

STONE LABORATORY
The Ohio State University's Island Campus

F. T. Stone Laboratory
The Ohio State University
1314 Kinnear Road
Columbus, OH 43212-1194
614.292.8949
Fax 614.292.4364

Field Station Address
F. T. Stone Laboratory
The Ohio State University
P.O. Box 119
Put-in-Bay, OH 43456
419.285.2341 or 614.247.6500
Fax 614.247.6578

www.sg.ohio-state.edu



**STONE LABORATORY 2002
HANDBOOK &
Community Standards of Conduct
for Faculty & Students**

**The Ohio State University's
Island Campus**



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PHONE NUMBERS

Stone Laboratory, The Ohio State University Island Campus

When calling from a University Phone, dial only the last 5 digits for these listings (**in bold**).

Stone Laboratory Main Office (<i>South Bass Island</i>)	419.285.2341 or 614.247.6500
Stone Laboratory Columbus Office	614.292.8949
Barney Cottage	614.247.6583
Dining Hall Office	614.247.6505
Dining Hall Porch	614.247.6543
Harborview House	614.247.6528
Library	614.247.6568
Maintenance Office	614.247.6501
Stone Cottage.....	614.247.6581

When calling from a University Phone, you **must first dial "9"** for an outside line.

Non-Emergency Public Services

Fire Department	419.285.7805
Police Department	419.285.3962
Paramedic	419.285.2401

Emergency Numbers

The 911 emergency number is in service for the Put-in-Bay area.

In the rare event that no University official is available,
a call can be made to the following staff members' homes:

Steve Martin, <i>Housing Manager</i> at Put-in-Bay Lighthouse.....	614.247.6550
at Port Clinton residence	419.734.7139
John Hageman, <i>Laboratory Manager</i>	419.285.2029
Kelly Dress, <i>Laboratory Office Associate</i>	419.285.2327
Allen Duff, <i>Maintenance Supervisor</i>	419.285.4275

Transportation

Jet Express Ferry	800.245.1JET
Miller Boat Line Ferry	800.500.2421
Taxi Service on South Bass Island	419.285.6161
	419.285.3585
	419.285.5050
Water Taxi (Channel 9 on Marine Radio).....	419.285.3695

Personal

SUMMER 2002 STAFF & FACULTY

Dr. Jeffrey M. Reutter, *Director*
 Dr. Rosanne W. Fortner, *Assoc. Director*
 John Hageman, *Laboratory Manager*
 Matt Thomas, *Asst. Laboratory Manager*
 Kelly Dress, *Laboratory Office Associate*
 Arleen Pineda, *Program Coordinator*

Steve Martin, *Housing & Food Service Manager*
 Bruce Leach, *Biological Sciences/Pharmacy Librarian*
 Al Duff, *Building Maintenance Superintendent*
 Art Wolf, *Plant Maintenance Engineer*
 Mark Wilhelm, *Maintenance Repair Worker*

Dr. David J. Berg, *Introductory Aquatic Biology* EEOB 125
 Mr. John M. Condit, *Ornithology for Teachers*EEOB 522
 Dr. David A. Culver, *Great Lakes Limnology*EEOB 698.01
 Dr. Rosanne W. Fortner,
Digital and Field Techniques for Coastal Environment Studies.....Civ Engr/Nat 797
Curriculum Development for Environmental Decision MakingNat 694
Current Topics in Environmental Science and EngineeringNat 798
 Dr. John E. Gannon, *Fish Ecology*EEOB 653
 Dr. Robert J. Gates, *Waterfowl Ecology*.....Nat 694
 Mr. John R. Hageman, *Ichthyoplankton Identification Workshop*.....EEOB 692
 Dr. Charles E. Herdendorf, *Great Lakes Maritime Studies*.....Nat 694
 Dr. Michael A. Hoggarth, *Field Zoology*EEOB 651
 Dr. Joseph R. Holomuzki, *Stream Ecology for Teachers (at Old Woman Creek)*EEOB 694
 Dr. David L. Johnson, *Introductory Aquatic Biology*.....EEOB 125
Aquatic Environmental Science for Teachers.....Nat 694
 Dr. David J. Jude, *Fish Ecology*EEOB 653
 Dr. Kenneth A. Krieger, *Limnology*EEOB 652
 Dr. Lawrence A. Krissek, *Field-Based Introduction to Oceanography*.....Geo 107
Geologic Setting of Lake Erie.....Geo 583/801
Principles of Oceanography for Science Teachers.....Geo 584
 Mrs. Lisa A. Kutschbach-Brohl, *Introduction to Local Flora*EEOB 110
 Dr. Carolyn J. Merry,
Digital & Field Techniques for Coastal Environment Studies.....Civ Engr/Nat 797
 Dr. Jeffrey G. Miner, *Limnology*EEOB 652
 Dr. David L. Moore, *Higher Aquatic Plants*EEOB 611
 Dr. Paul G. Rodewald, *Introduction to the Study of Birds*.....EEOB 126
 Dr. C. Lavett Smith, *Ichthyology*EEOB 621
 Mr. Frederic L. Snyder, *Introductory Aquatic Biology*.....EEOB 125
 Dr. R. Chris Stanton, *Introductory Insect Biology*Ent 126
 Dr. Carmen E. Trisler, *Insect Biology for Teachers*.....Ent 520
Aquatic EntomologyEnt 612

STONE LABORATORY The Ohio State University's Island Campus

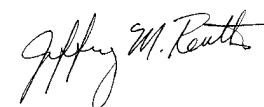
Welcome to Stone Laboratory!

The Ohio State University's Island Campus is the oldest freshwater biological field station and research laboratory in the United States. Since Stone Laboratory's establishment in 1895, scientists and students have been conducting significant research on the ecology and physical characteristics of Lake Erie and the Great Lakes region.

Students — your experience here this summer could be the opportunity of a lifetime. It was for me when I was a student and it helped me focus my career. Faculty — you'll have the opportunity to work with some of the region's best students, and they are prepared to work hard. Plus, teaching at Stone Lab will offer you a unique professional development experience quite different from teaching in a traditional classroom. Everyone will have the opportunity to conduct fieldwork, explore, teach and learn in an atmosphere that promotes camaraderie among faculty and students.

As a way to help you acclimate to Stone Laboratory, this handbook has been designed to acquaint you with the details related to "island living." The handbook provides information about what to bring, check-in and arrival concerns, housing, meals, resources, transportation, local amenities, and other topics (see *Contents* page). I hope you find this information useful.

Good luck and enjoy your classes, your research, and the entire "Stone Laboratory experience."



Jeffrey M. Reutter, Ph.D.
 Director

WHAT TO BRING

General Check List

- Comfortable field clothes
- Two pairs of field shoes
- Rain gear
- Swimsuit
- Jacket and/or sweaters
- Hat
- Sunglasses
- Sheets and pillowcase
- Comforter or blanket
- Bath towels and bath mat
- Calamine & medicines
- Insect repellent
- Sunscreen
- Toiletries
- Flashlight
- Shower shoes
- Protective swim shoes
- Thermos or travel mug
- Alarm clock
- Paper, pens
- Soap
- Shampoo
- Radio

equipment such as collecting bags and nets are available for student use without charge. You may want to bring your camera, field lenses, dissecting kit, and field boots.

A calculator may be useful, as would a personal computer. However, the power supply on Gibraltar Island is variable and space is limited in your rooms. The Laboratory has several computers available for student use (see Computer Lab information on page 11).

What Faculty Should Bring

Faculty staying in Stone Cottage:

Sheets, single and double; pillow case; blanket and/or comforter; personal toiletries (soap, shampoo, etc.); bath towels, radio; flashlight; alarm clock.

Faculty staying in the Peach Point or Sycamore cottages:

Sheets, single and double; pillow case; blanket and/or comforter; personal toiletries (soap, shampoo, etc.); bath towels; kitchen towels and paper towels; dish soap; floor fan (optional); radio; flashlight; alarm clock.

What Students Should Bring

Personal Items

Comfortable field clothes (jeans, shorts, t-shirts); two pairs of field shoes (comfortable shoes that can be used to walk in water, mud, etc. and that dry easily); extra socks; rain gear; swimsuit; warm jacket, sweaters and/or sweatshirts, hat, sunglasses; sheets and pillowcase (single bed), comforter and/or blanket; bath towels and bath mat; calamine, medicines, insect repellent, sunscreen lotion; personal items and toiletries; flashlight (for rowboat at night); shower shoes, protective swim shoes; thermos or travel mug; alarm clock; paper, pens; padlock to secure personal items in assigned dorm room wall locker.

Classroom Materials

Reference books are available at the Stone Laboratory Library; however, you are welcome to bring additional references or field guides. Materials for the courses, such as insect boxes, slides, coverslips, books, notebooks, field lenses, and stationary, can be purchased at the Laboratory Bookstore, or you may bring your own from home. Textbook information for summer quarter courses is provided by the Stone Lab Columbus office and all books can be purchased at the Laboratory Bookstore. Materials may be purchased at the Bookstore with personal checks for the amount of purchase only. You will need two pieces of identification, one of which may be a student ID card. VISA, MasterCard and BUCK-ID credit cards are accepted. Other field

equipment such as collecting bags and nets are available for student use without charge. You may want to bring your camera, field lenses, dissecting kit, and field boots.

A calculator may be useful, as would a personal computer. However, the power supply on Gibraltar Island is variable and space is limited in your rooms. The Laboratory has several computers available for student use (see Computer Lab information on page 11).

STONE LABORATORY OPERATIONS

Stone Laboratory operates under the leadership of the Laboratory Director with support from the Office of Housing and Food Service (HFS), the Department of Physical Facilities, the University Bookstores, and the Biological Sciences/ Pharmacy Library. Each group plays a distinct role and has specific responsibilities within the Laboratory structure.

The Director of Stone Laboratory

is responsible for overall program development, content, and quality and assures that the University's mission at the Laboratory is achieved. The Director administers the academic program and is responsible for academic personnel, scientific equipment and supplies, the development and operation of the summer instructional program, and the educational/scientific portion of the workshop program. Academic facilities include Stone Laboratory, the Research Building, Bayview Office, and the South Bass Island Lighthouse.

The Office of Housing and Food Service at Stone Laboratory

is responsible for the maintenance and operation of the housing and Dining Hall facilities during the summer instructional program and the workshop/conference program. Their facilities include Harborview Dorm, Barney Cottage, Stone Cottage, Gibraltar House, the Dining Hall, Sycamore Cottage, Peach Point Cottage, and the South Bass Island Lighthouse.

The Department of Facilities Maintenance

is responsible for the operation and maintenance of the academic/scientific buildings, research vessels, and grounds maintenance. Their facilities include Stone Laboratory, the Research Building, Bayview Office, Cooke Castle, toolsheds, and garages.

The Biological Sciences/Pharmacy Library

is responsible for the maintenance of the library collection.

The Ohio State University Bookstore

also supports the Laboratory by operating a bookstore on the island during summer quarter.

As a part of The Ohio State University, Stone Laboratory is subject to the same rules and regulations as Columbus campus facilities. Additional policies to fit the special conditions of the Laboratory are designed for the convenience and safety of all in attendance.

2002-2003 COMMUNITY STANDARDS OF CONDUCT

- e. Residents are accountable for any damages caused by equipment or appliances in their possession.
- f. Nonpayment of charges levied against a resident by the Office of Housing and Food Service may result in disciplinary action which may include placing student records on hold.
- g. Only physical facilities or housing staff may adjust equipment or repair damages. Residents are responsible for reporting damages or necessary repairs to staff at the Housing and Food Service office.
- h. Due to potential damage to paint or walls, adhesive tape, nails, and tacks are not to be used. Temporary tape or adhesive which will not leave residue on the wall is permitted.

4.3 Access

The university respects and is committed to the protection of the student's right to privacy, as well as the safety and security of all residents. However, a designated university official has the right to enter any part of the university facilities when necessary.

- a. Designated university officials include but are not limited to Housing and Food Service staff, Physical Facilities personnel, and other persons authorized by the university to inspect for damages or cleanliness or provide other services, as necessary.
- b. A designated university official may conduct a search of any part of the university facilities in accordance with law if there may be an illegal activity occurring which interferes with the normal operation of the university or there is a violation of health or safety regulations.

5. ALCOHOL AND DRUGS

5.1 Alcohol

The consumption of alcoholic beverages is not permitted on Gibraltar Island.

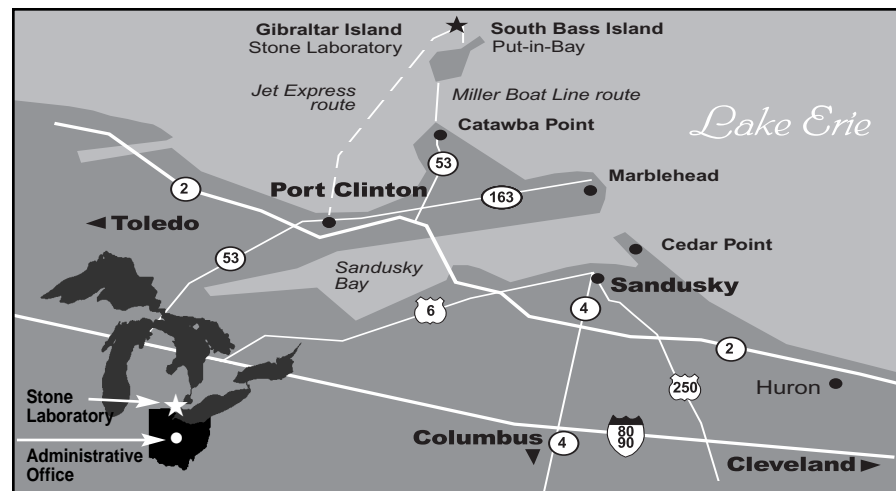
5.2 Drugs

The Ohio State University and the Office of Housing and Food Service must comply fully with all federal, state, and local regulations regarding the use, cultivation, manufacture, sale, and/or possession of drugs or controlled substances. The misuse of drugs, prescription, over-the-counter, or illegal, shall not in any way limit the responsibility of the individual for the consequences of their behavior.

- a. The use, cultivation, manufacture, sale, and/or possession of drugs or controlled substances in violation of federal, state, and local laws are, therefore, not permitted in housing and dining facilities.
- b. Residents are responsible for reporting use, cultivation, manufacture, sale, and/or possession of illegal substances in their room to the Director of Stone Laboratory Housing and Food Service.

TRAVELING TO STONE LABORATORY

Getting to Stone Laboratory is a three-step process: taking a ferry to South Bass Island, checking in at the Bayview Office, and then being transported to Gibraltar Island.



Ferry Service to South Bass Island (see map)

There are two options for ferry service to South Bass Island:

Miller Boat Line (1.800.500.2421) www.millerferry.com

This is the quickest route (an 18-minute trip) and departs from Catawba Point to the southern tip of South Bass Island. Private vehicles may be taken via this ferry, but delays are likely during the tourist season (May through September).

Jet Express (1.800.245.1JET) www.jet-express.com

This Put-in-Bay boat line provides passenger service only (a 25-minute trip) and departs from Port Clinton to downtown Put-in-Bay.

Parking Information

A car on South Bass Island is not necessary, and parking is very limited for residents at the Laboratory. Please leave your car in one of the large and free parking lots at the ferry lines on the mainland. Note that the Miller Boat Line will not transport a vehicle to and from South Bass Island on the same day on weekends, and the Jet Express provides only passenger service. If you do bring your car on the ferry, please register your vehicle at the Laboratory Office upon arrival.

Getting to the Stone Laboratory Office (Bayview) and Gibraltar Island

Once you arrive at South Bass Island, we suggest that you take a taxi to the Stone Laboratory office (Bayview Office). You should allow at least 30 minutes for transportation time from the ferry to the Stone Laboratory office as taxis are usually busy and may make other stops before reaching your destination. After checking in at Bayview, you will then be transported over to Gibraltar Island by laboratory staff.

ARRIVAL & DEPARTURE

Arrival and Departure Schedule by Term/Course

Course/week	Arrival Date	Registration Time	Departure Date	Check-Out Time
First Term				
EEO 621	Sun, June 23	1:00-3:00 p.m.	Sat, July 24	by 5:00 p.m.
EEO 651	Sun, June 23	1:00-3:00 p.m.	Sat, July 24	by 5:00 p.m.
EEO 652	Sun, June 23	1:00-3:00 p.m.	Sat, July 24	by 5:00 p.m.
Nat/CE 797	Sun, June 23	1:00-3:00 p.m.	Sun, July 24	by 5:00 p.m.
Second Term				
EEO 611	Sun, July 25	1:00-3:00 p.m.	Sat, Aug 24	by 5:00 p.m.
EEO 653	Sun, July 25	1:00-3:00 p.m.	Sat, Aug 24	by 5:00 p.m.
Ent 612	Sun, July 25	1:00-3:00 p.m.	Sat, Aug 24	by 5:00 p.m.
Nat 694	Sun, July 25	1:00-3:00 p.m.	Sat, Aug 24	by 5:00 p.m.
One Week Courses				
EEO 125 (1)	Sun, June 9	1:00-3:00 p.m.	Sat, June 15	by 12:45 p.m.
EEO 126 (2)	Sun, June 16	1:00-3:00 p.m.	Sat, June 22	by 12:45 p.m.
Geo 107 (2)	Sun, June 16	1:00-3:00 p.m.	Sat, June 22	by 12:45 p.m.
Nat 694 (2)	Sun, June 16	1:00-3:00 p.m.	Sat, June 22	by 12:45 p.m.
Nat 694 (3)	Sun, June 23	1:00-3:00 p.m.	Sat, June 29	by 12:45 p.m.
EEO 125 (4)	Sun, June 30	1:00-3:00 p.m.	Sat, July 6	by 12:45 p.m.
EEO 522 (4)	Sun, June 30	1:00-3:00 p.m.	Sat, July 6	by 12:45 p.m.
EEO 110 (5)	Sun, July 7	1:00-3:00 p.m.	Sat, July 13	by 12:45 p.m.
Ent 520 (6)	Sun, July 14	1:00-3:00 p.m.	Sat, July 20	by 12:45 p.m.
EEO 125 (8)	Sun, July 28	1:00-3:00 p.m.	Sat, Aug 3	by 12:45 p.m.
Geo 584 (8)	Sun, July 28	1:00-3:00 p.m.	Sat, Aug 3	by 12:45 p.m.
Nat 694 (9)	Sun, Aug 4	1:00-3:00 p.m.	Sat, Aug 10	by 12:45 p.m.
Ent 126 (10)	Sun, Aug 11	1:00-3:00 p.m.	Sat, Aug 17	by 12:45 p.m.
EEO 125 (11)	Sun, Aug 18	1:00-3:00 p.m.	Sat, Aug 24	by 12:45 p.m.
Geo 583/801	Sat, Aug 10	Special	Fri, Aug 16	Special

- b. Residents will be financially responsible for a lock change should they fail to return their key upon departure.
- c. University room keys are issued to the assigned occupant of the room. Lending your key to a person other than a roommate is prohibited.

Lost Keys: When a room key is lost or stolen, security of the room for the occupants becomes a prime consideration. The person whose key is missing will be held responsible for the cost of a lock change. Residents are encouraged to protect personal possessions and those of roommates by maintaining the security of room keys. Residents should immediately report missing keys to the Housing and Food Service office. **Lost key fee is \$125.00.**

Lock Outs: Students accidentally locked out of their rooms may borrow a key for a specified length of time from the Housing and Food Service office.

3.5 Lighting

All buildings have outside lighting devices. Tampering with these lights can be extremely dangerous for residents and is prohibited.

4. RESPONSIBILITY FOR PROPERTY & DAMAGES

4.1 Liabilities

Residents are responsible for the security of their personal property and are encouraged to protect their valuable possessions. The university and Housing and Food Service assume no responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall properties.

4.2 Damages

Residents of each room, in cooperation with a staff member, will complete a Room Condition Report upon arrival. Every attempt is made to promptly repair or replace damaged items once they are reported to staff at the Housing and Food Service office.

- a. Residents will be individually charged for damages they cause based upon repair or replacement costs necessary to restore the room, cottage, or hall facilities to approximate original condition. Charges will be billed only to the resident(s) who caused the damage or who permitted damage to occur, when this can be determined.
- b. Residents of a room will be held mutually responsible for any damage that occurs after they have moved in and that is not indicated on the Room Condition Report. An individual resident will be held responsible if individual responsibility can be determined.
- c. To observe damage being done to a building, its furnishings, or its equipment and not notify housing staff is viewed as complicity and may result in shared financial or disciplinary liability.
- d. In public or semipublic areas of the buildings, damages are charged to individuals or groups when responsibility is established. Repetitive patterns of excessive damage or housekeeping concerns may also be billed to residents of an entire community when individual responsibility cannot be established.

2002-2003 COMMUNITY STANDARDS OF CONDUCT

2.5 Gambling

Consistent with the Ohio Revised Code, gambling in any form is not permitted within the residential areas or on university premises. Such activity includes, but is not limited to, game parlays, lotteries, or card games involving money exchange.

2.6 Water Fights

Water fights or similar fights are not permitted in the residence halls. They jeopardize the safety of residents and lead to excessive housekeeping and damages.

3. PROPERTY & EQUIPMENT

3.1 Appliances

Both safety and conservation of energy are important considerations in housing facilities.

- a. Irons, electric blankets, sun-lamps, T.V.'s, stereos, or any other non-essential electrical appliances may not be used in resident rooms.
- b. For health and safety reasons, you may not cook or use any type of cooking appliance in your room. Refrigerators, microwave ovens, hot pots, and popcorn poppers are not permitted for use in resident rooms. The dining hall provides three meals a day, except Sunday (brunch and dinner). This service is part of your Housing and Food Service contract.

3.2 Bicycles/Vehicles

A bicycle is a very efficient form of transportation on South Bass Island. All areas of the island can be reached on a bike within a matter of a few minutes.

Bicycles can be kept on South Bass Island in the Rogick House garage located behind Bayview office. Although previous problems have not occurred, a lock for your bike is recommended as the garage is not locked. **Your car must be registered with the Stone Laboratory office.** A parking lot is available on South Bass Island near the research building for student, staff, and faculty parking on a first come, first serve basis. A car is not a necessity on the island and due to limited parking we recommend leaving your car on Catawba in the Miller Boat Line parking lot.

3.3 Furniture

Residents are provided with furnished rooms and are responsible for the proper care and condition of all furnished items.

- a. Furniture may be arranged in any reasonable manner. Furniture may not be arranged or stacked in any way which would endanger the safety of residents.
- b. Furniture may not be transferred or exchanged between rooms or buildings without the authorization of the Director of Stone Lab Housing and Food Service.

3.4 Keys

Residents who have been issued room keys must return them upon request.

- a. It is a violation of state statutes and university regulations to duplicate a key to any door of a residence hall or common area.

Arrival — Registration Information

Student Registration

In order to register on time, the latest ferry you should take is the 2:00 p.m. Miller Ferry or 1:30 p.m. Jet Express. Please plan your arrival and departure according to the dates and times indicated in the **Arrival & Departure Schedule**. You must complete registration at the Bayview Office before you will be transported to Gibraltar Island. Your *First Day Schedule* is listed below, including book store hours, orientation, and your first class session.

Faculty Registration

Please stop at the office to check-in, register vehicles, and receive your keys before being transported to Gibraltar Island or moving into South Bass cottages. Students will be checking in from 1:00-3:00 p.m. every Sunday. Please plan your arrival and departure according to the dates and times indicated on your Faculty Housing Contract. Your *First Day Schedule* is listed below, including bookstore hours, orientation, and your first class session.

First Day Schedule for Students, Faculty & Staff

South Bass Island

1:00 - 3:00 p.m. **Student and Faculty registration** in Bayview Office (receive room assignment, room keys, etc.)

Board University boat for transport to Gibraltar Island (Parents or friends can accompany you but should be prepared to leave Gibraltar Island by 3:00 p.m.)

Gibraltar Island

1:00 - 4:00 p.m. **Bookstore open** for textbooks & supplies (3rd floor of Stone Laboratory building)

4:00 - 5:00 p.m. **Orientation meeting** for all students and faculty in the Stone Laboratory 3rd floor conference room. **BRING THIS HANDBOOK WITH YOU.**

5:00 - 5:15 p.m. **Meeting for Student Staff Members** (TAs and student workers)

5:00 - 5:45 p.m. **Dinner**

5:45 - 6:30 p.m. **Faculty meeting** in Stone Cottage

6:30 - 7:30 p.m. **ONE-WEEK courses** — 1st class session

6:30 - 7:00 p.m. **Monday, Wednesday, and Friday TERM courses** — 1st class session

7:00 - 7:30 p.m. **Tuesday, Thursday, and Saturday TERM courses** — 1st class session

7:00 - 8:30 p.m. **Bookstore open** (3rd floor of Stone Laboratory building)

Departure — Check-Out Information

Check-out involves having your room inspected and returning your key to a Housing & Food Service staff member. You must depart Gibraltar Island by the time listed for your course in the *Arrival & Departure Schedule*. The local water taxi is available at any time for transportation to South Bass Island if Stone Lab boats are unavailable when you wish to leave. You can then arrange for a taxi to transport you to the ferry docks. Both taxi numbers can be found on the inside back cover of this handbook.

Students enrolled in term courses must depart Gibraltar by 5:00 p.m. on the last day of the term. You have the option to receive a boxed dinner from the Dining Hall on that day.

Students enrolled for one week courses must depart Gibraltar by 12:45 p.m. on Saturday.

ROOM & MEALS

Student & Research Housing & Meal Rates

Room and meals (no linens)

Quarter (Term 1 + Term 2).....\$2,038.00

Term \$1,066.00

1-week.....\$292.00

The Office of Housing and Food Service at Stone Laboratory is responsible for the maintenance and operation of the housing and dining hall facilities during the summer instructional program. Their office in the Dining Hall will be open Sunday through Friday at meal times.

Dining Hall

The Dining Hall is located on Gibraltar Island for the convenience of students, faculty, staff, and others having official business with the University while at Stone Laboratory.

Meals are only served during regularly scheduled times.

Meal Prices

For individuals without meals

as part of their housing

Breakfast: \$5.90

Lunch: \$8.00

Dinner:\$14.50

Monday through Saturday Dining Times

Breakfast: 7:00-7:45 a.m.

Fruit, eggs, and meat or pancakes, cold cereals, toast or sweet rolls, and beverages

Coffee break: 10:00-10:30 a.m.

Lunch: 12:00-12:45 p.m.

Soup, sandwich, side dish, salad bar with fruit, breads, and dessert

Dinner: 4:45-5:45 p.m.

Fish, meat or pasta, hot vegetables, second side dish, salad bar with specialty items, breads, and dessert selections

Sunday Dining Times

Brunch: 10:00-11:00 a.m.

Breakfast entree and a lunch entree with cold cereals, salad bar, rolls, fruit, and dessert

Dinner: 4:45-5:45 p.m.

- Proper attire is required and includes shirts and shoes at all times; bathing suits, or wet clothing, are not permitted in the Dining Hall.
- Plastic travel cups or water bottles are a good idea for taking drinks out of the Dining Hall as removal of dishes and utensils from the Dining Hall is prohibited.
- Food waste is costly so we always want to prepare the proper amount of food for each meal. Help us contain costs at Stone Laboratory by signing the **Meal Absence List** posted in the Dining Hall in advance of the time you are planning to miss a meal.

Faculty Meals

Faculty staying in Stone Cottage are provided with meals as part of their housing package. Faculty staying in Peach Point and Sycamore cottages are welcome to purchase any or all meals on Gibraltar. A 24-hour notice for meal reservations is required. Sack lunches for field trips are also available.

2. SHARED RESPONSIBILITIES

2.1 Dining Hall

The Office of Housing and Food Service has a strong commitment to providing a pleasant environment in the dining hall and to keeping food service costs as reasonable as possible. Only one meal plan, with single entrees and limited seconds, is available and is required of all residents living on Gibraltar Island.

We are unable to accommodate special dietary needs.

- a. Planning, initiating, or participating in throwing of food, drinks, or eating utensils is prohibited.
- b. Utensils and dishes may not be taken out of the dining hall without permission.
- c. Smoking is not permitted in any part of the dining hall at any time.
- d. Removal of food items without permission will result in disciplinary action.
- e. Shoes and shirts must be worn in the dining hall.
- f. Wet clothing is not permitted in the dining hall.

2.2 Pets

Although pets or the care of injured wildlife bring pleasure, they may also create odors, aggravate allergies, and cause noise. With the exception of fish, animals are not permitted in residential facilities at any time.

2.3 Guest Guidelines

Residents are given the opportunity to have guests in the Housing and Food Service facilities. The following guidelines will assure that guests, residents, and others are advised of their responsibilities:

- a. **Registration of guests at the housing office is required. Guests are not permitted in the residence halls after 10:00 p.m.**
- b. All hosts are responsible for the actions of their guests, including their adherence to the Student Handbook and Community Standards of Conduct.
- c. **OVERNIGHT GUESTS ARE PROHIBITED IN YOUR ROOM.** Other space on the island may be available; inquire at the housing office well in advance of guest arrival.
- d. Hosts are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of an emergency.
- e. Failure to comply with the guidelines for guests may result in revocation of the host's guest privileges, a guest's access to Housing and Food Service facilities, and/or disciplinary action.

2.4 Noise

Noise is a potential problem in group living settings. Because the primary focus of the university is academic, it is important for residents to discuss and understand the importance of quiet in all residential areas. Each living area will establish quiet times based on needs of residents.

Excessive noise or other behavior that disturbs others within the jurisdiction of Housing and Food Service is not permitted.

2002-2003 COMMUNITY STANDARDS OF CONDUCT

The university and Housing and Food Service have established policies and guidelines intended to help promote a safe, secure, and educational environment for all residents.

1. SAFETY

1.1 Fire Prevention

Fire prevention and safety is of paramount importance in residential living due to the inaccessible location of the facilities. Attempt to put out a small fire using a nearby fire extinguisher. If this attempt fails, immediately inform any staff member, ring the fire bell located between Cooke Castle and Harborview House, and evacuate the area.

Due to the serious nature of fire, there are requirements pertaining to fire hazards and maintaining fire safety.

- a. Pulling a fire alarm, tampering with any smoke detector or fire extinguisher, or false reporting of an emergency to staff, police, or fire departments is prohibited and is punishable under Ohio Revised Code. If convicted, it is a first degree misdemeanor and carries a maximum \$1,000 fine and/or six months in jail. University disciplinary action will also result.
- b. Unauthorized use of, tampering with, or damaging emergency or safety equipment is punishable under Ohio Revised Code. If convicted, it is a third degree misdemeanor and carries a maximum \$500 fine and/or 60 days in jail.

1.2 Personal Safety

Behavior that endangers personal safety within the jurisdiction of Housing and Food Service is not permitted.

- a. Fish nets, parachutes, flags, tapestries, or other type of cloth or roped items must not be hung from room ceilings; they constitute a fire hazard.
- b. Candles or other open-flame devices may not be lighted in residential areas.
- c. Residents are not allowed in unauthorized areas. Such areas include, but are not limited to, food storage and preparation spaces, maintenance and housekeeping spaces, any other spaces restricted only to designated persons, or any place where the safety and welfare of the resident would be endangered.

1.3 Harassment and Hazing

Harassment and/or hazing of other residents or hall staff is prohibited. Actions defined as harassment or hazing include, but are not limited to, any activity that might reasonably bring embarrassment or emotional, psychological, or physical harm to the individual or that might degrade or otherwise compromise the dignity of the individual.

1.4 Firearms and Weapons

The safety and welfare of community members is important in residential living.

- a. Possession and/or use of any type of firearms or other weapons are not permitted on Gibraltar Island. This includes, but is not limited to, bows and arrows, darts, knives, and martial arts implements.
- b. The use and/or possession of fireworks or explosive devices of any type is not permitted on Gibraltar Island and is prohibited under the Ohio Revised Code.

Student Housing Facilities

Each student room includes bunk beds, individual wardrobes, dressers, writing tables, and a bathroom. Pillows are provided, but you need to bring your own bed linens. Because space and electricity are limited, do not bring unnecessary items, e.g., T.V. sets, refrigerators, stereos, or other similar appliances. A color T.V. set is available for evening use in the Dining Hall porch. Halogen lamps are not permitted in any Stone Laboratory housing facility. You may bring small electric fans for use in the dormitory.

Harborview Dorm

During much of the summer, high humidity is a problem. Please use the ventilating fan in the Harborview Dorm shower area; please leave this fan on until noon daily or for several hours after showering, and leave the bathroom door open. Other facilities have only natural ventilation. A mop and bucket are available in each building.

Faculty Housing Facilities

Your housing and meals are provided by the Office of Housing and Food Service. Some services vary according to your accommodations as outlined below.

Sycamore Cottage

This cottage is located on South Bass Island on Bayview Avenue adjacent to Terwilliger's Pond. This is a three-bedroom cottage with full bath, living room, dining area, and a kitchen. One double bed and four single beds allow for a maximum occupancy by six persons.

Peach Point Cottage

This cottage is also located on South Bass Island, just beyond the Ohio Department of Natural Resources Fish Hatchery. This is a two-story cottage with a basement (used for storage), one screened-in porch, four second-floor bedrooms, one bath with shower, a large living room and dining area, and a kitchen. Two double beds and two sets of twin beds allow a maximum occupancy by eight persons.

Both cottages are equipped with the following:

1. Television
2. Refrigerator/freezer
3. Microwave
4. Miscellaneous pots and pans, silverware and cooking utensils, dishware, and glassware
5. Coffee maker
6. Plastic trash bags
7. Toilet paper
8. Hand mixer
9. Clock/radio
10. Iron/ironing board

Stone Cottage

This cottage is located on Gibraltar Island. The main floor contains eight individual rooms, each with a private bath; a common meeting area; and a kitchen equipped with a microwave, refrigerator/freezer, and sink. A large screened-in porch with wicker furniture faces the north side of the island.

ROOM & MEALS

Housekeeping

In general, the housekeeping staff cleans all public areas and rest rooms; bathrooms and showers are cleaned once a week. The only exception to this is for faculty staying in South Bass cottages where the residents are responsible for cleaning the entire building.

Everyone is responsible for keeping their room/cottage in reasonably clean condition and emptying wastebaskets into designated containers. Student's personal items should be picked up and stored in the lockers provided.

Tips to Help Reduce Insect Infestations

- Store food and beverages in sealed containers or dispose of them properly.
- Lights attract bugs so turn off all room lights before leaving a room.
- Leave screens in windows and doors and close doors.

Linens

Linens are NOT provided in any of the housing facilities. Please bring sheets, pillowcases, blankets and/or comforters, towels, and shower shoes or bath mats (see "What to Bring" on page 2).

Vending & Laundry Machines

For your convenience, coin-operated laundry facilities are located at Gibraltar Island in Harborview House. Facilities are open 24 hours, with washers (\$1.00) and dryers (75¢). A modern laundromat is also located at Put-in-Bay, behind the post office. Soft drink machines are available in the laundry room and Dining Hall porch. Change for vending and laundry machines will be available in the Housing and Food Service office (in the Dining Hall) Sunday through Friday at meal times.

Lost Keys

There will be a \$125.00 charge for lost or unreturned keys to cover the cost of replacing the key and changing the lock.



2002-2003

Community Rights & Responsibilities Community Standards of Conduct

by The Ohio State University's Office of Housing and Food Service — Student Affairs

One aspect of the challenging and memorable experiences one has at Ohio State University's Stone Laboratory involves living and interacting with others. The wide range of backgrounds, values, and lifestyles of students, researchers, faculty, and staff, living and learning together greatly contributes to the educational experience.

Living in any residential community requires some adjusting of personal habits and attitudes for most people. These changes rarely occur overnight; they are often achieved through trial and error as people strive to create a comfortable living environment.

In this community, as in any other, you have rights and responsibilities, as does every resident who lives here. Problems develop when one person fulfills his/her responsibilities and another does not.

Rights

As a valued member of this residential community you have the right to:

1. Read and study free from undue interference, unreasonable noise, and other distractions, which inhibit the exercise of this right.
2. Sleep without undue disturbance from noise and other distractions.
3. Expect that others will respect your personal belongings.
4. A clean environment in which to live.
5. Free access to your room and to other facilities during scheduled open times.
6. Personal privacy within the limits of the residential setting.
7. Host guests with the expectation that you will explain to them the accepted behavior standards and that guests will respect the rights of your roommates and fellow residents.
8. Discuss grievances with the Director of Stone Lab Housing and Food Service, who can assist in addressing concerns.
9. Be free from fear of intimidation and physical and/or emotional harm.
10. Expect that all of these rights will be respected.

Responsibilities

As an important member of this residential community you have the responsibility to:

1. Verbally express your views to the person(s) involved should you feel your rights have been violated.
2. Treat other residents with respect and consideration, and guarantee them their individual rights.
3. Understand all policies and regulations established for the university community to function.
4. Abide by all policies and regulations established for the university community to function.
5. Respond to all reasonable requests of fellow residents.
6. Respond to and cooperate with housing and facilities staff at all times.
7. Take responsibility for personal and community safety, e.g., do not misuse safety equipment; and do not lose, loan, or forget room keys.
8. Recognize that public areas and their furnishings belong to everyone and that abuse of those areas violates the rights of all community members.

Understanding your responsibilities to the community is as important as understanding your own rights.

FACULTY SPECIFIC INFORMATION

Guest Lecture Series

Stone Laboratory offers a Guest Lecture Series on Thursday evenings from 7:45-9:00 p.m. Please encourage your students to support and attend these programs as part of the total learning experience at Stone Laboratory.

Individual Research Projects

Facilities and research vessels are available to conduct individual projects separate from your teaching schedule. If you are interested in conducting a project, contact the Laboratory Manager for information. Arrangements should be made in advance, since space is limited.

Keys

Keys are provided for offices and classrooms, as well as a key to the appropriate Laboratory office for phone access during non-business hours. Keys are issued when you arrive at the Laboratory and must be returned to the Laboratory Secretary prior to your departure. Lost keys should be reported immediately.

Mainland Field Trips

Each course is limited to two mainland field trips. Please log your requests on the Field Trip Transportation Request forms. You will need to obtain ferry passes, vehicle keys, gas credit cards, and a vehicle location map from the Laboratory Manager either the night before or morning of your field trip. Transportation to and from the ferry dock is provided by the Laboratory staff. **All mainland field trips must return no later than the 4:00 p.m. ferry.**

Office and Classroom Space

As a faculty member, you are provided with office space and a classroom designed to suit the specific needs of your course. Assignments for summer quarter 2002 are distributed at the time of check-in on the first day.

Sack Lunch Requests

You must inform the Housing and Food Service staff at least two days in advance of an all-day field trip to allow them adequate time to prepare lunches for your group. *Sack Lunch Request Forms* are provided at the beginning of the course and should be submitted to the manager or the cook. Most all-day field trips are planned so that students can eat breakfast and dinner at the Laboratory.

Scientific Collector's Permit

It is your responsibility to obtain the appropriate permits for field collections. The Director and/or Laboratory Manager may be able to assist and/or advise in this area.

GUESTS

Guest Policy

All guests visiting any of the Stone Laboratory facilities must adhere to the following policies:

- 1 You must register your day guest in advance with either the Housing and Food Service or Stone Laboratory office. This includes all visitors, even those spending only a short time at the facility. Students are not permitted to have guests in the residence halls after 10:00 p.m.
- 2 You must register your overnight guest 48 hours in advance with the Housing and Food Service office. Faculty staying in Sycamore or Peach Point Cottages must register overnight guests with the Bayview Office. Overnight accommodations on Gibraltar are available, but availability is very limited. Please make inquiries well in advance with the Housing and Food Service Office. Tents and campers are not permitted on University grounds. **OVERNIGHT GUEST ACCOMMODATIONS IN STUDENT ROOMS IS PROHIBITED.**

Guests can find lodging at Put-in-Bay hotels, motels, and cottages. Staff members may be able to help find accommodations for visitors. South Bass offers a campground at the state park (for tents and trailers), which is much less expensive than a room. As Put-in-Bay is a popular tourist destination, lodging is sometimes booked months in advance and the State Park campground fills up quickly on weekends. Guests can also contact the Chamber of Commerce for lodging information at 419.285.2832.

Guest Meals and Housing

Meals can be purchased for guests. Reservations and payment must be made in advance with the Bayview Office or Housing and Food Service office. Meals cannot be provided to visitors if payment has not been made.

Meals	Housing Price per night
Breakfast:..... \$5.90	Room with linens \$50.00
Lunch:..... \$8.00	Room without linens \$43.00
Dinner:\$14.50	

LIBRARY

General Information

The Library is located on the 3rd floor (Room 306) of the Stone Laboratory building on Gibraltar Island. Library hours are posted at the beginning of each term. The collection includes 30 current subscriptions, 2000 books, and 2000 journal volumes. A collection of theses/dissertations, technical reports, and journal reprints related to research at the Lab is also available in Bayview House on South Bass Island.

The library is staffed by a student assistant. The student is trained to help with basic questions. For in-depth reference help, you may contact the **Reference Librarians in Columbus at 614.292.1744** or libsto@osu.edu

OSCAR (the OSU Libraries Online Catalog) will show you which books and journals are available at all Ohio State University Libraries, including the Library at Stone Lab. The Web version of OSCAR also provides links to 4000 full text electronic journals.

Reserve Materials

Closed reserve materials (list provided by the instructor) are placed in the classroom by the library staff and removed when the course is completed. These materials are available to all students in the course throughout the term and are not to leave the classroom. Faculty may add to the reserve materials at any time by submitting a request to the library assistant or Laboratory Office Associate.

Borrowing Materials

All library materials to be used outside of the Library must be signed out. Checkout cards are available at the desk. Please record the date and the title, complete call number, volume number, and copy number for each piece you check out. Materials may be recalled from you if someone else needs them. Be sure to return all library materials by the end of each term. You are responsible for any materials checked out to you that you "loan" to someone else. Also, you will be held responsible for any items checked out to you that are not returned at the end of the term.

Requesting Materials from Other Libraries

If you need a book or article that is not available in the library at Stone Lab, we may be able to supply a copy from Columbus. Before making a request, be sure to check OSCAR first. To place your request, use the form on the special Stone Lab Library Web page (www.lib.ohio-state.edu/bosweb/STOindex.html). Depending upon what you need, where it is located, AND the timing of your request, materials may be delivered electronically or by weekly courier.

Dress Code

The dress code at Stone Laboratory is very casual. Shorts and t-shirts are acceptable.

Equipment and Supplies

The Stone Laboratory office (room 204) is staffed Monday-Saturday, 7:30 a.m.-12:00 p.m. and 1:00-4:30 p.m. to handle requests for classroom equipment and supplies. Contact the Laboratory manager or Laboratory assistants if there is an immediate need at other times.

Items that your students will keep (such as vials, pins, etc.) may be purchased from the Laboratory Bookstore. If you want to provide these items for your students, obtain a 100W form from the Office Associate or ask that these items be purchased for you. You will need the approval of the Director.

Field Trips

At the beginning of each term, field trip transportation request forms are posted on the first floor bulletin board in Stone Laboratory. You must sign up at least 48 hours in advance for boats and vans. Sack lunch requests **MUST** be made two days in advance. Please fill in all information requested and provide an accurate number of people participating in the trip. If the number changes after the trip has been logged, please notify the Laboratory Manager (trip information) and the Housing and Food Service Manager (sack lunches).

Please sign up for Put-in-Bay field trips, even if you are using the regular Ohio State University ferry schedule or rowboat. It is important to know the number of passengers in order to use the appropriate boat for transport.

Field trips to Pelee Island or Point Pelee (Canada) must be cleared through customs one month in advance of your scheduled trip by the Office Associate. Routine collecting is no longer allowed in Canada without proper permits.

Field trips to West Sister Island require special permission from the U.S. Fish and Wildlife Service, Ottawa National Refuge. Field trips to state-owned nature preserves also require special permission and arrangements. An application must be submitted in advance and a written permit obtained. Please allow enough time for this procedure.

During storms, high winds, or inclement weather, the boat captain makes the final decision regarding extent, duration, and location of field trips. Due to safety reasons, **no swimming is permitted from boats while they are at anchor or at the docks.**

Grading and Evaluation

Grading is left to your discretion. A grade book is provided at check-in by the Office Associate. Please return the completed grade book to the Office Associate before you leave the island. The Office Associate will submit the grades to the appropriate University department.

Evaluation forms are also provided at check-in. At the end of your course please distribute the course evaluation forms to your students. Have the students complete the forms, collect them, and return them to the Office Associate along with the grade book.

FACULTY SPECIFIC INFORMATION

Absences

Student absences from classes and field trips are not acknowledged unless you approve them. You should instruct the student to report their illness to the Office Associate once you've excused them.

Audio-Visual Equipment

Kodak carousel slide projectors and overhead projectors are available for use in your classes. Each classroom has a screen. A 16-mm movie projector, video camera, VCR (VHS) with monitor, and a microscopy unit (including a microscope, video camera, monitor, and VCR) are also available.

Class Schedule and Enrollment

A class roster of students enrolled in your course is provided at check-in. The "normal" class schedule is 8:00 a.m.-11:30 a.m. and 1:00 p.m.-4:00 p.m. As professor, you have discretion to alter your schedule as appropriate, e.g., an evening session, a night collecting trip, a morning or afternoon off for individual projects or to make up for an evening, etc. Please communicate any discrepancies or changes in student enrollment status immediately to the Office Associate.



STONE LABORATORY RESOURCES

Bookstore

The Laboratory Bookstore is located in the Stone Laboratory Building on Gibraltar Island and carries textbooks, supplies, and Ohio State and Stone Laboratory souvenirs. Bookstore hours are posted on the bulletin board on the second floor of the Stone Laboratory Building.

Computer Lab

A computer lab is located in Room 304 on the third floor of the Laboratory Building on Gibraltar Island. Seven personal computers (Windows®98 and Intel® Celeron™ 466 MHz processor) with Internet access and two LaserJet color printers are available for use by students and faculty. This lab is open 24 hours a day on a first-come basis for research and communication purposes only. Ohio State University students, staff, and faculty can access their Eudora e-mail account. Non-Ohio State University students, staff, and faculty can access their school's e-mail and server via the Internet.

Additional computers are located in the Stone Laboratory Library and select classrooms on a limited basis for use by graduate research students and faculty.

Recreation

Recreational activities include volleyball, swimming, fishing, and softball. Contact the Laboratory Manager for equipment and team information. You may also want to bring frisbees or fishing gear. Bicycles are available and a University garage is accessible to house bikes on South Bass Island. If you bring your own bicycle, be sure to bring a bike lock.

Stockrooms

Stockrooms are accessible from 7:30 a.m. to 4:00 p.m., Monday through Saturday. Obtain assistance from the Laboratory Manager's office on the second floor of the Laboratory Building (room 204). All materials or equipment taken from the stockrooms must be signed out. CLEAN and return items as soon as you are finished using them so they may be used by others.



PUT-IN-BAY AMENITIES

Bank

A branch of First National Bank of Bellevue (419.285.7340) is located on Erie Street. Checking and savings accounts can be opened. (Checks cannot be cashed without an account.) Bank hours are 9:30 a.m.-2:00 p.m., Monday, Wednesday, and Friday. An automated teller machine (ATM) is located outside the restroom facilities at DeRivera Park in downtown Put-in-Bay, Papa Tipper's restaurant, and Mr. Ed's Bar.

Chamber of Commerce

The Put-in-Bay Chamber of Commerce (419.285.2832) is located on Toledo Avenue and provides information about the town of Put-in-Bay, sites, and area attractions.

Church

St. Paul's Episcopal Church (419.285.5981) and Mother of Sorrows Catholic Church (419.285.2741) are both located on Catawba Avenue. Episcopal services are held on Sundays at 8:00 and 10:00 a.m. Catholic services are held on Saturdays at 6:00 p.m. and Sundays at 7:00 and 10:30 a.m.

Grocery Store

The Island General Store (419.285.4091) is located on Catawba Avenue and carries a limited line of groceries, laundry, and toiletry items.

Hardware Store

Gumps Hardware store (419.285.6887) is located on Langram Road and provides tools, paint, and general hardware supplies.

Post Office

A full-service U.S. Post Office (419.285.4641) is located on Langram Road.

Service Station

Erie Island Petroleum (419.285.7041) is located on Langram Road and is a full-service station that provides gasoline, oil, tires, and a variety of automotive supplies. Mechanics are also on duty for automotive repairs. South Shore Services (419.285.2220) is located on Meechen Road and provides parts and services.

Taxi Service/Boat Taxi

Taxi companies are available for transportation around South Bass Island by calling Put-in-Bay Taxi (419.285.6161), North Coast Cab (419.285.3585), or South Bass Cab (419.285.5050).

Boardwalk Harbor Water Taxi (419.285.3695) will pick up and drop off between Gibraltar and downtown Put-in-Bay. You can contact them by using the marine radio, Channel 9, located above the life jacket rack in the lab building.

Lost and Found

Report lost articles to the Laboratory Manager's office. Lost and found notices will be posted on the main bulletin board, second floor.

Pets

Pets are NOT permitted on University grounds or facilities.

Quiet Hours

Quiet hours are observed on Gibraltar Island beginning at 10:00 p.m. in all housing facilities. The level of noise after 10:00 p.m. should allow others to study or sleep. Small radios are permitted in the residence halls provided that they are turned down so not to disturb others.

Radios

Radios are NOT to be used in classrooms or laboratories.

Smoking

Smoking is prohibited in all University buildings. Extreme caution should be taken when smoking outside. Lawn fires are a threat during the summer dry spells, so please extinguish all matches and cigarettes carefully.

Swimming

Swimming off the island can be hazardous for beginners. No matter how skilled a swimmer you are, **NEVER GO SWIMMING ALONE!** Get someone to accompany you, if only to sit on the beach. Swimming in the bay is not allowed anytime because of the heavy boat traffic. Swimming near the dock area of South Bass and Gibraltar Islands is prohibited. Swimming is permitted on the east end of Gibraltar near Perry's Lookout.

Uninvited Visitors

In spite of the "No Trespassing" signs, sight-seeing visitors land on Gibraltar Island and often wander onto the grounds. Usually they just want to look around, but it is a good idea to store any valuables out of sight. Uninvited visitors should be treated in a friendly manner, but please direct them to the Laboratory Manager's office during office hours if they wish a tour of the island.

Water

Be sure to check water taps before drinking! Do not drink from the lake water taps (marked in red) in the Laboratory's first floor. All other taps provide treated water.

GENERAL POLICIES

Office Hours

Main Office (Bayview)
South Bass Island

Monday through Saturday
8:00 a.m.-5:00 p.m.

Laboratory Office (Stone Laboratory)
Gibraltar Island

Monday through Saturday
7:30 a.m.-12:00 p.m.
1:00 p.m.-4:30 p.m.

Absences

Student absences from classes and field trips are not permitted unless first approved by the instructor. Illness should be reported to the instructor and/or the Office Associate.

Alcohol

The consumption of alcoholic beverages on Gibraltar Island is prohibited. Alcohol consumption is also prohibited in the university owned facilities located on South Bass Island including parking lots.

Camping

Camping is NOT permitted on University grounds or facilities.

Children

Children are not permitted on Gibraltar Island unless accompanied by an adult responsible for their care.

Curfew

There is a 10:00 p.m. curfew for all students who are under the age of 18. These students are required to be on Gibraltar Island by 10:00 p.m. This curfew is monitored and enforced.

Dress Code

The dress code for students and faculty at Stone Laboratory is very casual. Shorts and t-shirts are acceptable.

Equipment

No laboratory equipment is to be taken to the residence halls.

Lights and Windows

The last person leaving a classroom at night should close the windows and turn out all the lights.

TRANSPORTATION AT STONE LAB

Transportation information and the ferry schedule for class field trips is posted on the first floor bulletin board in the Stone Laboratory building. The ferry schedule is also listed below. Transportation for special research projects and other official trips (from the University dock on South Bass Island to and from Gibraltar Island) must be arranged in advance with the Laboratory Manager or Boat Captain. Only the captains of the *M/V Bio-Lab* and *Gibraltar III* can operate these boats. Rowboats are available for transportation to and from Gibraltar at all times.

Ohio State University Ferry Schedule

Daily (Monday-Saturday)

Leave South Bass Island Research Dock	Leave Gibraltar Island Dock
7:30 a.m.	7:40 a.m.
7:50 a.m.	11:45 a.m.*
11:45 a.m.	12:45 p.m.*
12:45 p.m.*	4:15 p.m.
4:55 p.m.	5:00 p.m.

**May be late if only one boat is available.*

Guest Lecture Transportation

Transportation is provided for the Thursday Guest Lecture Series. The boat leaves the research dock at 7:15 p.m. and returns immediately following the lecture.



Rowboats and Motorboats

Rowboats are for the convenience of all and may be taken at any time by signing the list on the bulletin board on the lower level of the Laboratory Building and by providing the information requested on the form. **Motorboats** are to be used only by designated personnel unless specific arrangements have been made in advance with the Laboratory Manager.

In the interest of personal safety and the most efficient use of the limited number of boats, the rules (*see page 16*) should be observed at all times.

BOATING RULES (Rowboats & Motorboats)

(Continued from page 13)

General Rules

1. Take one (1) lifejacket per passenger, to be worn or stowed but **NOT used as a seat cushion. Do not leave lifejackets in boats.** After each one-way trip, return lifejackets to racks located inside Stone Laboratory and outside the Research Building.*
2. Boats are to be **docked ONLY at Ohio State University docks**, located on Gibraltar and near the Research Building on South Bass - not on mooring buoys, or elsewhere.
3. Tie boats securely to dock using a half-hitch knot. If you don't know how, ask a staff member.
4. **When traveling at night, carry a flashlight to signal other boats to avoid collision.***
5. "Boat pool" whenever possible. Remember your boat number and do not take a boat from South Bass that you did not bring over, thus stranding someone on that side.
6. The docks are often slippery when wet and are wet most of the time.
Use caution when entering or exiting all boats.

Rowboats

1. All oars are matched to fit specific boats. Do not mix or borrow oars.
One pair of oars per boat.
2. Notify the Laboratory Manager in the event of a broken oar or dock line.
3. One person rows at a time. Total number of passengers per boat is five (5).*
4. It is recommended that rowboats remain in the protected harbor area.
5. If you take a rowboat to/from Gibraltar to/from South Bass Island it must be returned to its original docking location.
6. Do not dock rowboats behind motorboats; use the inside (closest to shore) dock spaces.
7. **Remove oars** from oarlocks when docking is complete to minimize breakage.
8. **No racing or horseplay in rowboats. Safety first.**
9. **Rowboat #5 is reserved** for use by faculty living on South Bass Island or by others for brief trips to Gibraltar.

Motorboats

1. Motorboats are to be used only by designated personnel unless specific arrangements have been made in advance with the Laboratory Manager.
2. Motorboats should only be docked on the outside (end) spaces of each dock to prevent damage to motors.

*Failure to observe these rules could result in prosecution and fine if detected by the Coast Guard, ODNR Division of Watercraft, or Put-in-Bay Harbor Patrol.

For your convenience, these rules are posted by the lifejacket racks in both buildings. Your cooperation is appreciated by all.

EMERGENCY NUMBERS & PROCEDURES

When calling from a University phone,

you must first dial "9" for an **outside line**, or dial the last 5 digits for **University numbers**.

The 911 emergency number is in service for the Put-in-Bay area.

If you do call 911, it is extremely important that you **tell the 911 operator your EXACT location** on Gibraltar Island (Harborview Dorm, Dining Hall, Laboratory Building, etc.) since all calls from Stone Laboratory register as the Put-in-Bay office only.

Paramedic/Non-Emergency Phone	419.285.2401
Police Department/Non-Emergency Phone	419.285.3962
Fire Department/Non-Emergency Phone	419.285.7805

Emergency Procedures

In case of emergencies, first contact a staff person living on the island.

During class hours (7:30a.m.-4:00p.m.)

Stone Laboratory office (room 204) on Gibraltar	614.247.6558
John Hageman, <i>Lab Manager</i> , or Matt Thomas, <i>Assistant Manager</i>	
Steve Martin, <i>Housing Manager</i> in the Dining Hall Office	614.247.6505

During evening hours (8:00-11:00 p.m.)

On-duty staff in the Library, (306 Stone Laboratory)	614.247.6568
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During other hours and Sunday

Gibraltar House	419.285.2029
John Hageman, <i>the Laboratory Manager</i> , or Matt Thomas, <i>Assistant Manager</i>	

Evenings

One Housing and Food Service or one Stone Laboratory staff member is on-call to help with any emergency situation or to assist with problems or questions. The names and locations of the staff people on-call are posted on the bulletin boards adjacent to the pay phone in the Dining Hall.

In the rare event that no University official is available you may call them at home.

Steve Martin, <i>Housing Manager</i> (Put-in-Bay Lighthouse)	614.247-6550
(Port Clinton)	(long distance #) 419.734.7139
John Hageman, <i>Laboratory Manager</i>	419.285.2029
Kelly Dress, <i>Laboratory Office Associate</i>	419.285.2327
Allen Duff, <i>Maintenance Supervisor</i>	419.285.4275

What to do in the event of any medical emergency in which the paramedic recommends a visit to a hospital on the mainland.

Transportation to the ferry dock or to mainland can be arranged. You will be responsible for any ferry, plane, or water taxi charges required and for any overnight lodging on the mainland.

SAFETY & FIRST AID

Fire

We have never had a serious fire on Gibraltar, but all possible precautions should be taken to insure our continued safety. Locate all possible exits in your housing facility and note where fire extinguishers are located.

All housing facilities have smoke detectors in the bedrooms and in other areas for early warning. Gibraltar House and Stone, Barney, Sycamore, and Peach Point Cottages have detectors in the individual rooms only. The detector systems in the Dining Hall, Harborview House, and Stone Laboratory activate the entire building.

In case of an alarm, evacuate the room immediately and contact the staff for assistance. The staff treats every alarm as a real emergency.

Put out a small fire with a fire extinguisher **ONLY** if you are not at risk of injury. Otherwise, ring the fire bell located between Cooke Castle and Harborview House. Call 911 and alert others to evacuate.

First Aid and Medical Attention

First aid kits are located in the Laboratory on top of the mailboxes, and in the Dining Hall on the screened-in porch on Gibraltar Island, and in the Research Building on South Bass Island. Become familiar with their locations. The large boats are also equipped with first aid kits. In case of a serious medical emergency, you can be transported to area mainland hospitals by various means, dependent upon the seriousness of the injury and/or the time of day.

A paramedic is located on South Bass. Any Stone Laboratory or Housing and Food Service staff person can assist you in making an appointment, if necessary.

Insects, Chiggers, and Poison Ivy

Insects are often attracted by light at night in such numbers as to create a real nuisance, so please turn off unneeded lights.

Chiggers are common in the island region, but with proper use of repellents, they can be almost entirely avoided. A large bottle of sulphur is located in each washroom of the Laboratory for this purpose. Use it freely in shoes and in clothing before field trips.

Poison ivy may be avoided in some cases by powdering your skin (face and arms especially) with baking soda before a field trip. It helps to soak up the poisonous oils before they go into the skin pores.

COMMUNICATIONS

Internet Access

Every room and classroom on Gibraltar, as well as each residence on South Bass, has separate data and phone jacks to accommodate Internet access for laptop computers. A network interface card and connection jack is needed.

Mail

The Laboratory mailing address is

E.T. Stone Laboratory, PO Box 119, Put-in-Bay, OH 43456

Mailboxes are provided for all faculty and students living at Gibraltar on the first floor of the Laboratory Building. Faculty living at South Bass will have mailboxes in Bayview. Outgoing U.S. mail is delivered to the post office at 12:00 p.m. (Monday-Saturday) and incoming mail is placed in mailboxes after 1:00 p.m. Outgoing campus mail is delivered by the courier to the Ohio State University main campus in Columbus late Tuesday afternoon. Incoming campus mail is placed in mailboxes late Wednesday afternoon after the courier returns. *Please remind anyone sending you mail to clearly print your name on the outside envelope.*

Telephone Access

Outgoing calls can be made from all telephones, but all personal calls must be charged to a credit card or have the charges reversed. Faculty are given a long distance access code number for business-related calls upon check-in. Faculty living on Gibraltar Island are provided with a key to the Laboratory office (Stone Laboratory building) and faculty living on South Bass Island are provided with a key to the main office (Bayview) in order to provide emergency access to the telephone during nonbusiness hours. A voicemail system is on during nonbusiness hours.

A fax machine is available (614.247.6578) during business hours. The machine is located in the main office, and the Office Associate will assist you in transmittal of faxes.

Courier

The Courier is available to transport supplies, equipment, mail, etc. to and from the Columbus main campus on a weekly basis. The Courier leaves the Laboratory every Tuesday morning and returns on Wednesday afternoon.

Deadline to transport items to Columbus from Put-in-Bay:

Requests must be submitted no later than 5:00 p.m. on Monday.

Deadline for items being transported to Put-in-Bay from Columbus:

Requests must be submitted no later than Tuesday at noon and items must be delivered to the Columbus Office at 1314 Kinnear Road by 4:30 p.m. on Tuesday.

Please make sure that all items are well packed and marked clearly with the recipient's name and destination.

STONE LABORATORY

The Ohio State University's Island Campus

