

Who to ask for help?

The Administrative Officer of the School of Historical Studies, Danette Rivera, is available to assist you with any matters that may be problematic (at any point during your stay) and especially with concerns you may have on arrival at the Institute. Danette's office is in Fuld Hall, office number 306, phone extension 8300, email drivera@ias.edu. If you have questions or concerns, please feel free to contact Danette directly. School staff who can assist you with practical questions or concerns, or to whom you can turn for help if Danette is not available, include:

Fuld Hall: Uta Nitschke-Joseph, office Fuld 206, extension 8019, email: nitschke@ias.edu
Caroline Quinones, office Fuld 312, extension 8351, email: cquinones@ias.edu

West Building: Brett Savage, office West Building 213, extension 8313, email: bsavage@ias.edu
Gabriella Hoskin, West 204, extension 8265, email ghoskin@ias.edu

Emergency Contact Details: For Institute records, we ask each arriving scholar to provide information about who you would like staff to contact if you are suddenly ill or incapacitated. There is a web-based form we ask that you complete in order to provide these details. Members & Visitors can find it on the web at: https://www.hs.ias.edu/ias/emergency_info.

The completed form should be sent to Shanon Peck by email at cquinones@ias.edu.

COVID-19 Policy and Campus Guides: The campus is open for members of our community and invited guests only. Proof of vaccination and at least one booster will continue to be required for all new faculty, staff and incoming members. Vaccinated members of our community are encouraged to stay up to date with all CDC recommended Covid-19 booster shots when eligible. Note that there will be three (3) booster clinics held on campus this year with the first planned in October.

Visitors - must be an invited guest and sponsored by another Institute community member. Visitors must also be fully vaccinated, have received at least one booster shot to attend on-campus seminars/conferences, and be prepared to present proof of vaccination and booster if asked.

For further details, visit the Institute's webpage on Covid-19 procedures at [Covid-19: Procedures | Institute for Advanced Study \(ias.edu\)](#).

Stipend Payments: For the current 2023 academic year, you will need to schedule appointments via Zoom. Appointments are available Monday through Wednesday and should be scheduled using the appointment Plus scheduler (<https://www.ias.edu/appointments>).

Members are paid on the last business day of the month. For instance, if you arrive in January, your first payment will be on January 31. The deadline to enroll in payroll is 5:00 p.m. Monday, September 26, 2022 (Term I arrival) and 5:00 p.m. Wednesday, January 25, 2023 (Term II arrival). If you have further questions, please contact compoff@ias.edu. Payroll forms will be distributed prior to your appointment via Adobe Sign.

Travel Reimbursement: Limited reimbursement for travel expenses is provided to incoming members outside the Princeton area. It is based on the distance traveled, up to the amounts stated below. IAS may double the amount if family members accompany the scholar.

- Local Travel (NY/Philadelphia corridor): \$50
- US & Canada (Beyond NY and Philadelphia areas): \$500
- Western Europe & South America: \$1,000
- Eastern Europe, Russia & Middle East: \$1,500
- Asia, Africa, Oceania: \$1,750

Upon arrival to IAS, please bring receipts for travel reimbursement to Linda Lee at the Business Office. Do not mail or request payment in advance. For any questions, you may contact Linda Lee at llee@ias.edu.

Mail: Mail is delivered every business day between 8 am, and 9 am, and mail staff will pick up any outbound mail left at mail stops at that time. You can always drop mail into the mailbox in the Fuld Hall lobby, which is checked each morning and late afternoon. Mail staff will go to the post office at 8 am and 2 pm each business day. UPS and FedEx pick up between 3 pm and 5 pm each business day. Although the Institute does pay regular postage, the following services are at Members' expense and will be charged to their account:

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|--------------|--------------------|----------------|
| - certified | - priority mail | - Express Mail |
| - insured | - return receipt | - FedEx or UPS |
| - registered | - special delivery | |

Postage: Stamps for personal mail may be purchased from the receptionist in Fuld Hall.

Identification Card: ID cards allow access to all buildings and can be used for charging meals in the dining hall. Your ID card will also serve as necessary identification for obtaining access to Princeton University's library system. (See "Libraries" below.) Members and Visitors should receive their Photo ID card upon arrival at the Fuld Hall reception desk. Spouses and companions can also be issued an ID card for housing and charging to your account in the dining hall. To obtain an ID card for your spouse, email their photo with your request to idcards@ias.edu.

Shuttle Service: A shuttle service is available for those without vehicles around town and local shopping areas. Printed copies of the shuttle schedule are kept at the reception desk in Fuld Hall. For additional transportation information: <https://www.ias.edu/campus-resources/transportation>
To make an appointment to arrange for shuttle service, you will need to make an appointment at IAS Shuttle Schedule ([click to make reservation](#))

Obtaining Cash: There is an ATM located in the lower level of Fuld Hall (next to the elevator).

Libraries: The Historical Studies-Social Science Library staff will assist Members with pulling books, making scans (within copyright allowances), and, of course, interlibrary loans. Additional library services may be accessed from the HS-SS Library main page <https://www.ias.edu/library/hs>. Upon your arrival, Library staff will assist with setting up Princeton University Library NetIDs using our form <https://www.ias.edu/library/PUnetid>. Don't hesitate to get in touch with Librarian Marcia Tucker at tucker@ias.edu with any questions.

Computers: Desktop computers are installed in all offices unless otherwise requested. A computer account is established for each Member before arrival. Information regarding your Institute computer account will be sent to you by the IT department before your arrival.

For computer assistance, please get in touch with the IT Help Desk by email at AskITG@ias.edu or call school staff for support. For further information about computing at the Institute, please visit the ITG Department website at <https://www.itg.ias.edu/content/itg-services>.

Telephone Extension: The School will pay for office telephone charges up to a maximum of \$25 per month (non-cumulative). Individuals will be billed for charges that exceed the monthly allocation. For detailed information about telephone features and operation, see the telecommunications web page at <https://www.ias.edu/computing/telephone>.

Photocopying, Scanning, and Digital Equipment: Photocopy/Scanning machines are located at the base of the stairwell in the West building, on the lower level of the Historical Studies/Social Science library, on the second floor of Fuld Hall, and in the basement of Building B. They handle both photocopying and scanning. Members are free to make printed photocopies if needed. However, we suggest keeping in mind both cost considerations and environmental factors and the cost of transporting printed documents home when considering whether to copy or scan.

In addition to the large copier/scanners, separate document scanners are in place by the printer on the second floor of West Building and on the second floor of Fuld Hall (center stair landing area) - where there is also a book scanner. A large format scanner is located in the library. Microfilm readers, a digital camera, a microfilm/fiche scanner, Nikon slide scanner, and older photographic/slide-making equipment may be available from the Historical Studies/Social Science Library. (Please check with library staff.) Note that you can request assistance from Historical Studies administrative staff for scanning, and other tasks through the Staff Pool request form. Information about this option is on the web at: https://www.hs.ias.edu/ias/staff_support. A staff member will email you about the details of your request and can place finished work in your mailbox.

Faxes: The Institute's central fax machine is located at the reception desk in Fuld Hall. The receptionist will send and receive faxes for Members. The fax number is (609) 924-8399. Charges for the use of the fax machine are covered under the \$25 allowance for telephones (see above) and are charged as follows:

Other Local Information: Extensive information about many services and resources available to the Institute Community is posted on the Institute web pages. Web pages of particular interest include the following:

- The School's basic resources page: https://www.hs.ias.edu/resources_hs_members
- Housing & related matters: <https://www.ias.edu/living-ias/campus-housing>
- Policies relevant to Members: <https://www.ias.edu/humanresources/mempolicies>
- Visa-related questions & local resources: <https://www.ias.edu/campus-resources/coming-to-ias/human-resources/visa-and-visitor-services>
- Information about the local public schools: <https://www.ias.edu/princeton-public-schools-1>
- Resources for spouses, partners & companions: <https://www.ias.edu/partner-research-supports>
- Frequently asked questions: <https://www.ias.edu/member-and-visiting-scholar-faqs>