

### **Guidelines & Information for Visitors in the School of Social Science**

- Visitors are encouraged to regularly attend the Social Science Seminar series as well as to participate in other academic and social activities.
- Visitors are provided an office if such space is available. Otherwise, they are assigned a table in the Historical Studies/Social Science Library.
- If provided, offices are equipped with a phone and computer; printing is directed to a centralized printer. All necessary computing support is provided, but individual printers owned by scholars will not be serviced by the IAS.
- Basic office supplies are provided. A stocked supply room (W332) is accessible via key card and houses printers, a fax machine, a scanner, and a book scanner, for use at no charge. Free-use photocopiers are located on the first floor of West Building and elsewhere on campus.
- Visitors have access to the full range of Institute Library services and, via the IAS Library, to services at the Princeton University Library.
- Visitors will be billed for all expenses associated with long-distance phone calls and FedEx and other shipping services, as well as charges at the IAS dining hall. Charges cannot be billed or otherwise transferred to Member partners.
- Offices must be vacated and cleared of all personal items and detritus by July 31.
- No smoking is allowed in School of Social Science offices, nor elsewhere inside any building on the academic campus.