The Stanford Humanities Center, established in 1980, promotes humanistic research and education at Stanford and nationwide. It is an integral part of the university and is administered as an independent research Center. In particular, it stresses work of an interdisciplinary nature. The Stanford Humanities Center forms a nexus where the intellectual and social merge so as to provide a supportive environment in which historians, philosophers, literary critics, anthropologists, and other humanists of diverse ages, academic ranks, and departmental and institutional affiliations contribute to and learn from one another’s work while widening the role of the humanities in society.
About This Manual

This manual is a first stop on the road to getting settled here at the Stanford Humanities Center. It contains important information about Center policies and resources as well as essential safety procedures for emergencies. Most of the forms and check lists you need to review before you arrive at the Center are now available on our web site (http://shc.stanford.edu), but we do encourage you to take some time to peruse this manual as well and to make it a resource whenever you have questions.

Happy reading!
## Table of Contents

About this Manual______________________________________________________ 1

Director’s Welcome____________________________________________________ 4

Fellowship Program: Its Purpose and Function______________________________ 5

Stanford Humanities Center Staff________________________________________ 6

Humanities Center Policies________________________________________________ 8
  Residency Requirement 8  
  Weekly Research Presentations 8  
  Lunches 8

About Your Office and Environment_______________________________________ 9
  Staff Support 10  
  Care of the Building 10  
  Maintaining a Smoke-Free Environment 10  
  Sexual Harassment Policy 10  
  No Pets Allowed 10  
  Dealing with Wildlife 10  
  Children in the Workplace 11  
  Building Safety & Security 11

A Few Basic Safety Precautions__________________________________________ 12

Humanities Center Resources____________________________________________ 13
  Mailing Services 13  
  Telecommunications 14  
  Photocopying 15  
  Use of Cluster Computers 15  
  AV equipment 15  
  Heating and Air Conditioning 15  
  Fans and Heaters 15  
  Bicycles 16

Humanities Center Facilities____________________________________________ 17
  Use and Booking of Public Rooms 17  
  Lecture Hall and Seminar Rooms 17  
  Watt Common Room and Patios 17  
  The Geballe Library 17  
  The Fellows’ Wings 18

Center Events and Opportunities__________________________________________ 18
  Public Events & Associated Activities 18  
  Groups & Activities Organized by Fellows 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computing at the Humanities Center</td>
<td>19</td>
</tr>
<tr>
<td>Humanities Center Computer Clusters</td>
<td>19</td>
</tr>
<tr>
<td>Office Connectivity</td>
<td>19</td>
</tr>
<tr>
<td>Basic Technical Networking Requirements</td>
<td>19</td>
</tr>
<tr>
<td>External Access/Modems</td>
<td>20</td>
</tr>
<tr>
<td>Wireless Access</td>
<td>20</td>
</tr>
<tr>
<td>Where to buy?</td>
<td>21</td>
</tr>
<tr>
<td>Stanford Email Account for External Faculty Fellows</td>
<td>21</td>
</tr>
<tr>
<td>Computer Assistance</td>
<td>21</td>
</tr>
<tr>
<td>Computer Set-Up Appointment</td>
<td>22</td>
</tr>
<tr>
<td>A Word about Computer Viruses</td>
<td>22</td>
</tr>
<tr>
<td>Troubleshooting Tips</td>
<td>22</td>
</tr>
<tr>
<td>Stipends and Payments</td>
<td>23</td>
</tr>
<tr>
<td>Taxes and Fellowships</td>
<td>24</td>
</tr>
<tr>
<td>More Information for International Fellows</td>
<td>24</td>
</tr>
<tr>
<td>About Local Housing</td>
<td>25</td>
</tr>
<tr>
<td>Stanford Resources</td>
<td>25</td>
</tr>
<tr>
<td>Child Care and School</td>
<td>25</td>
</tr>
<tr>
<td>Campus Tours</td>
<td>26</td>
</tr>
<tr>
<td>Travel</td>
<td>26</td>
</tr>
<tr>
<td>Athletic Facilities &amp; Stanford Sports Teams</td>
<td>26</td>
</tr>
<tr>
<td>Stanford Libraries</td>
<td>26</td>
</tr>
<tr>
<td>Arts &amp; Entertainment</td>
<td>26</td>
</tr>
<tr>
<td>Computer Purchase Discounts</td>
<td>27</td>
</tr>
<tr>
<td>About the Undergraduate Research Assistant Fellows Program</td>
<td>28</td>
</tr>
<tr>
<td>Other Research Assistance</td>
<td>28</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>Appendix A – Emergency Operations</td>
<td>29</td>
</tr>
<tr>
<td>Appendix B - Forwarding Information Form</td>
<td>34</td>
</tr>
<tr>
<td>Appendix C – End-of-Year Requirements and Checklist</td>
<td>35</td>
</tr>
</tbody>
</table>
Welcome…

Each year the pleasure in welcoming new fellows to the Stanford Humanities Center springs from the certainty that I as director will join the entire staff in finding new friends and new intellectual associations. We meet for the first time in person fellows we have known only on paper, while cordially greeting faculty and graduate students whom we know already. This is a time of freshness and expectation that renews us each year.

The Humanities Center exists to foster intellectual exchange and to help bring scholarly ventures to realization. The fellowship programs allow fellows’ projects the chance to take finished form. In achieving this, fellows may work largely on their own or seek out intellectual companionship in groups they themselves form (see the section on Groups & Activities Organized by Fellows).

For some fellows, the Center's Research Workshops provide a forum in which new ideas can both grow through helpful association and be tested by the elements of challenge and debate. For others, teaching may provide an intellectual context. The Center’s public events aren’t part of the fellowship program but you are most welcome to attend. The talks often serve to generate discussion among the fellows.

The weekly presentations by fellows can assume the friendly yet challenging aspect of a workshop. The interdisciplinary context often brings marvelous surprises and leads to exciting intellectual exchanges. For me these talks and the discussions that follow are high points. The talks also offer a chance for me to get to know you better intellectually, and I am always ready to meet with you soon after your presentation should you wish.

This year we have changed the format of the Fellows’ Manual to make it a reference work on Center policies and frequently asked questions. Since the most up-to-date information in many areas is now available online, you should also consult the “Resources for Fellows” pages (http://shc.stanford.edu/fellowships/resources.htm) along with the manual whenever you have questions. The Fellowship Administrator and the directors are also pleased to help you if you can’t find an answer here or on our website.

Fellows often say that their year at the Stanford Humanities Center was one of the best of their scholarly lives. Certainly the staff and I hope that this may be true for each of you.

John Bender
Fellowship Program – Its Purpose and Function

- The Center’s most precious offering to you is time to write and do research in a comfortable and quiet place.

- It provides a diverse group of colleagues to share ideas with (your own humanities think tank).

- It offers the chance to learn about Center colleagues’ work through Tuesday presentations.

- Fellows have easy access to a variety of interesting academic events (lectures, symposia, workshops, conferences, etc.) taking place at the Center.

- It provides opportunities to invite Stanford faculty to the Center for lunch, to join such departmental seminars as exist, to meet colleagues through research workshops, or to ask faculty to meet informally.

- At the same time, the Center respects the wish of fellows to focus on their own projects, and therefore does not organize activities beyond lunches, research workshops, and the occasional social gathering.

- Life at the Center may consist chiefly of your own work or, for fellows who wish it, research and writing may be supplemented by social or intellectual activities that they organize themselves. The Center welcomes such interaction among fellows who seek it and provides informal support such as modest funds for reading groups.
Stanford Humanities Center Staff

John Bender, Director
John is a long-time Professor of English & Comparative Literature here at Stanford. He specializes in eighteenth-century literature, science studies, the visual arts and literary theory. He works to realize the Center's mission by overseeing fellowship programs and research workshops, including selection processes, by defining events including conferences and public lectures, and by participating in intellectual exchange at the Center. He takes the lead in designing new programs, policies and initiatives, while acting as liaison to the Center's Advisory Board, as well as to schools and programs throughout the university. He is responsible for fund raising and stewardship, as well as for the Center's relationship to foundations and to other humanities centers and institutes. He is keenly interested in opera and wine.

Nicole Coleman, Academic Technology Specialist (ATS)
Nicole Coleman filled a new ATS position at the Stanford Humanities Center as of October 2003. Nicole is responsible for the development and implementation of technologies that support collaborative scholarship here at the Center with a particular focus on the Center's Stanford Humanities Research Network (SHRN) project. Nicole has several years of experience in print and electronic publishing, user interface design and content management. Before her arrival at Stanford, she spent four years in Boulder, Colorado working at the University of Colorado and at netLibrary, Inc. Nicole is a native of the Bay Area and very glad to be back home.

Chi Elliott, Fellowship Administrator
Chi joined the Center in February 2002, and coordinates the residential fellowship program (she was previously the administrator for the research workshop program). She is also the keeper of the all-important timing wand and egg, which she wields over the noon research talks. When not at the Center, Chi keeps out of trouble by writing poetry and watching too much hockey.

Pei-pei Lin, Events Coordinator
Pei-pei is the point-person for all public Humanities Center events, as well as fellows-only picnics and parties. A recent Stanford grad (Economics, 2002), Pei-pei enjoys baking desserts, sharing them with people at the Center, and then making us walk/jog/swim with her to work off the calories.

Gwen Lorraine, Office Coordinator
Among other things, Gwen is responsible for maintaining the Center’s supplies and equipment, and scheduling the meeting rooms. She is the person to notify in case of facilities emergencies (like a leak in the roof). This past year, Gwen celebrated her tenth anniversary working at the Center!

Martin Parkhurst, Computer Consultant
Martin is available weekday mornings (8:00 a.m. until noon) to help Humanities Center staff and fellows with work-related desktop and networking support. Just submit an online help request via HelpSU (http://remedy-prod.stanford.edu/cgi-bin/helpsu2), and he will come by to help you with most basic computer problems. He can also refer you to other sources if your question
involves training or an unsupported hardware or software program. You can check the ITSS website (http://www.stanford.edu/dept/itss/) for a list of what systems and software ITSS supports.

Susan Sebbard, Assistant Director
Susan is primarily responsible for development and stewardship of donors, along with personnel management, financial oversight and production of the Center's annual report. She's been at the Center in various capacities since 1985, so she has had the pleasure of knowing nearly all the Fellows who've been at the Center. An avid sports fan, Susan enjoys playing tennis and golf, and cheering on the San Francisco Giants.

Priscilla Spolyar, Financial Administrator
Priscilla is the person to see about all things financial—including payroll issues, long-distance phone charges, and lunch bills. She joined the Center in December 2002, and has worked at Stanford for 17 years. Aside from a balanced budget, Priscilla’s favorite things are traveling to visit family and friends, seafood, and walking in the rain.

Laura Tarwater-Scharp, Research Workshops Administrator
Laura coordinates the day-to-day business of the Research Workshops Program, which is currently in its tenth year. She joined the Center's staff in August 2003 and is also pursuing Master's degrees in history and library science at San Jose State University. Laura is a hockey fan (go Sharks!) and likes to read and to cook vegetarian meals.

Elizabeth S. Wahl, Associate Director
Elizabeth (Beth) joined the Center in the fall of 2002 as associate director. She oversees the Center’s three main areas of programming: fellowships, research workshops, and public events. While a large portion of her work is devoted to administrative matters, including development of new fellowship programs, a pilot program in collaborative research, and the Center’s budget, she does manage to put aside a modest amount of time for research and participates in the weekly fellows’ lunch presentations. Beth received her Ph.D. in Comparative Literature here at Stanford and published a book entitled *Invisible Relations: Representations of Female Intimacy in the Age of Enlightenment* in 1999. Her research interests include the origins of the novel, female communities, and gender studies. She is also known for her interest in applying technology to support humanities research and for turning photos into screen savers.
Humanities Center Policies

Residency Requirement
As members of a residential center, fellows live in close proximity to the Stanford campus (i.e. within ten miles). Fellows also remain in residence for the entire academic year (with the exception of short absences to attend a conference or give a lecture, etc.). Although it is rare for a fellow to take unfair advantage of the honor system under which we operate, there have been occasions when the Center has responded to excessive absenteeism by withholding a portion of a fellow’s stipend. Any extended absence due to illness or other extenuating circumstances should be discussed with directors right away.

Weekly Research Presentations
On Tuesdays fellows share their research in the form of an oral presentation. The thirty-minute presentations have traditionally started at 12:30 p.m. and are followed by a thirty-minute question-and-answer period. After the trial of a few talks, fellows may decide on an alternate time for the weekly presentation that will apply for the balance of the year.

In general, fellows have found that informal presentations based on notes are the most engaging for this format, particularly when a fellow focuses on a problem or issue in the project that is still being worked out. In addition to this required presentation, fellows are encouraged to offer lectures and papers to relevant research workshops or departments, or to give a formal lecture or job talk at the Center.

Lunches
Catered lunches are served Monday through Friday in the lunchroom (Watt Common Room) at noon.

Lunches are important to the Center community, not only because they give fellows the best opportunity to get to know one another, but also because they provide a venue for fellows to meet other scholars at Stanford in an informal, collegial setting. While the research workshops, teaching, attending visiting lectures and events are important arenas for intellectual exchange, these daily lunches also provide occasions for thoughtful interchange among fellows and visitors-- and, from time to time, detailed intellectual discussion. Lunch is also the chief group activity for fellows.

Please feel free to invite occasional guests to lunch at the Center on any weekdays except Tuesdays (so that we have adequate space/food for the fellow presenting that day to have several guests). Former fellows have an open invitation to come to lunch so you may well encounter some of them during your year at the Center.

Attendance: All fellows are expected to attend daily lunches on a regular basis throughout the year. Attendance at Tuesday research presentations is obligatory. As a courtesy, if you will be unable to attend a weekly research presentation, please let the directors and the fellow presenting know ahead of time.
The Center recognizes that fellows may wish to go to lunch-time talks in departments relevant to their work or have occasional private lunches. For this reason, though daily attendance is welcome and encouraged, the Center expects attendance at lunch just four days a week.

**Lunch Costs:** The cost of lunches is shared between Fellows and the Center. Based on current costs, we anticipate that lunch fees charged to Fellows each quarter will be $400 for Senior Faculty Fellows, $350 for Junior Faculty Fellows, and $175 for Graduate Fellows (the Center subsidizes more than 50% of the catering charges). Occasional guests and former fellows may eat without charge.

**Cleanup and Leftovers:** The buffet lunch is set out at 12:00 noon and cleared by our caterer, but fellows and their guests clear their own places. After 1:45 p.m., please feel free to set aside leftovers for yourself. Also, please feel free to help yourself to any leftovers that the caterers place in the refrigerator.

**Recycling:** A specially marked container is provided for recycling glass bottles and aluminum cans. You are also welcome to bring your own cup or glass if you would prefer not to use paper. Limited space in our dishwasher does not allow for daily washing of cups, glasses or bowls by our caterers. If you use these items to avoid waste, please wash them afterwards.

### About Your Office and Environment

Offices are assigned in advance by the directors. We encourage all fellows to visit the center and review offices in person, if possible, prior to making their selection preferences. If you have any questions or concerns about your office, please be in touch with the associate director right away.

**Office Use:** Each fellow is assigned an office for his or her individual use. Offices are intended to be used by the fellow only and should not be shared with colleagues, friends, or family members. We operate under the assumption that fellows will use their Humanities Center office as their primary working space, and encourage fellows to do so. Larger offices are at a premium; should you not be using your office at the Center, we may ask you to switch spaces with another fellow with a smaller office.

**Office Furnishings:** All offices are fully furnished with at least one bookshelf, filing cabinet, desk, ergonomic chair and lamp. Small items may be exchanged between fellows on an *ad hoc* basis (i.e. you are responsible for the items yourself) but large items must stay in their original offices. If something is broken or missing, or is stolen, we ask that you please inform our Office Coordinator. So as not to damage walls and woodwork, please only use pushpins or the special colored tape provided to you at the beginning of the year to hang posters and fliers (and please only use colored tape on your office door). To hang heavier items, please use picture-hanging nails and hooks. Extra colored tape and pushpins are available in the copy room.
Office Keys: We are aware that keys sometimes accidentally get lost during the year, and we are able to replace keys for a $20.00 per key charge. If you are locked out of your office after hours, call the Facilities office at 723-2281. Should you not reach anyone, call Campus Police (Public Safety) at 3-9633. Please be aware that you will be expected to reimburse the Center for any charges the Center incurs for unlocking your door.

Staff Support
Staff are available to answer questions within their range of expertise and to help put fellows in touch with resources throughout the university. The directors and the staff hope that fellows will feel free to ask for assistance and advice, while recognizing the inevitable limits of time and expertise in a small support group. Staff members must put much of their effort into sustaining the Center and assuring its future through support of the workshops, events, multiple selection processes, fund raising and stewardship of donors. The well-being of fellows is a very high priority, but there may be high-volume times of year when staff request that fellows make inquiries and conduct non-urgent business during regularly scheduled office hours or by email. We appreciate your patience and cooperation in helping us meet multiple demands!

Care of the Building
Please help us take care of Humanities Center facilities. Any time you are aware of a building maintenance problem (overflowing toilet, faulty door lock, burned out light, etc.), please report it directly to our Office Coordinator, Gwen Lorraine, at 4-0113. After hours, report any emergency to the Facilities Office at 3-2281, which operates 24 hours a day.

Maintaining a Smoke-Free Environment
Stanford's buildings (including the Humanities Center) are smoke-free environments. This means that smoking is prohibited inside the Humanities Center building, and on the outdoor patios and in the courtyard (they are too close to doors, windows, and ventilation units).

Sexual Harassment Policy
We view knowledge about sexual harassment and its prevention as part of providing a collegial and comfortable environment for all Humanities Center fellows, staff, and guests. At the beginning of the year, the Center will offer a mandatory sexual harassment awareness training session for all fellows and staff who have not previously attended a session at Stanford. Additionally, we urge all members of the Humanities Center community to review Stanford’s policy on and resources about sexual harassment: http://www.stanford.edu/dept/ocr/shpo/. The Center will not tolerate violations of this policy.

No Pets Allowed
With the exception of working animals (such as Seeing Eye dogs) in the attendance of their owners, animals are not allowed in the Humanities Center building.

Dealing With Wildlife
Stanford is affectionately referred to as “the Farm.” Appropriately, there are many wild animals that share the land with us. Please keep outside doors closed at all times so that birds
and animals do not enter the building. For the same reason, we ask that all office windows be closed and locked during your absence. If you see an animal that appears sick or that is a danger to the health or safety of individuals, please report it to Facilities at 723-2281 or call Pest Control at 723-9295.

**Children in the Workplace**
University policy states that “minors are prohibited from being present in work areas at Stanford” (see [http://hrweb.stanford.edu/elr/policies](http://hrweb.stanford.edu/elr/policies)). However, fellows are welcome to bring their children to social events such as the fellows’ picnics, as well the occasional lunch or reception. Minors must be under the direct supervision of a responsible adult while in the building or on the premises in order to protect them from injury and avoid disruption to fellows in their offices. We appreciate your cooperation in using discretion in bringing young children to other Center events. Please consult the directors if you have any questions.

**Building Safety & Security**
It is imperative that everyone takes a few simple precautions to protect the physical safety of those of us using the facilities, and to prevent theft or damage to computers, photocopying and other equipment here at the Center. Please take the time to read carefully and follow the general safety guidelines that follow, as well as the emergency preparedness information presented in the orientation safety training and in **Appendix A** at the back of this manual.
A Few Basic Safety Precautions

☐ If you enter or leave the building after 5:00 p.m. or before 8:00 a.m. on weekdays, or any time during the weekend, please make sure that the doors are locked after you enter or exit. Outside lights should be left on.

☐ If you are expecting a visitor after hours, please keep an eye out and do not leave the door unlocked for them. There is a courtesy phone in front which your visitor can use to call you upon arrival.

☐ Two sets of main entry doors to the lobby are occasionally propped open for seminars and other evening events. If you see them open when the building is empty, please close them at once. Please do not prop open exterior lunchroom doors (by the picnic tables) and be especially careful that these are secured.

☐ Unfortunately, there have been instances in previous years (though not recently) when laptop computers were stolen from fellows' offices. Please keep your office door and windows locked whenever you are away for any length of time. Keep purses or other valuables in a locked desk or file drawer.

☐ The lunchroom/kitchen and the photocopy/supply room are to remain locked during off-hours; your A2 key will open them.

☐ The doors separating fellows' wings and the staff wing from the core of the building should be locked after hours (i.e. after the regular 8 - 5, Monday through Friday work schedule). The main exceptions to this are the interior handicapped access doors linking Levinthal Hall and the fellows’ office wing, which are required by law to remain functional exits from the Levinthal side. These doors have an alarm (activated after 5:00 p.m. and on weekends) that will sound for 15 seconds if anyone opens them. This alarm doesn’t notify anyone outside the building—it is there to help fellows be aware of the comings and goings in their wing after hours.
Humanities Center Resources

Mailing Services

Fellows’ professional correspondence mailing costs (within reason) will be paid for by the Center. We are not able to pay for unusually expensive mailings (e.g., multiple mailings of manuscripts or other unusually large-volume mailings).

Fellows’ Mailboxes: These are located in the Geballe Library, next to the fax machine and the boxes for outgoing mail. Both campus and regular mail will be delivered to these boxes.

Campus Mail: ID (inter-departmental) mail is available to all fellows and goes in the box marked “Campus Mail.” All ID mail should include the appropriate departmental mail code. The Center's mail code is 4015 (the last four digits of our nine-digit zip code.) Campus mail is picked up and delivered between 9:00 and 11:00am, Monday through Friday. ID envelopes are available in the copier/supply room.

US Mail (less than 1 pound): U.S. Mail is generally delivered and picked up sometime between 10am and 1pm. Please put outgoing US mail in the box labeled “Fellowship Mail For Stamping” above the fax machine in the Geballe Library. Any mail weighing less than one pound will be stamped and mailed out for you by Humanities Center staff (a postal scale is located in the copy/supply room on the table next to the door).

The U.S. Postal Service requires that any package or envelope weighing over a pound be taken to the post office (postal carriers will not pick it up). So mail weighing over one pound will be stamped by Humanities Center staff, and then placed in the copy/supply room by 2:00 each day for you to take to the post office.

Large Packages (mail over 1 pound): A postal scale is available for weighing packages of up to 10 pounds; it is located in the copy/supply room on the table next to the door. You will need to take packages weighing more than one pound to the Post Office to be stamped and mailed. If you wish to ship books, papers, etc. for use in your office, you can address them to yourself at the Humanities Center and send them in advance. However, we do ask that you limit shipments to research and work material only (not clothes or household items), as we have very limited storage space at the Center.

International Mail: Overseas mail weighing over one pound (or less than one pound but bulky) requires a customs tag which can be obtained at the Post Office.

Express (2-Day & Overnight) Mail: The Center can cover the cost of two 2-day and 2 overnight express mailings per fellow per quarter. We will provide you with the forms in your orientation packet. Please return unused forms to Gwen. Additional forms may also be obtained from Gwen, but you will be billed for them.

Stanford Humanities Center Stationery: All fellows are welcome to use Center letterhead and envelopes, which are located in the copier/supply room.
**Personal Correspondence:** The Center is not able to sell fellows postage for their personal correspondence. The Post Office is conveniently located nearby in White Plaza. Your personal stamped mail goes directly into the box marked “Outgoing US Mail.”

**Telecommunications**

**Incoming Calls and Voicemail:** Each office at the Humanities Center has a telephone with a voice mail system. You should have received your office phone number when you received your office assignment; it is also listed in the Humanities Center phone directory in your orientation packet. You will need to initialize your voice mailbox—instructions will be in your orientation packet.

Incoming callers can dial your office number directly. Alternatively, the main Center number (723-3052) has a voicemail switchboard that can transfer calls to your office line. This automatic system allows incoming callers to spell your name (with a touch-tone phone) and be transferred to your office phone line.

**Dialing On-Campus and Off-Campus Phone Numbers:** For Stanford campus calls, dial only the last 5 digits of the phone number (for example, the campus number 650-724-8169 is reached by dialing “4-8169”). To reach an off-campus number, you need to dial “9” before dialing the number (for calls to numbers outside the “650” area code, you must also dial a “1” before dialing the 10-digit number). If it is a toll call, three short beeps will prompt you to enter your **long distance access code number** (in your orientation packet in a “Confidential” memo from Communication Services).

**Your Long Distance Access Code:** Each fellow (other than Internal Fellows who already have one) is assigned a long-distance access code number. You will receive this access code in your orientation packet in a “Confidential” memo from Communication Services when you arrive. Please note that the access code is a private number and should be kept in a safe place, as you will be billed for any calls made with this code.

**Off-Campus Calling Charges:** Fellows can make outgoing local calls (650 area code) at no charge. All (510) area code numbers (East Bay), some (415) area code numbers (San Francisco and North Bay), and some (408) area code numbers (South Bay) are also in this no-charge zone. You will be billed monthly for your long-distance calls. For any billing questions, please see our Financial Administrator (ext. 5-1535).

**Fax Service**
The Center has a fax machine available for fellows to use; it is located adjacent to the mailboxes in the Geballe Library. Instructions for using it are posted by the machine. Fellows will need to use their telephone long distance access codes for sending long-distance faxes; these calls will appear on their phone bills. **The Center's fax number is (650) 723-1895.**
**Photocopying**
The Center has two photocopy machines available to staff and fellows on a first-come-first-served basis. Both copiers require a “user number.” Your user number is the last 5 digits of your office phone number. See Gwen if you have questions on the operation of the machines, and please notify her any time the machines malfunction.

Due to the high costs of paper, we request that fellows do double-sided copying whenever possible. Because of the cost, and the fact that both fellows and staff rely on ready access to these machines, the copiers should be used with reason and discretion. They are not meant for large projects. If a fellow needs to do large amounts of photocopying, s/he can purchase a copy card at the kiosk next to the Green Library Loan Desk for use on Library copiers. Other options include using the Pulse Copy Center (located next door at Tresidder Union) or Kinko’s at 249 South California Avenue, 650-328-3381.

**Use of Cluster Computers**
The Humanities Center has two clusters with computers equipped for fellows' use. These cluster machines are there to simplify printing and email tasks, and are configured to provide maximum reliability and flexibility in performing these tasks. Please do not attempt to custom configure the machines for your own use or plan to do extensive printing or emailing that would prevent others from using the computers for a significant period of time. If you are unable to print to a cluster, please consult with Martin.

**AV equipment**
There is a television, DVD player, VCR, and boom box in the lunchroom for fellows’ use. The Humanities Center has additional AV equipment (located in a closet in the fellows’ wing) that is also available for fellows’ use: a digital projector for use with laptops, two slide projectors, an overhead projector, a tape recorder, a stand-alone microphone and amplifier, a small TV/VCR combo, a DVD player, an easel with a flip-chart and dry-erase board, and various carts to transport all of these items. Please see Gwen if you’d like to use any of the AV closet items. And please don’t borrow any of these items on a Tuesday unless you’ve checked with Gwen to be sure a fellow doesn’t need it for the weekly research presentation.

**Heating & Air Conditioning**
The heating and air conditioning go off at night and on weekends. If you’re in the building after hours, we ask that you open your window or use a space heater as your first resource. If the temperature is still uncomfortable, or if you are planning on working for many hours at a time, you may use the override buttons located in the lobby and across from the Computer Consultant’s desk, adjacent to the ADA door. These green buttons activate the heating and air conditioning systems for the entire building. In the interests of using energy conservatively, please use discretion in activating these.

**Fans and Heaters**
Most offices already have fans. We have a small number of space heaters, which fellows may request for use in their office if it becomes uncomfortably cold. See Gwen if you find you have a need for one (ext. 4-0113).
Bicycles
The Center has a couple of (old) bicycles available for fellows to borrow on an occasional basis for running errands on campus. Please see Pei-pei (office #146) for the keys. Bicycle racks are provided on both sides of the building. Bikes are not allowed indoors.

(Reminder: if you plan to use a bike on campus, it must be registered at Parking and Transportation Services, 723-9362. For more information, please see their website: http://transportation.stanford.edu/alt_transportation/BikingAtStanford.shtml).
Humanities Center Facilities

Use and Booking of Public Rooms
Casual use of the Baker Room, Board Room, and Levinthal Hall for fellows’ study or conversation is encouraged when not already booked for workshop or other events.

Fellows are also free to use the Watt Common Room (lunchroom) without booking, except between the hours of 11:00 a.m. and 3:00 p.m. on weekdays when lunch activities, including setup and cleanup, are taking place. Fellows may book the public rooms for events they may plan (see information on specific rooms below). Note that the Center’s rooms are not available for courses or for student events, whether booked directly or through fellows.

Lecture Hall and Seminar Rooms: The Humanities Center has a lecture hall and two seminar rooms: Levinthal Hall (capacity 100), the Baker Seminar Room (capacity 20) and the Board Room (capacity 20-30). These areas will be used primarily for the Center’s events, meetings and workshops, and also by outside groups for academic events. Fellows are welcome to attend all public events at the Humanities Center. Fellows may also use the Baker and Board Rooms on an occasional basis as individuals or in small groups (up to 10 people) if the rooms have not been reserved. They may also book these spaces for academic events by filling out a reservation form. Please check availability and policies with Gwen and use the room reservation forms on our website.

Watt Common Room and Patios: The Watt Common Room (lunchroom) may be used by fellows after 3:00 p.m. by individuals or small groups (up to 10 people). Interior and exterior patios are for the exclusive use of fellows, unless they have been previously booked.


Books honored in our annual Book Celebration as well as books by invited lecturers are also on display.

The books and periodicals in this library are for reference only and are made available for everyone’s perusal. As a courtesy to others, we ask that fellows not remove any books or materials from this library without consulting the associate director.

We continue to add more volumes, and would be very grateful if: a) you could give Gwen any written suggestions for books to be added and any periodicals and newspapers you feel we should take beyond those we already get; and b) if you would donate all or any of your own publications to the library. We believe the collegial character of the Center will be
enhanced if incoming fellows contribute (within reason) copies of their major publications so that fellows may conveniently look at one another's published work.

**The Fellows’ Wings:** The two wings of the building that contain fellows’ offices, equipment room and kitchen/lunchroom are available for the exclusive use of the fellows most of the time. The chief exception is when the kitchen/lunchroom is being used by the caterers to prepare for lunch or events. The lunchroom is free to be used for non-academic events organized by the fellows, except during lunch hours or when events are being catered. Any furniture moved should be returned to its place as soon as the event is finished.

**Center Events & Opportunities**

**Public Events & Associated Activities**
Fellows are entirely welcome to attend all public events at the Center, including those directly sponsored by the Center, such as the Presidential and Endowed Lecture Series. These events are aimed at the larger Stanford and local community and thus are not a formal part of the fellowship program. Fellows may, however, wish to form groups to discuss the writings of a visitor, and books by upcoming speakers are usually featured in the Geballe Library. Presidential lecturers are always invited to lunch with the fellows, either on the day of the lecture or the following day. Fellows are also free to attend receptions that take place in the building in connection with public events and conferences. More information on events at Stanford is listed in the Stanford Resources section below.

**Groups & Activities Organized by Fellows**
Over the years, the Center has noted differences in expectations among fellows regarding activities and intellectual exchange. Some come chiefly to write books and thrive on what one fellow termed "benign neglect." Others would like fuller exchange among themselves in working groups, discussion of shared reading, or follow up consideration of presentations. The Center is pleased to offer modest support for such gatherings to cover refreshments or the occasional book purchase or outing.
Computing at the Humanities Center

Humanities Center Computer Clusters
The Center has two clusters of computers for fellows’ use, each connected with a printer and able to run both Mac and PC software applications. The cluster computers are hooked up to the larger Stanford network, providing access to email, the web, and general information at Stanford. Additionally, the clusters have been equipped with CD burners and Zip drives. These cluster machines are there to simplify printing and email tasks, and are configured to provide maximum reliability and flexibility in performing these tasks. Please do not reconfigure these machines for your own use, and be considerate about the amount of time you spend using them so that they remain accessible to all.

For the cluster Macs, we have Microsoft Office, Netscape, Netscape Communicator, Internet Explorer, MacSamson (a telnet program), Acrobat Reader and EndNote. Because of privacy and security concerns, there is no Eudora email (Stanford’s supported email client) setup on cluster computers. You can use Stanford’s WebMail (https://webmail.stanford.edu) service if you are expecting to use the clusters for email access.

Office Connectivity
Each office at the center is wired with a 10/100-BaseT Ethernet connection to Stanford’s university-wide computing network (SUNet); we also have wireless access points throughout the building. Both are in turn connected to the Internet. These network connections make printing, emailing, and Internet surfing possible from individual machines.

We do not provide individual computers in each office. When you arrive, please schedule an appointment with Gwen to have your personal computer attached to the network by a computer technician. Please remember that if many Fellows arrive at once, it may not be possible to get connected immediately. Some Ethernet adapters may take longer to get configured. If your equipment is old or not properly configured, you and the computer consultant may decide that it is not feasible to have your computer networked.

Basic Technical Networking Requirements

• You will need a network interface card to make a connection to the Stanford network. This will allow you to print, surf the web, check your email, etc. from your office. Otherwise, you will have to use a cluster machine to perform these functions.

• Our networking system uses 10/100 baseT (twisted pair) wiring in the offices. We also have wireless access points throughout the building (see section on wireless networking). Wireless network signal strength will vary and is a product of access point strength (distance and obstacles) in combination with your make of wireless network adapter.
• Your Network Interface Card should be compatible with either of these types of networks. If you do not have one built in to your computer, you may purchase one at the Stanford Bookstore. Make sure that you let the salesperson in the store know what type of computer you have so they can help you select the best card. Our consultant can help install the card during your computer setup appointment.

• If you have a PC, we recommend that you have Windows NT/2000/XP installed (only these operating systems are supported) and that you use the most recent Microsoft software products.

• If you use an Apple Macintosh, we recommend a Mac run OS X 10.3 or later operating system and that you use recent office productivity software.

External Access/Modems
The Humanities Center does not provide support for external modems, and we cannot guarantee an analog line for your modem connection. Fellows with a SUNET ID (see section on Stanford Email Accounts below) do have access to Stanford’s dial-in modem pool. Information about remote access and system configurations is available online at http://www.stanford.edu/home/computing/campus_network.shtml Kerberos (encryption) is required.

Wireless Access
The Stanford Humanities Center provides wireless access points within the building. While any wireless networking card compliant with standards 802.11b and 802.11g should work, the wireless networking cards recommended by ITSS are as follows:

<table>
<thead>
<tr>
<th>Platform</th>
<th>OS</th>
<th>Recommended Wireless Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Win XP, 2000, 98, NT</td>
<td>Cisco Aironet 350 Series PC Card* (AIR-PCM352)</td>
</tr>
<tr>
<td>Apple</td>
<td>Mac OS 9.2.2 Mac OS X 10.x</td>
<td>Cisco Aironet 350 Series PC Card* (AIR-PCM352) Apple</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Airport Card, Apple Airport Extreme Card</td>
</tr>
<tr>
<td>Linux</td>
<td>RedHat</td>
<td>Cisco Aironet 350 Series PC Card* (AIR-PCM352)</td>
</tr>
</tbody>
</table>

*This recommended hardware has been tested with Windows 98, Windows NT, Windows 2000, and Windows XP, Mac OS (those that cannot support Airport cards) and Linux.

More information on Stanford’s Wireless Network:
http://www.stanford.edu/dept/its/services/wirelessnet/
Where to buy?
The Cisco Aironet 350 card is available at the Stanford University Bookstore in the Computer Store. External Fellows should be able to receive discounted pricing by showing their Visiting Scholar cards. Faculty and students also receive a discount.

Stanford Bookstore information: http://www.stanfordbookstore.com/

Stanford Email Accounts for External Faculty Fellows
We will have an email account ready for external faculty upon their arrival. Stanford students and faculty will be able to use their pre-established email accounts (AKA Leland Accounts/SUNet IDs). These fully sponsored “Leland Accounts” are very useful especially if you wish to use the library databases from your office, and so that you will have access to current software that Stanford University licenses. Eudora is Stanford’s supported email client, but we can help to configure other clients on your office computer.

For more information on the campus email system visit: http://www.stanford.edu/services/email/

Computer Assistance
We have a 50% time desktop & network support contract with Information Technology Systems and Services (ITSS). Our consultant is available from 8:00 a.m. to 12:00 p.m. (noon), Monday through Friday. You should expect to receive a response no later than the following business day. You can request computing help by submitting your request online. General information about computing services at Stanford is available online at: http://www.stanford.edu/dept/itss/.

If you have a problem with the following: (1) your Ethernet connection, (2) your email account, or (3) Stanford-supported software or hardware, please request help via HelpSU online (see the Resources for Fellows page: http://shc.stanford.edu/fellowships/resources.html) or call 5-HELP and they will submit a ticket for you. If your personal computer is down, please use one of the cluster computers to submit the ticket.

The Center does not fund computer support services that are provided free elsewhere on campus or that go beyond basic operations. If you are uncertain what software or hardware is supported, please consult the ITSS web site: http://www.stanford.edu/dept/itss/ess/. If your project requires support beyond the basics, or training in the use of programs, you may well be responsible for the costs, though the Center staff will do its best to refer you to relevant services.

After your initial computer setup appointment, you will need to submit your own HelpSU request for any further computer assistance.

Please Note: at the beginning of the year we are very busy getting the Ethernet connections set up for incoming fellows. During this time we can only provide technical assistance with setting up Stanford email accounts and Ethernet installation for internal networking at the Center.
Computer Set-Up Appointment

If you are ready to have your computer set up, (i.e. you have your computer equipment in your office ready for service), please see Gwen to sign up for an appointment. These two-hour appointments are available only in September and are scheduled on a first come, first served basis.

The efficiency of your computer set-up session will depend upon how well prepared you are, and how current your operating system (OS), hardware, and software are. Please make sure you show up for your appointment on time, and have the computer ready to go. Our technical consultants are not permitted to move computer equipment for you.

During your orientation, Stanford’s latest antivirus software will be installed on your computer, free of charge, unless you request that it not be installed. Our computer consultant can show you how to keep this software updated. PCLeland or MacLeland Kerberos will also be installed on your computer during your set-up appointment to ensure secure use of your SUNet ID.

A Word about Computer Viruses

As a major node on the Internet, Stanford has had problems with the spread of computer viruses. If you receive an email that seems suspicious, consult this site before you open it or any attachments (http://www.stanford.edu/group/partners/hoaxes.shtml). Further information on anti-virus updates and secure computing is also available at: http://securecomputing.stanford.edu/

Troubleshooting tips from a veteran computer consultant

Please make sure all of your important data is backed up prior to your set-up and throughout your stay. Occasionally machines on the network can freeze up. You can protect yourself and your data from this by saving frequently. If the network is down, you may need to reboot your machine. Hit the following keys, holding them down together: for PCs: control+alt/command+delete; for MACs: option+apple+esc. (Note: the one-fingered salute doesn’t work but it may make you feel better.)

If that doesn’t work, wait 15 minutes or so. Take a deep breath. Go for a walk. Get a cup of coffee. When you get back, try to restart your computer, and if you’re still having problems, submit a HelpSU from one of the cluster machines. And one final word: even though our staff may sympathize, try not to unload your computer woes on them. We ask that you use the protocol we have established rather than bringing your computer problems to those without the expertise to solve them. Our computer support is excellent, and our technician ready and willing to help you!
Stipends and Payments

Internal Fellows: Internal Fellows will be paid through their departments or schools as usual.

External Fellows: External Fellows will be paid monthly at the end of each month beginning in September, or according to the payment schedule they have set up with our Financial Administrator. Our usual procedure is to pay External Fellows' stipends effective September 1st for nine, ten, eleven, or twelve months. Payday is once a month on the last day of the month, so your first paycheck will be issued on September 30th (unless you specify otherwise). Since Fellows will not actually be on the Stanford payroll, we are unable to arrange for monthly checks to be deposited directly into your bank account. Housing/moving stipends are paid separately. Both payments (fellowship & housing stipend) must be reported as taxable income. We recommend that you consult with your home institution and with a tax specialist before setting up your payment arrangements.

Graduate Fellows: Graduate Fellows will receive their stipends in three equal payments at the start of fall, winter, and spring quarters. Research supplements are paid at the start of fall quarter.

Undergraduate Fellows: Undergraduate Fellows will receive their stipends at the beginning of each quarter.

Our Financial Administrator is the person to consult if you have any questions about payment of your fellowship stipend.
Taxes and Fellowships

Stipends are liable for Federal and State income taxes. Internal Fellows will continue to be paid through the university with tax deductions made in the routine manner.

Graduate Fellows receive information regarding the tax status of their awards and/or salaries from the Payroll or the Bursar’s office. Any Graduate Fellows requiring more details can contact either office depending on how they are paid.

The tax situation for External Fellows is more complex. Except for non-resident foreigners from countries not having tax treaties with the United States, no Federal or State taxes are withheld by Stanford University from External Fellows’ monthly stipend checks. However, these stipends do have both Federal and State income tax liabilities. Fellows should be aware that they have the primary responsibility for resolving any tax issues, not the Center. We strongly urge you to seek professional advice in planning for your income tax preparation before you leave your home institution.

More Information for International Fellows:
Non-resident fellows on J-1 visas need to fill out a W-8 BEN form so as not to be double-taxed on fellowship income, providing that there is a tax treaty between their home country and the United States. Non-resident fellows on J-1 visas are also required to file federal tax form 1040-NR and California tax form 540 by April 15th, 2005. Stanford will issue you a 1042-S form documenting your earnings during the year (instead of the W-2 issued to U.S. citizens and permanent residents) so you can complete the tax forms.

You may also look at the Stanford Controllers Office web site at http://co.stanford.edu/compliance/taxes for information, issues and important links to resources. The tax accountant at the university payroll is Connie Reddy (creddy@stanford.edu / 723-0241); she may be able to give you information, or point you in the right direction.

FYI:
State tax forms are downloadable at http://www.ftb.ca.gov/forms
Federal tax forms are downloadable at http://www.irs.ustreas.gov/formspubs
About Local Housing

We recognize that housing in the Stanford area is expensive. However, it is essential to the Center’s residential character that fellows live in close proximity to Stanford campus (not in San Francisco, Berkeley, Oakland or Santa Cruz). The housing allowance you receive as part of your fellowship is intended to help offset the high rental costs in this area.

We realize that finding suitable housing can be one of the biggest challenges in relocating for your fellowship. You can find up-to-date housing resources on the Resources for Fellows pages: http://shc.stanford.edu/fellowships/resources.htm.

We also suggest that you approach any friends or relatives living in the area to see if they would be willing to help by looking at apartments for you. The more people you have helping you the more you are likely to find the right place.

IMPORTANT TIP: If you find a place that seems appropriate and within your budget, you should respond promptly. Additionally, be aware that it is more challenging to find places that allow pets or smoking.

The good news is that we never have had a fellow who had to live in his/her car! Eventually everyone finds a place, so don’t despair: it just takes a little patience and perseverance.

Stanford Resources

Child Care and Local Schools
The WorkLife Office (http://www.stanford.edu/dept/ocr/worklife/) at Stanford assists members of the Stanford community in working towards reaching a balance between their work, study, personal and family lives. It offers consultations, resources and referral services, publications, library (with audio-visual materials), seminars and group activities. The office provides comprehensive information on childcare in the area, as well as public and private schools.

Call (650) 723-2660 for an appointment if you need advice on the accredited child care Centers in the Bay Area. It's also a focal point for bulletin board announcements if you are
looking for a baby sitter, need to buy or sell baby stuff, or if you/your spouse and your child(ren) would like to participate in activities and get to know other families on campus.

Because the waiting lists for childcare Centers are long, we strongly recommend that you register your child early in one of the Centers in order to be able to enroll him/her upon arrival in the fall.

Campus Tours
Visitor Information Services offers tours of the campus and other landmarks. Free campus walking tours led by student guides are available. The tours include the Main Quad, Memorial Church, the science and engineering buildings, White Plaza, the Stanford Bookstore, and the libraries. For more information, check out the Information for Visitors:
http://www.stanford.edu/dept/visitorinfo/.

Travel
Navigant International is Stanford’s official travel agency, which means they offer competitive fares. Fellows will have to use their personal credit card to book travel with Navigant. Because of changes in the industry, be aware that ticketing and booking fees may be high. You can reach Navigant by telephone at: 1-800-394-6440. Stanford’s on-line booking website (run by Navigant) is: http://wcorp.itn.net/cgi/get?itn/corp/stanforduni/index.incl.

Athletic Facilities & Stanford Sports Teams
Fellows of the Center and their families may use Stanford recreational facilities by showing their Stanford I.D. Stanford's athletic facilities are some of the best in the country, and fellows have full use of facilities. These include swimming pools, tennis courts, handball and squash courts, fully equipped men’s and women's gymnasiums, and other facilities for track and field, softball, basketball and volleyball. The 18-hole Stanford golf course is also available to fellows. For hours these facilities are open each quarter, see:

Stanford Libraries
There are sixteen Stanford University Libraries: Cecil H. Green Library is the main research library with collections in the humanities, social sciences, area studies, and interdisciplinary areas. In addition, Stanford has five Coordinate Libraries: Hoover Institution Library and Archives, J. Hugh Jackson Business Library, Lane Medical Library, Robert Crown Law Library, and the Stanford Linear Accelerator Center Library. The library system website is: http://www-sul.stanford.edu/. Click on the “how to” link for a description of resources, workshops, and a virtual tour.

Arts & Entertainment
Stanford is home to drama, dance, music, art and art history programs and departments. They, along with Stanford Lively Arts, are venues for a very active scene of performances by professionals and students. The Stanford Lively Arts season is from September through May. Its schedule is available

The Cantor Center for Visual Arts holds events, exhibitions and lectures throughout the year. Admission is free. Its website is at http://www.stanford.edu/dept/SUMA/. There is also a campus Art Gallery, opposite the History Corner.

**Computer Purchase Discounts**

External Fellows may purchase computer equipment through Stanford's university discount program, by going to the Stanford Bookstore’s “Computer Store,” available to staff, faculty, and students. In order to make a purchase, you need to present your Visiting Scholar Card. The Computer Store is located in the Stanford University Bookstore (one level up from the main floor) and can be reached by calling (650) 329-1217 or http://www.stanfordbookstore.com.
In addition to faculty and graduate student fellows, each year the Humanities Center also selects up to six undergraduates as Undergraduate Research Assistant Fellows. This program, which began as a pilot under the auspices of the Vice Provost for Undergraduate Education (VPUE), was approved as a formal program for 2003-04. Undergraduate fellows spend the year working on collaborative research projects with faculty fellows at the Center. The undergraduate fellows are part of the Center community, and often attend lunches, research talks and events. They also present their research at a symposium in the Spring.

A faculty member and an undergraduate with similar research interests design a project and then apply as a team for undergraduate fellowship support—which provides the student with a stipend of $1,125 per quarter for up to 10 hours a week of research work. Faculty contribute to the collaboration by offering mentorship: they help students conceptualize a good research question, design an approach to answer it, and provide ongoing guidance on how to identify and evaluate sources of information. The undergraduate fellows contribute actual hands-on research work. They read, analyze, write, undertake library or archival research, interview, compile, present, edit, and evaluate. Occasionally students do clerical work, but it's essential that the substantial majority of the student's time be spent on work that has intellectual content. Most faculty advisors spend approximately 1-2 hours a week meeting and emailing with their undergraduate advisees. The Center accepts applications from interested undergraduates and sponsoring faculty fellows during Fall and Winter Quarters only, with the expectation that the undergraduate fellows will participate in the Center throughout the academic year. The first deadline for applications is in October, and application materials for the 2004-05 year will be available on our website in September. For more information about undergraduate fellowships, go to [http://shc.stanford.edu/fellowships/undergrad.htm](http://shc.stanford.edu/fellowships/undergrad.htm). To request an application, go to [http://shc.stanford.edu/fellowships/request.htm](http://shc.stanford.edu/fellowships/request.htm).

Faculty fellows are not obligated to work with undergraduate fellows (we realize that some research projects are just not conducive to collaborative work). Faculty who do become URAF advisors do so for a variety of reasons, including that good research assistance is hard to turn down! Visiting faculty have also told us that it's a good way to get insight into the Stanford community. For internal faculty, the program provides an opportunity to stay connected to student life in a way that's beneficial to their research (rather than taking time away from it). Also, it's a lot of fun. Some of Stanford's brightest undergrads participate in this program, and many of them go on to graduate study. They very sincerely appreciate the opportunity to see first-hand what faculty research projects entail. It's a window on academic life that few undergraduates get.

Other Research Assistance
Because of limited resources, neither the Center nor the URAF Program provides dedicated support for routine clerical tasks such as photocopying, returning books to the libraries, etc. Some faculty fellows have found that their home universities/deans will provide money for this kind of research support during their fellowship year. We can provide leads on how to locate a suitable research assistant—so please contact the Fellowship Administrator if this is of interest to you.
Humanities Center Emergency Operation Plan
This Emergency Operation Plan (EOP) is an overall guide designed to provide an organized response to emergencies resulting from a major disaster to ensure the personal safety of Fellows and staff under such circumstances.

Although emergencies can occur in many cases such as earthquake and fire, the main objective of this plan is to emphasize earthquakes and earthquake preparedness.

It is essential that everyone be familiar with the concerns of this guide in order to ensure a high degree of successful implementation in the case of an earthquake.

The following Emergency Operation Plan focuses primarily on WHAT TO DO:

• When you hear an alarm (General Evacuation Procedures)
• Prior to an Earthquake (Earthquake Preparedness)
• During an Earthquake
• After an Earthquake

Earthquake Preparedness
The Center has an earthquake survival kit and a large flashlight located in several parts of the building along with a flyer containing information about what to do before, during, and after an earthquake. Please familiarize yourself with the location of the kits and flashlights and read the informational flyer. The flyer is posted prominently at each location. Each location also has a separate kit with aspirin and Band-Aids.

General Evacuation Procedures

ANY TIME YOU HEAR ANALARM:

You should evacuate the building immediately, making sure of the following:

☐ Wear your shoes to protect yourself from debris.

☐ Take your purse, keys and other quickly grabbed items and your earthquake kit (if you have one).
Try to help people around you to evacuate; knock on doors, check bathrooms, and yell to others as you leave.

Assist anyone who is physically limited or handicapped.

Go to your designated Emergency Assembly Point (EAP) located in an open area of Kennedy Grove.

Await further instructions from a director.

Emergency Communications
In extended emergencies, updates may be provided on our web page: http://shc.stanford.edu.
University emergency information hotlines are as follows:

- Police/Fire/Medical Emergencies 9-911
- Campus Emergency Information Hotline (72)5-5555
- (Environmental Health & Safety) Facilities (for building problems after hours) (72)3-2281
General Guidelines for Earthquake Preparedness

The University assumes that each individual will take responsibility for his or her own safety in the event of an earthquake.

The following are suggestions on ways for you to protect yourself:

- Survey your work area for earthquake hazards.
- Locate safe and dangerous spots in your work area:
  - Safe spots: under a sturdy table or desk; under interior door frames or an interior corner away from shelves and windows;
  - Danger spots: stay away from windows, glass doors, mirrors, hanging objects and tall unsecured furniture.
- Tall filing cabinets and other cabinet doors should be latched to prevent opening during an earthquake.
- Keep an emergency kit (i.e. first aid supplies, flashlight, water, and blanket) in your car or under your desk.
- If you take medication be sure to get refills when you are down to a supply of less than one week. If you usually keep medication at home, consider getting an extra refill to store in your emergency kit.
- Check to make sure nothing heavy or breakable is hanging over you or located on top of elevated shelves. Keep all breakable and heavy items in low cabinets.
- Arrange your work area so that no heavy objects are over your desk.
- Locate nearest fire extinguishers and be sure you know how to use them.
- Don't block doors or hallways.
- Know at least two exits from your work area.
- Consider equipping your car with extra supplies:
  - comfortable shoes
  - extra clothing
  - a blanket
  - food, water, flashlight, etc.
Procedures to Follow during an Earthquake

STAY CALM

DO NOT PANIC

THINK THROUGH THE CONSEQUENCES OF ANY ACTION YOU TAKE

In earthquakes most injuries occur as people are entering or leaving buildings.

If you are in a building, stay there! Take cover under a heavy desk; brace yourself in a doorway or in a corner where the building structure is strong.

If you are outside, stay there! Move away from buildings and power lines.

If you are in a moving car, stop as quickly as safety permits! Stay in the vehicle until the shaking stops. Watch for hazards such as falling objects, electrical wires or broken roadways.

STAY CALM AND UNDER COVER UNTIL THE SHAKING STOPS

Procedures to Follow Immediately after the Shaking Stops

Be prepared for after-shocks. Although these are smaller than the main shock, some may be large enough to cause additional damage.

DO NOT use matches, lighters or other ignition sources because there may be gas leaks.

Evacuate the building as quickly as possible, in accordance with the general evacuation procedures.

Please note: If you are away from your office when the emergency strikes, you should return (or get a message) to your primary EAP (Emergency Assembly Point).

The first person out of the building should grab an emergency kit (it contains first aid supplies) and flashlight.

Emergency kits and flashlights are located as follows:
Staff Kitchen cupboard
Fellows Kitchen cupboard
2nd Floor Computer Cluster

Each of you should have in your office and car:
- Emergency Operation Plan (OEP)
- Emergency contact information
Once at the EAP, a head count will be taken. If we have to report missing personnel, runners will be dispatched to the Campus Emergency Operations Center (711 Serra) to report on damage and carry instructions back to the group.

Tune in your radio to KZSU (90.1 FM) for campus information and instructions.

After an Earthquake

If telephones are operating, we encourage you to determine the safety of family members. However, please try not to tie up the phone lines. You must decide whether to return to home--YOUR FAMILY IS YOUR FIRST PRIORITY. If you must leave, please advise a member of the staff so we can track your whereabouts.

Usually phone lines will not be operational for local calls for quite some time and public telephones are the first to be in working order to facilitate emergency response. However, interstate telephone connections are more likely to be accessible. You and the members of your family should agree on a designated contact outside the state in order to determine each other's safety and whereabouts.

**Departmental Chain of Command for Local Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Bender</td>
<td>650-326-7495</td>
</tr>
<tr>
<td>Elizabeth Wahl</td>
<td>650-856-0446</td>
</tr>
<tr>
<td>Susan Sebbard</td>
<td>650-595-0673</td>
</tr>
</tbody>
</table>

The above department personnel will be contacted in the order listed in case of an emergency. Decisions on whom to contact should be based on the proximity of their residences to the Stanford campus, and their knowledge of department functions and procedures.
Appendix B - Forwarding Information Form

List below your vacating date, your preferred mailing address (either home or office) and telephone number.

Please return to Gwen by May 16, 2005.

Name: ____________________________________________________________

Vacating date: _________________________________________________

Mailing address: ________________________________________________
__________________________
__________________________

Telephone:    Home ( )________________________________________
   Office ( )________________________________________
   Email Address________________________________________
Appendix C: End-of-Year Requirements & Checklist

End-of-Year Report
At the end of the year, all fellows are required to provide the Center with a brief report of their activities and accomplishments during the year, and to offer an evaluation of the Center. Questionnaires will be given out around the first of June; we ask that fellows submit their reports by June 10th. We appreciate your cooperation in this endeavor since this documentation is essential to support our funding from donors, foundations, and the University.

Return Shipping of Books, Personal Effects
External Fellows are responsible for seeing to the return shipment of their books and personal belongings before leaving the Center. Offices, once vacated, should not be used to store books or other belongings. The Center staff cannot oversee fellows' return shipments.

Vacating Plans
In May we will communicate with you about when you're planning to vacate your office. Officially, you are guaranteed your office through July 1, 2005. We may be able to accommodate you for an additional month if scheduling of cleaning and repairs permit. Following are a few requests and reminders about leaving the Center.

☐ You will be asked to let us know in the spring when you plan to vacate your office.

☐ External Fellows, for mail delivered to your residence, please complete a change of address card for your LOCAL City Post Office (not the Stanford Post Office). Mail will be forwarded for a period of six months, after which it will be returned to sender. The Post Office will not forward fourth class mail. We suggest you inform all banks, periodicals, publishers, associations, etc. of your change of address several weeks before departing the Center.

☐ So we can forward mail for you that is delivered to the Center, please give us your preferred mailing address (either home or office) and telephone number on the form that will be provided to you, or use the form in the Appendix, (Appendix I). The Center will forward first class mail only for one year. Also, please let us know if you move so we can keep our records up-to-date.

☐ If you have borrowed any equipment from the Center, please return it to Gwen.

☐ Please remove any personal work from the hard disks on the public computers (although you should not have work stored there as the hard drives are routinely erased).

☐ Return all books to the libraries.

☐ Settle your phone and any other bills with our Financial Administrator.

☐ Return all keys that we have issued to you.

☐ Please change the greeting on your voicemail indicating where people can reach you.

Last updated 8/27/04 (ce)