

## **Policies of the School of Social Science for Visitors**

We have prepared this document in an effort to facilitate the life of Visitors during their stay at the Institute. Should you have any questions or concerns, please don't hesitate to contact the School's Administrative Officer, Miriam Harris ([mharris@ias.edu](mailto:mharris@ias.edu)).

### **Visitor Responsibilities**

- 1) Visitors are expected to regularly attend the Social Science Seminar series in support of their fellow scholars, as well as to participate in other collective activities relevant to their research

### **Visitor Benefits**

- 1) If one is available, Visitors may be given an office. Otherwise, they will be assigned a table in the Historical Studies/Social Science Library.
- 2) If an office is provided, it will be equipped with a phone and computer; printing will be directed to a centralized printer. Scholars are welcome to install individual printers in their offices, but these will not be provided or serviced by the School. In addition, coffeemakers and small fridges are allowed, but hotplates are not.
- 3) Office supplies, within reason, will be provided. The School will attempt to fulfill all reasonable requests; extraordinary requests should be taken up with the Administrative Officer.
- 4) Visitor's expenses associated with professional mail will be covered by the School.
- 5) Visitors have access to the full range of Institute Library services and, through that, to Princeton University's Firestone Library.
- 6) Visitors will be provided all necessary computing support.

### **Visitor Restrictions**

- 1) Visitors generally do not receive stipend support, nor are they provided access to the Institute's limited housing stock.
- 2) Visitors will be billed for all expenses associated with long-distance phone calls, fedexes, faxes, and major photocopy jobs.
- 3) No smoking is allowed in School of Social Science offices.