first-time buyers. The Computer Guide is located at: http://uits.iu.edu/page/amdt.

**THE HELP LINE**

There is a branch of University Information Technology Services here on campus that specializes in answering your questions. You may call them from campus or from home at 855-6789. The IT Help Line is open from 7:00 a.m.–5:00 p.m., M–F. Further information may be found at the UITS services and support website: http://uits.iu.edu.

See also the IU Knowledge Base at kb.indiana.edu. For news, information, and publications, see website at: http://uitsnews.iu.edu/.

In general, please feel free to contact me if you discover a problem with any of the Workshop's computer equipment or software. If something is not working, please tell me, either directly (especially if you are working in a time-sensitive situation), by phone, email, or memo. I hope your time here at the Workshop will be both enjoyable and productive, and I look forward to working with you.
MAPS
Source: Monroe County Convention & Visitors Bureau
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Walking Directions to the Workshop
From the Indiana Memorial Union

From the lobby doors of IMU, walk west (left) on 7th Street until you come to Woodlawn (approximately 1/2 block or so from the IMU circle drive). Walk two blocks up Woodlawn to 9th Street. Turn left on 9th Street and walk one block to Park Avenue. We are located 1/2 block from the corner of 9th Street and Park Avenue on the left-hand side of the street at 513 North Park. There is a sign for the Workshop (Park 1) in our front yard. The Workshop is comprised of four buildings located in a row: Park 1, Park 2, Park 3, and Park 4. Park 1 is where our Main Offices are located.