The
OSTROM WORKSHOP
POLICIES and PROCEDURES
~2015 - 2016~

The Ostrom Workshop
A Research Center of the Office of the Vice Provost for Research
Indiana University, 513 N. Park, Bloomington, IN 47408-3895 USA
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http://ostromworkshop.indiana.edu/home.php
WORKSHOPPERS 2015 – 2016 ACADEMIC YEAR

Ostrom Workshop Office Locations: Park 1 (Main Office), 513 N. Park; Park 2, 515 N. Park; Park 3, 521 N. Park; and Park 4, 505 N. Park.

Office Hours for Main Office: 8:00 a.m. to 5:00 p.m., Monday-Friday (except holidays).

Park 1

Lee Alston, Director
Federica Carugati, Jr. Visiting Scholar
Emily Castle, Director Library Services
Ray Eliason, Computing Systems Manager
James Farmer, Affiliated Faculty, School of Public Health
Gayle Higgins, Accounting and Financial Support Specialist
Linda Kuil, Jr. Visiting Scholar
François-Michel Le Tourneau, Sr Visiting Scholar

Patty Lezotte, Publications Manager
Junaid Alam Memon, Sr. Visiting Scholar
Bernardo Mueller, Sr. Visiting Scholar
Eoin O’Neill, Visiting Scholar
Tom Nonnenmacher, Visiting Scholar
David Price, Facilities and Office Coordinator, Buildings Manager
Allison Sturgeon, Executive Assistant
Julia DeBruicker Valliant, Post Doc Researcher

Park 2

Tom Evans, Faculty
Colleen Friedly, Graduate Student
Kirk Harris, Graduate Student
Cathryn Johnson, Graduate Student
Eric Knackmuhs, Graduate Student
Paul McCord, Graduate Student

Emma McDonell, Graduate Student
Naveed Paydar, Graduate Student
Tyler Schlachter, Graduate Student
Jacob Schumacher, Graduate Student
Kurt Waldman, Post Doc

Park 3

Shahzeen Attari, Affiliated Faculty SPEA

Burney Fischer, Affiliated Faculty, SPEA

Park 4

Adam Abelkop, Graduate Student
Stefan Carpenter, Graduate Student
Daniel Cheng, Graduate Student
Dan Cole, Affiliated Faculty
Martin Delaroche, Graduate Student
Ivan Lopez Cruz, Graduate Student

Jaeger, Nelson, Graduate Student
Nabila Rahman, Graduate Student
Ken Richards, Affiliated Faculty
Luke Shimek, Graduate Student
Zichao Yu, Graduate Student

This handbook prepared by David Price
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WELCOME MESSAGE

We would like to take this opportunity to welcome you and to express how pleased we are to have you here with us at the Ostrom Workshop. We hope that your time with us proves to be a productive and enjoyable experience.

We also realize that as new visitors and/or students to the Ostrom Workshop (and perhaps to a different country and learning institution) you will have many questions. We hope this handbook will help. The staff will, of course, be happy to answer any inquiries concerning material not covered in these pages.

RESEARCH PROGRAMS

As part of our Strategic Plan, over the next three years we intend to have three governance programs and their directors in place and active. During academic year 2015-2016, the first two programs on Natural Resources and Economic, Legal, and Political Development, both of which build upon the intellectual legacy of the Ostroms and the Ostrom Workshop will be established. The internal structure to be shared by all of our research programs will encompass Workshop Affiliated Faculty (WAF), the Visiting Scholars Program, and Students.

EDUCATIONAL ACTIVITIES

We encourage students, faculty members, and visiting scholars to regularly participate in the Monday Colloquium and Wednesday Research Series presentations, the Graduate courses, ongoing working groups, and each semester’s Mini-Conference. These forums provide opportunities to generate and maintain discussions of mutual interests with other colleagues, to obtain comments on your work, and for an exchange and sharing of ideas. The Workshop is a place for learning and teaching both in and out of the classroom.
**Monday Colloquium Series**

One of the enduring foundations of the Workshop has been the Monday Colloquium Series, which commenced in 1973. The series has provided a forum for a breadth of presenters and topics over the years that have echoed the themes of the Workshop’s research program. The presenter’s paper (working paper/grant proposal/book proposal) will be available in advance of their presentation for participants to read. The presenter will have five minutes for clarifications followed by audience comments and discussions. Presentations are open to the public. You are welcome to bring your lunch, and refreshments are available. For a list of presentations visit [http://ostromworkshop.indiana.edu/events/colloquium.php](http://ostromworkshop.indiana.edu/events/colloquium.php)

**Wednesday Research Series**

Our Wednesday Research Series will provide a forum for Ostrom Workshop graduate students and visiting scholars to present their current research work. Research areas of interest may include those traditionally central to Ostrom Workshop research—such as institutional analysis, governance, and democracy—as well as new initiatives or extensions into new thematic areas that support the broad mission of the Ostrom Workshop. Presentations are open to the public. You are welcome to bring your lunch. For additional information visit [http://ostromworkshop.indiana.edu/events/research_series.php](http://ostromworkshop.indiana.edu/events/research_series.php)

**Graduate Courses**

Two graduate-level seminars will be held internally in Fall 2015:

E724: Seminar in Economic Theory — a course that explores the institutions underpinning modern economic and political development (Instructor: Director Lee Alston)

Y673: Institutional Analysis and Development — a long-standing, core seminar that features a mini-conference at the end of the semester (Instructor: Professor Daniel Cole)
We plan to offer Y673 in spring 2016. Please check our website in late October for a course description.

Visiting Scholars are strongly encouraged to participate in these sessions, and to complete assigned readings before each class. For course details and further information please see [http://ostromworkshop.indiana.edu/programs/courses.php](http://ostromworkshop.indiana.edu/programs/courses.php)

**Mini-Conference**

Training scholars lies at the core of the Ostrom Workshop’s educational mission. The culmination of each Y673 seminar is a mini-conference. Students and visiting scholars write papers to be presented before their colleagues, by another colleague. This unusual practice is a locally grown institution of the Ostrom Workshop, and we have found that this procedure ensures that the author receives quality comments and suggestions from several faculty members, fellow seminar participants, and other participants. Further details also available at the above link. Mini-Conference agendas and papers from previous years can be found on our Library Website: [http://ostromworkshop.indiana.edu/library/index.php](http://ostromworkshop.indiana.edu/library/index.php)

**Research Teams (previously known as Working Groups)**

For many years, the Workshop has facilitated the establishment of self-organized working groups to investigate a variety of topics. These groups are mechanisms enabling people who share common interests to discuss their current research and benefit from each other’s commentary and criticism. Some groups are focused around a particular research question and have resulted in a published paper, a research design, a research proposal or some other joint product. We are currently revamping this component and will be announcing new guidelines and expectations in accordance with our new strategic plan (SP). Under the new SP, previous “working groups” will be renamed “research teams” and be under the direct supervision of a research program.
PUBLICATIONS

Emily Castle, Director of Library Services, can assist you in accessing the research material of the Workshop through the Library Master database. Workshop publications can be obtained from Patty Lezotte. A partial listing can be found on our website, which includes links to electronic versions of selected papers.

The current issue of the Workshop newsletter, *Polycentric Circles*, which is published biannually in May and November, can be found in PDF format on our website [http://ostromworkshop.indiana.edu/publications/newsletter.php](http://ostromworkshop.indiana.edu/publications/newsletter.php)

*Hoosier Guide:*

Written for students and visitors from abroad, this helpful booklet has been prepared by community volunteers working with Bloomington-Worldwide Friendship, Inc. A limited number of copies are available in the front office at Park 1 or online at: [http://www.indiana.edu/~intlserv/files/docs/hoosier_guide/hoosier_guide.pdf](http://www.indiana.edu/~intlserv/files/docs/hoosier_guide/hoosier_guide.pdf)
PEOPLE

DIRECTOR

- **Lee Alston**, Director, Park 1, 201, ljalston@indiana.edu

STAFF

- **Emily Castle**, Director of Library & Information Services/Digital Library Commons, Park 1, 204, efcastle@indiana.edu
- **Ray Eliason**, Computing Systems Manager, Park 1, 303, reliason@indiana.edu
- **Gayle Higgins**, Account and Financial Support Specialist/Events Scheduler, Park 1, 203, ghiggins@indiana.edu
- **Patty Lezotte**, Publications Manager, Park 1, 209, zielinsk@indiana.edu
- **David Price**, Office and Facilities Coordinator, Park 1, 100, daaprice@indiana.edu
- **Allison Sturgeon**, Executive Assistant, Park 1, 202, sturgeon@iu.edu

See [http://ostromworkshop.indiana.edu/people/faculty_and_staff.php](http://ostromworkshop.indiana.edu/people/faculty_and_staff.php) for specific staff job descriptions.

AFFILIATED FACULTY

The Ostrom Workshop collaborates with faculty locally and throughout the world who support our renewed mission “to build upon the theme of governance to understand and address major societal problems.” The Workshop has developed an international reputation for innovative research related to institutional analysis and common-pool resource governance. As we build on that legacy and transition to a focus on governance, we seek to renew, broaden, and strengthen affiliation with faculty from a broad range of disciplines.
New guidelines and criteria have been developed for those wishing to initiate or reapply for Workshop Affiliated Faculty (WAF) status. The initial application period (with a July 31 deadline) has closed; however, we will begin accepting new applications soon. Stay tuned for further information about the process and how you can access the application. For questions, contact Allison Sturgeon (812/855-3151). For a list of our current Affiliated Faculty members please visit http://ostromworkshop.indiana.edu/people/waf.php

POSTDOCS AND STUDENTS
Our postdocs and students are vital to the continued growth of the Ostrom Workshop and represent the future of the Ostrom’s legacy. For a listing of our current Postdocs and Students please visit http://ostromworkshop.indiana.edu/people/postdocs_students.php
GENERAL INFORMATION

This section of the handbook contains general information about the Workshop’s policies and procedures.

KEYS
The Ostrom Workshop is comprised of four separate buildings, all located on N. Park Avenue. Our buildings are designated as Park 1 (main offices at 513 N. Park), Park 2 (515 N. Park), Park 3 (521 N. Park), and Park 4 (505 N. Park). Keys for the front doors and offices are controlled by the facilities manager (Park 1, front office). Visitors and students with office space will be assigned keys to their respective building and office (if applicable).

HOURS OF OPERATION
Doors at Park 1 are unlocked between 8:00 a.m. and 5:00 p.m., Monday through Friday. For security reasons the front and back doors at Parks 2, 3, and 4 should remain locked at all times even while the buildings are occupied (see the Security and Safety Measures section of this handbook for further information).

WORKSPACE
During your stay at the Workshop you will be assigned a workspace. Each space is equipped with all the tools you need to work comfortably and efficiently. Some of our office spaces are equipped with closets, which we reserve the right to use as storage (although if there is room, you are welcome to utilize that space as well). Specific accommodation requests should be addressed to the facilities manager (David Price, Park 1, front office). In many cases, workspace areas will be

Note: In order to maintain a clean work environment free of pests and airborne bacteria, please do not collect dirty dishes and coffee cups in your office.
shared with at least one other person. Please be respectful of your office mate(s) by keeping your assigned area tidy.

**Office Supplies**
Our budget for office supplies is small. Thus, faculty, staff, students, and visiting scholars are urged to be frugal in their use of these items. If you have a specific request for office supplies or notice that the supply of an item is low, please let the buildings manager know.

**Kitchen**
The kitchen at Park 1 has been designed to function as the central Ostrom Workshop community gathering space. In this welcoming space you have access to a refrigerator, microwave, toaster oven, dishes, and quality coffee.* For safety reasons, the use of kitchen appliances (coffee makers, toaster ovens, hot plates, etc.) in other Workshop buildings is not encouraged (see the Security and Safety Measures section for further information).

**Coffee:**
Coffee is available in the Park 1 kitchen for 1.00 per cup or $12.00 per month; tea is available for 30 cents per bag or $3.00 per month. Coffee mugs are available for everyone’s use. Please see David Price in the front office if you would like to join the monthly coffee plan.

**Refrigerator:**
PLEASE label all food items that you put in the refrigerator or on the kitchen shelves and check/clean out your items once a week from either place. Staff members will periodically clean out the refrigerator and the kitchen shelves and those items that are old/not labeled will be thrown away.
**Kitchen KP Duty**

KP (Kitchen Patrol) Duty is a daily procedure for everyone using the kitchen. Treat the kitchen as a commons and do your part in keeping it clean. If you see something dirty and have a few moments to clean it up, please don’t hesitate to help out. KP duty includes basic kitchen maintenance such as wiping off the kitchen counter, tables, and microwave, emptying and putting away clean dishes from the dishwasher, tidying up the newspapers, etc. KP Duty at Parks 2, 3, and 4 will be determined by the colleagues at those locations.

**Mail Services**

All faculty, staff, and visiting scholars, have mailboxes in Park 1 (first floor, in hall outside the Tocqueville room). For Workshop related outgoing mail, Park 1 has two boxes located at the far left of the staff mailboxes: (1) Metered Mail—Workshop related mail going off-campus, for which an account number needs to be noted in the upper right-hand corner of all envelopes; and (2) Campus Mail—mail going to various departments on any I.U. campus. Both metered mail and campus mail are picked up once a day around 1:15 p.m.

*Federal Mail:* Your outgoing personal mail should include postage and can be placed for pickup in the allotted area at Park 1. Federal mail is picked up once a day usually around 9:30 a.m. The staff distributes all incoming campus and U.S. mail. You may purchase stamps or send packages at the U.S. Post Offices located either at 10th Street and Pete Ellis Drive or 520 S. Walnut. In addition, stamps can be purchased at the UPS store just off the lobby of the Biddle Hotel located in the Indiana Memorial Union.

The Ostrom Workshop budget for postage is minimal. Therefore we cannot cover the cost of any personal mailing or shipping. If you need information on shipping books or personal items please inquire at the front desk.
Parks 2, 3, and 4 do NOT have either federal mail or campus mail service. Please use 513 N. Park Avenue as your return address. Colleagues with offices at Park 2, 3, and 4 should bring their mail to Park 1.

Campus Mail: You may use campus mail to send items from the Workshop to any department at any of the I.U. campuses. Campus mail picks up each day around 1:30 p.m. A box for campus mail pick-ups is located with the mailboxes at Park 1.

Federal Express: Only Workshop-related material can be shipped via Federal Express on the Workshop account. For assistance, please see David Price. Personal items cannot be sent via Federal Express using the Workshop account.

**Note:** The Ostrom Workshop does not provide or sell postage stamps.

**Lost and Found Services**
The Workshop Lost and Found is located in the front office. If you have lost something or find an item of value in or around the Workshop please contact David Price (855-0441) at the front desk. The Campus-Wide Lost and Found is located in Ballantine Hall 031 and can be contacted at 855-7372.

**Photocopying**
In order to use the photocopying machine, you will need to see David Price to be assigned an identification number to monitor your usage. If usage becomes excessive, you may be assessed a charge for additional copying. Our photocopier can also be used as a scanner.

For multiple copies or large projects, try Copies & More [http://cacard.indiana.edu/cacard/Copies_More.asp](http://cacard.indiana.edu/cacard/Copies_More.asp) at the
Indiana Memorial Union, or Mr. Copy http://www.copysales.com/ located a few blocks away on 10th street.

If you are making photocopies related to a specific research project, a project copy ID number will be established. Copies will then be billed periodically to the appropriate grant account. Please see David Price to get the copy ID code. Other than project photocopying, we will not be able to authorize any graduate student large-scale photocopying where the Workshop covers the cost.

**Fax Machine**
On a limited and case by case basis, Workshop colleagues may use the fax machine located in Park 1, Room 208. Our fax number is (812) 855-3150.

**Shredding**
The Workshop has limited resources in regards to shredding sensitive documents, expired credit cards, digital media (CD’s), etc. If you have a need to securely dispose materials of this nature, please check with the David Price to assess your options.

**Publications**
A limited supply of various Workshop publications (books, articles, etc.) are available for you to take home to your academic or university library. Please contact Patty Lezotte for publications assistance.
**Note:** Due to copyright constraints and publisher’s resale policies, we are unable to sell any of the Workshop books we keep in inventory for Workshop use. If you would like to purchase any of the Workshop books, please go through traditional sources, i.e. I.U. Bookstore, Amazon, etc.

**TELEPHONES**
The Workshop main number is (812) 855-0441 (David Price, Park 1, room 100). Incoming calls received at the main number will be transferred to your office phone. Telephone messages will be emailed to you. In most cases, Workshop office phones do not have voice mail.

To call on campus, you need dial only the last five digits of the number, as in 50441. To call outside of the IU network dial the entire 10-digit phone number including area code, e.g. 812-555-1234 (do not dial 1 before dialing a long distance number). To make international calls from your office phone you will need a calling card. These may be purchased at many local retailers such as convenience stores and markets.

**WORKSHOP LIBRARY**
The Workshop has extensive reprint files and a limited book and monographic library located on the third floor of Park 1. Emily Castle, Director Library Services, can assist you in accessing the research material of the Workshop through the Library Master database as well as via other library facilities on the Bloomington campus. For further information, see the Workshop Research Library section of this handbook (page 20).

**GREEN TEAM**
In 2012 the Ostrom Workshop established a Green Team. A Green Team is an informal group of faculty, staff, and students in a particular campus unit who work collectively to promote environmentally,
socially, and economically friendly practices within that unit. Getting involved in a Green Team is a great way for members of the Indiana University community to reduce the environmental impacts of their office while also helping Indiana University become a more sustainable institution! Information about Green Team activities and progress will be posted on a bulletin board in the kitchen of Park 1. If you are interested in being involved in Green Team activities, please contact Emily Castle or David Price. For more information on Green Teams see http://sustain.indiana.edu/programs/green-teams/index.php.

Desk-Side Recycling
All Workshop offices are equipped with desk-side recycling bins. Desk-side recycling containers accept mixed recyclables, including:
• Paper (Yes: mixed office paper, junk mail, newspapers; No: tissues or paper with food on it.)
• Aluminum cans
• Glass
• Plastics 1-7
When possible, we encourage you to place aluminum, glass and plastics 1-7 in the area bins provided in your building. For details of what you can recycle at IUB, visit http://www.indiana.edu/~nowaste/RecyclingGuide.htm.

Note: Building Services do not have keys to individual offices and will only be able to pick up your office trash and recycling if you place it outside your office door on the days they come to clean. For Park 1 this will be Mondays and Thursdays. For Park 2 and 3 cleaning day is Monday only. For Park 4 it is Thursday.

Visiting Scholars Time Away from the Ostrom Workshop
Visiting Scholars planning on traveling outside of Bloomington for any period of time (other than on weekends) should keep the Facilities Coordinator apprised of their travel plans so that the dates away are recorded on the Workshop calendar. This is especially important for
international visitors. As the Workshop is responsible for the safety and well-being of its visitors while with us, should there be an emergency of any sort, either involving one of our visitors or with someone needing to contact them, it is important we have accurate contact information. Additionally there are legal requirements for non U.S. residents who travel.

*Travelling outside the U.S. after arriving in Bloomington*: You and any J-2 dependents must have a valid travel signature on your Form DS-2019 to re-enter the United States. Request a J-1 travel signature in iStart (https://istart.iu.edu/) at least two weeks before you travel. Your Indiana University department must approve your request. Then you will receive an email from the Office of International Services (OIS) with further instructions.

- If J-2 dependents travel with you, their DS-2019 forms must also be signed. If J-2 dependents will not travel with you, and you will be outside the country for more than 30 days, please contact OIS for advising (http://ois.iu.edu/about/contact.shtml).
- Check your passport, visa, and DS-2019 to ensure that they will not expire while you are outside the country. If your passport will expire within six months, we recommend renewing it.
- If you are traveling to a country other than your home country, you may need a visitor’s visa. To find out, visit that country’s embassy website (http://www.embassy.org/embassies/) and search for the nearest Consular Section.
- On your return to Bloomington, OIS will need to review your new port of entry stamp, which should appear on top of your J visa, in addition to your electronic I-94 record.

*Travelling in the U.S. after arrival in Bloomington*: You will not need to check in with OIS. However, you should carry all your immigration documents with you during your travel.
• You should let your host department know that you will be traveling. Please give David your travel dates for the calendar. Please give Gayle the contact information for where you can be reached in case of an emergency and take the Workshop’s contact information with you.

DEPARTURE FROM WORKSHOP
Before you depart Bloomington, you will need to do the following:

• **Change of address form**: Fill out a U.S. Post Office form to stop your mail being delivered to your Bloomington home address (or the Workshop address) and instead delivered to your own home address. Also change your mailing address at your bank, journals, magazines, etc. The U.S. Post Office will not forward mail for anyone having an Indiana University address. The Workshop will forward important mail, but not junk mail, for a period of three months. Please provide David with your updated contact information.

• **Keys**: Turn in all Workshop building and office keys to David Price.

• **Library books**: Return borrowed books to the Workshop Library or Main Library.

• **Office**: Clean out your office, including any items to be recycled or thrown away. When you depart, your office should be completely cleared and ready for someone else to move in. Do not leave any personal items behind at the Workshop, and return any Workshop furniture, household items, or equipment that you may have borrowed. Personally pack all books, papers, etc., that need to be mailed to your next location. You are responsible for mailing costs of your personal material.

• **Computer files**: Copy files from the computer hard drive you have used while at the Workshop. All files will be erased from your computer hard drive the day after you depart and backups will not be made. If you fail to copy necessary files, they will be lost.
• **Food**: Clean out food items from the refrigerator/kitchen shelves and throw away.

• **Coffee/Tea fund**: Pay what you owe for coffee/tea.
SECURITY AND SAFETY MEASURES

Because we have a wide-variety of people using the Workshop facilities at all times of the day, seven days a week, we have relatively strict security regulations at all Workshop locations. Our goal is to ensure that each location is safe and secure at all times. We appreciate your cooperation in observing the following rules.

*If you have any questions concerning the security and safety measures for any of the Workshop buildings, or if you have any comments, please contact David Price (daaprice@indiana.edu).*

**PARK 1, 513 NORTH PARK AVENUE**

(1) The front and back doors will be unlocked from 8:00 a.m.–5:00 p.m., Monday–Friday (except holidays). All other times these doors must remain locked. Keys for Park 1 will only be issued to people assigned Park 1 offices. If access to Park 1 is needed outside of regular business hours those who do not have room assignments in Park 1 will need to check out a building key during regular business hours from David Price. When using the building before 8 a.m. or after 5 p.m. Monday–Friday, or at any time on Saturday, Sunday, or a holiday, please **keep all doors locked** while you are in the building.

(2) **Blinds** in the front office (room 100), office annex (room 100A), Ostrom Room, Tocqueville Room, kitchen, and the filing/fax room (208) **should be left closed outside of regular business hours.** This measure prevents our computers and other equipment from being seen from the outside.

(3) When **leaving** the building before 8:00 a.m. and after 5:00 p.m., Monday–Friday, and on Saturday, Sunday, or a holiday, please check to make sure all doors are locked and leave via the back door outside the
hall that leads to the Tocqueville room. This door will automatically lock behind you.

Note: If someone knocks on the door and neither you nor anyone else is expecting a visitor, it is a good practice NOT to open the door without knowing who is on the other side.

(4) While some of the windows in our buildings are functional, including a select few chosen for emergency exits to the fire escape, some are sealed shut. Things to consider if you open your windows: A) Do not open windows when using the heating or cooling systems in the building. This is a waste of energy. B) Please ensure all windows are shut and locked before going home at night. C) If you would like to open a window that is currently sealed shut please let the Facilities Manager (David Price) know and he will get someone out to unseal it.

(5) If using kitchen appliances before or after hours Monday–Friday, or Saturday, Sunday, or a holiday, please be sure to turn off and unplug them before leaving the building.

(6) There should be no need to use a portable heater in any of the offices in Park 1.

(7) Appliances, such as coffee pots, electric hot water kettles, etc. should not be used in offices.

(8) As an additional security precaution, it is a good idea to lock your own office door (if applicable) at night when you leave.

(9) If you are expecting a visitor after hours or on weekends, do NOT leave the door unlocked for their arrival. You should let them in when they arrive and lock the door after letting them in.
(10) Before leaving the building after hours or on weekends, please turn off any lights you may have turned on. *Note: Certain lights are left on at night. If a light is already on when you enter the building there is no need to turn it off when you leave.*

**PARK 2, 515 NORTH PARK AVENUE – PARK 3, 521 NORTH PARK AVENUE – PARK 4, 505 NORTH PARK AVENUE**

(1) Outside doors should be kept locked **AT ALL TIMES**, regardless of whether there is *anyone* else in the building. When entering or leaving the building, please lock the door behind you. When leaving the building, be sure to take your front door key with you.

(2) All windows in the buildings should remain closed when central air systems are in use. The systems require the windows to be closed for maximum efficiency. Please do **NOT** try opening any windows in Park 2 and Park 3 that are sealed shut. If you would like to open a window that is sealed please contact the Facilities Manager (*daaprice@indiana.edu*). If you have opened a window(s) please make sure it is closed and locked before you leave the building. In the event of a fire emergency, the windows in Park 2 room 202A and Park 4 room 201 may be used as emergency exits.

(3) As an added precaution, those who have offices on the first floor of each building should make sure that the blinds are closed every evening before leaving the building. This will prevent someone from outside seeing the computer equipment and other items in your office.

(4) Due to fire safety regulations, use of appliances, such as coffee pots, microwaves, electric hot water kettles, etc. are discouraged in all Ostrom Workshop building except the Park 1 kitchen.
(6) As a general rule, the use of portable space heaters in your office is discouraged. With new HVAC systems recently installed in each of our buildings, the need for additional heat should not be necessary. If, however, you feel the heat in your office is inadequate, please see David Price to inquire about the use of an approved portable heating device.

**Notes:** Further information about the use of space heaters and other fire hazards can be found in the Workshop Emergency Action Plan.

(7) As an additional security precaution, it is a good idea to lock your office door (if possible) at night when you leave.

(8) If you are expecting a visitor after hours or on weekends, do **NOT** leave the door unlocked for their arrival. You should let them in when they arrive and lock the door after letting them in.

(9) Before leaving the building after hours or on weekends, please turn off any lights you may have turned on.
The Ostrom Workshop Research Library serves as the research resource center for Workshop faculty, students, staff, and visitors, as well as other IU scholars and visitors working in related areas. Library staff provide one-on-one reference and bibliographic services, with access to the library collection of 9,000 books, 50,000 articles and papers, and 200 runs of newsletters and journals. The Workshop Library maintains its online database containing over 93,000 records, and the Digital Library of the Commons—a full-text digital archive for the international community of researchers on the commons—among other legacy Workshop databases.

**COLLECTIONS**
Subjects represent present and former research projects and foci of Workshop scholars. The largest holdings are in:

- collective action
- common-pool resources
- constitutional analysis
- experimental economics
- federalism
- forestry resources and institutions
- game theory
- governance issues
- institutional analysis
- intellectual property rights
- policy analysis
- service delivery
- state and local governance
- urban affairs
- water resources

**LIBRARY SERVICES**
- Reference
  - reference collection and services
  - customized bibliographic searching

**Library Hours:** 9:00 a.m. – 4:30 p.m., Monday – Friday
- library databases instruction
- tours of campus libraries

- Online Library of Common-Pool Resources
- Workshop Website with Bibliographies, Articles, and Links
- Reading Room and Work Space
- Reserves
  - seminar readings
  - environmental and forestry resources
  - core common-pool resources readings
  - works by workshop faculty and colleagues

**ONLINE SERVICES**

*Workshop Library Website*

*Library Catalog*
[http://webtest.iu.edu/~workshop/library/?q=database](http://webtest.iu.edu/~workshop/library/?q=database)

*Digital Library of the Commons*
[http://dlc.dlib.indiana.edu/dlc/](http://dlc.dlib.indiana.edu/dlc/)

**STAFF**

Emily Castle, Director of Library & Information Services
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MAPS

CAMPUS MAP
Printable version -
http://www.indiana.edu/~uao/docs/standards/iubmap_11x17_wayfinding.pdf
**BICYCLE AND PEDESTRIAN MAP:**
Printable version -
https://bloomington.in.gov/media/media/application/pdf/19592.pdf
CITY OF BLOOMINGTON:
Printable version –
https://bloomington.in.gov/media/media/application/pdf/638.pdf
WORKSHOP AND SURROUNDING AREA
WALKING DIRECTIONS TO THE WORKSHOP

From the Indiana Memorial Union

From the lobby doors of IMU, walk west (left) on 7th Street until you come to Woodlawn (approximately 1/2 block or so from the IMU circle drive). Walk two blocks up Woodlawn to 9th Street. Turn left on 9th Street and walk one block to Park Avenue. We are located 1/2 block from the corner of 9th Street and Park Avenue on the left-hand side of the street at 513 North Park. There is a sign for the Workshop (Park 1) in our front yard. The Workshop is comprised of four buildings located in a row: Park 1, Park 2, Park 3, and Park 4. Park 1 is where our Main Offices are located.