

The  
**OSTROM WORKSHOP**  
**POLICIES and PROCEDURES**  
~2021 - 2022~



**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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# WORKSHOPPERS 2021 - 2022 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.

## **Directors**

Scott Shackelford – *Executive Director,  
Director, Program on Cybersecurity and  
Internet Governance*

Dean Lueck – *Co-Director, Program on  
Environment & Natural Resource  
Governance*

Jessica Steinberg – *Co-Director, Program on  
Environment & Natural Resource  
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Angie Raymond – *Director, Program on Data  
Management and Information Governance*

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Insa Theesfeld – *Interim Director, Program on  
Commons Governance*

## **Staff**

Emily Castle – *Assistant Director and Librarian*

Gayle Higgins – *Accounting and Financial  
Support Specialist*

David Price – *Facilities and Technology  
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Brenden Devine – *Associate Research  
Development Specialist*

Allison Sturgeon – *Executive Assistant and  
Events Coordinator*

## **Visiting Scholars**

Doc Searls – *Journalist*

Joyce Searls – *Entrepreneur*

Lu Zhou – *University of Hong Kong*

## **Students**

Jordan Blekking – *Grad Student*

Laura Calloway – *Ostrom Fellow*

Jaime Carini – *Ostrom Fellow*

Renzo de la Riva Aquero – *Research Award*

Rachel Dockery – *Research Fellow*

Tonya Dodez – *Research Award*

Stephanie Freeman-Day – *Research Award*

Godfreyb Ssekajja – *Research Award*

Krisztine Tury – *Research Award*

Homa Taheri – *Ostrom Fellow*

Salih Yasun – *Ostrom Fellow*

Wesley Zebrowski – *Ostrom Fellow*

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*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 here 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 Workshop staff will, of course, be happy to answer any inquiries concerning material not covered in these pages.

*Director:* Scott Shackelford  
*Assistant Director:* Emily Castle  
*Program Directors:* Dean Lueck, Angie Raymond, Scott Shackelford, Jessica Steinberg, Insa Theesfeld, Gustavo Torrens

## RESEARCH PROGRAMS

Research programs are the heart of what we do. In July 2016, we established our first program on "Environment & Natural Resource Governance," followed by programs on "Cybersecurity and Internet Governance" (January 2017), "Data Management and Information Governance" (November 2017), "Political Economy Program" (formerly PELIO, January 2018), and "Commons Governance" (August 2020). Additional research areas for new programs include financial organizations, public health, education, and international organizations. To learn more about our research programs visit

<https://ostromworkshop.indiana.edu/research/index.html>

## EDUCATIONAL ACTIVITIES

We strongly encourage all members of our intellectual community to regularly attend the *Monday Colloquium* and *Wednesday Research Series*. Visiting Scholars, as well as faculty and students funded by the Workshop are required to attend. We also offer *Graduate courses*

*FOR FALL OF 2021, MOST  
OSTROM EVENTS WILL  
CONTINUE TO BE HELD  
VIRTUALLY VIA ZOOM.*

and host a series of *conferences*. These forums provide opportunities for our affiliates to collaborate with other colleagues, obtain comments on their work, and offer feedback to others. 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 programs. The presenter's paper (which we request to be a work-in-progress) will be available in advance of the presentation for participants to read. The presenter has fifteen minutes for introductory remarks, followed by discussion. Presentations are open to the public. For a list of presentations visit <https://ostromworkshop.indiana.edu/events/colloquium-series/index.html>

### ***Wednesday Research Series***

Our Wednesday Research Series provides a forum for Ostrom Workshop graduate students and visiting scholars to present their work-in-progress. 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 <https://ostromworkshop.indiana.edu/events/research-series/index.html>

### ***Graduate Courses***

One graduate-level seminar will be offered in Fall 2021: Y673 /P710/B592: Institutional Theory — a long-standing, core seminar that features a mini-conference at the end of the semester (co-instructors: Dan Cole and Insa Theesfeld). Please check our website from mid-August onward for a course description and the course's syllabus. Visiting Scholars who are in residence in the Fall are strongly encouraged to sit in. For course details and further information, please see <https://ostromworkshop.indiana.edu/opportunities/courses/index.html>

### ***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. Traditionally, the papers have been presented by another colleague. Mini-Conference agendas and papers from previous years may be found on our Library Website:

<https://ostromworkshop.indiana.edu/library/archives/mini-conference.html>

### **WORKING GROUPS**

For many years, the Workshop has facilitated the establishment of self-organized working groups. Topics covered vary from year to year. Most 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.

In the past, we have had working groups on Experimental Methods; History and Philosophy of Science Reading Group; Interdisciplinary Multi-method Research; Program in Institutional Analysis for Social-Ecological Systems (PIASES); Integrating Ecological Perspectives with the Social-Ecological Systems Framework (SES); and a Dissertation Research Group. If you have suggestions for a new working group, contact Assistant Director, Emily Castle. For details, see our website <https://ostromworkshop.indiana.edu/opportunities/working-groups/index.html>. Once a new working group is established, please contact David Price if you would like to schedule a Workshop meeting room.

### **PUBLICATIONS**

Our Librarian, **Emily Castle**, can assist you in accessing research resources through the Library Master database. In addition, a partial listing of Workshop publications



may 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 bi-weekly, can be found in PDF format on our website here:  
<https://ostromworkshop.indiana.edu/library/newsletter/index.html>

## **WEBSITE AND SOCIAL MEDIA**

Along with our website: <https://ostromworkshop.indiana.edu/index.html>, the Ostrom Workshop is active on Facebook: <https://www.facebook.com/ostromworkshop/> and Twitter: [https://twitter.com/Ostrom\\_Workshop](https://twitter.com/Ostrom_Workshop). Be sure to regularly check all three sites for the latest Workshop news and activities. Also, if you get a grant, publish a paper, or have any other achievements of interest to the Workshop community, please let us know. Emily Castle [efcastle@indiana.edu](mailto:efcastle@indiana.edu) regularly updates all the pages that make up our web presence.

# PEOPLE

## DIRECTORS

- **Scott Shackelford**, Executive Director, Director of Program on Cybersecurity and Internet Governance, Park 1, 206, [sishacke@indiana.edu](mailto:sishacke@indiana.edu)
- **Gustavo Torrens**, Director of Program on Political Economy Program, Park 1, 209 [gtorrens@iu.edu](mailto:gtorrens@iu.edu)
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- **Jessica Steinberg**, Co-Director of Program on Environment & Natural Resource Governance, Park 1, 207, [steinbjf@indiana.edu](mailto:steinbjf@indiana.edu)
- **Angie Raymond**, Director of Program on Data Management and Information Governance, Park 1, 200 [angraymo@indiana.edu](mailto:angraymo@indiana.edu)
- **Insa Theesfeld**, Interim Director of Program on Commons Governance Program, Park 1, 201, [insathee@iu.edu](mailto:insathee@iu.edu)

## STAFF

- **Emily Castle**, Assistant Director/Librarian, Park 1, 204, [efcastle@indiana.edu](mailto:efcastle@indiana.edu)
- **Brenden Devine**, Associate Research Development Specialist, Office of the vice Provost for Research,
- **Gayle Higgins**, Accounting and Financial Support Specialist, Park 1, 203, [ghiggins@indiana.edu](mailto:ghiggins@indiana.edu)
- **David Price**, Facilities and Technology Coordinator, Park 1, 100, [daaprice@indiana.edu](mailto:daaprice@indiana.edu)
- **Allison Sturgeon**, Executive Assistant and Events Coordinator, Park 1, 210, [sturgeon@iu.edu](mailto:sturgeon@iu.edu)

## 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.

For questions, contact Allison Sturgeon (812-855-3151). For a list of our current Affiliated Faculty members and information on how to apply please visit <https://ostromworkshop.indiana.edu/people/affiliated-faculty/index.html>

## **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 <https://ostromworkshop.indiana.edu/people/postdocs-and-students/index.html>

## **SENIOR RESEARCH FELLOWS**

Affiliates who have attained the rank of associate or full professor and made extraordinary contributions over an extended period of time to the Ostrom Workshop via scholarship, service, and/or teaching will be selected by the Workshop Advisory Council to become a Senior Research Fellow. For a listing of our Senior Research Fellows, please visit <https://ostromworkshop.indiana.edu/people/senior-research-fellow/index.html>

## **WORKSHOP ADVISORY COUNCIL (WAC)**

A list of the Workshop Advisory Council members can be found here <https://ostromworkshop.indiana.edu/people/index.html>

## **EXTERNAL BOARD OF ADVISORS**

To learn more about the members of our External Board of Advisors please visit <https://ostromworkshop.indiana.edu/people/ext-board-advisors/index.html>

# 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

Because of the COVID-19 pandemic, for Fall of 2021, our hours of operation may vary from what had previously been considered normal as we gradually reopen our buildings. Doors at Park 1 will be unlocked dependent on staff availability with the goal of keeping our facilities open during peak usage hours. Only those with office space in Park 1 will have keys to the building. 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).

Note: To maintain a clean work environment free of pests and airborne bacteria, please do not collect dirty dishes and coffee cups in your office.

## 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 include closets, which we reserve the right to use as storage (although if there is room, you are welcome to utilize that space as well). Please address specific accommodation requests to the facilities manager (David Price, Park 1, front office). In most cases, workspace areas are shared with at least one other person based on IU Space Planning guidelines. Please be respectful of your office mate(s) by keeping your assigned area tidy.

### *Office Supplies*

Our budget for office supplies is small. We urge faculty, staff, students, and visiting scholars 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 facilities manager know.

Please put dirty dishes in the dishwasher rather than leave them in the sink. In general, clean up after yourself when using the public kitchen.

## **KITCHEN**

The kitchen at Park 1 is designed to function as the central Ostrom Workshop community gathering place. 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:\**

Sustainably sourced and locally roasted 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. 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 discarded.

### *Kitchen Maintenance*

Just like your kitchen at home, maintenance is a daily procedure shared by everyone using the Park 1 break room. The kitchen is a commons. Please 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. Duties include basic kitchen maintenance such as wiping off the kitchen counter, tables, and microwave, emptying and putting away clean dishes from the dishwasher, and tidying up the newspapers, etc.

## 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 daily around 1:15 p.m.

*Federal Mail:* Your outgoing personal mail should include postage and may 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.

Parks 2, 3, and 4 do NOT have either federal mail or campus mail service. Please use 513 N. Park Avenue as your *Workshop* mailing address (please *DO NOT* use the Workshop as your personal mailing address). Colleagues with offices at Parks 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 1:15 p.m. A box for campus mail pick-ups is located with the mailboxes at Park 1.

*UPS/Federal Express:* Only Workshop-related material can be shipped via private carrier on the Workshop account. For assistance, please see David Price.

**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 Morrison Hall Room 005. Their office hours are Monday through Friday 10 a.m. to 2:30 p.m.

## **PHOTOCOPYING**

In order to use the photocopying machine, you will need to see David Price for a log in code. This code is used to monitor copy machine usage. If usage becomes excessive, you may be assessed a charge for additional copying. Our photocopier can also be used as a scanner.

*Multiple Copies/Large Projects:* If you need to make multiple copies of many items or you have a large project to photocopy, try Mr. Copy <http://www.copysales.com/> located a few blocks away on 10<sup>th</sup> street.

If you are making photocopies related to a specific research project, a project copy code will be established. Copies will then be billed 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 large-scale graduate student photocopying where the Workshop covers the cost.

Scanning is a “green” alternative to photocopying. There are several options for scanning at the Workshop. Ask a staff member for help.

## **FAX MACHINE**

On a 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 regard 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 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 Emily Castle for publications assistance.

**Note:** Due to copyright constraints and publisher's resale policies, we are unable to sell 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, for example, 5-0441. 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.

## OSTROM WORKSHOP LIBRARY

The Ostrom Workshop has extensive reprint files and a limited book and monographic library located on the third floor (room 300) of Park 1. Emily Castle, ([efcastle@indiana.edu](mailto:efcastle@indiana.edu)), can assist you in accessing the research material of the Workshop through the database as well as via other library facilities on the Bloomington campus. For further information, see the Workshop Research Library section of this handbook.

## COLLABORATIVE SPACE/MEETING ROOMS

There are several collaborative meeting spaces in the Ostrom Workshop equipped with video conferencing and presentation technology. For small meetings up to 10 people, the **Library** on the third floor of Park 1 includes a state-of-the-art



conferencing system as well as individual work and docking stations. It is also an inviting, open space, perfect for individual or small group quiet study.

For larger group meetings, the **Ostrom** and **Tocqueville** Rooms, both on the first floor of Park 1, are available on a reservation only basis. The Ostrom Room accommodates 15-20 participants, while the Tocqueville Room has a maximum occupancy of 49 people.

Also, there may be unassigned office space designated for one-on-one meetings with faculty or collaborators. To check on room availability, please contact David Price [daaprice@indiana.edu](mailto:daaprice@indiana.edu).

## **GREEN TEAM**

The Ostrom Workshop Green Team, consisting of faculty, staff, and students, works 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! Be on the lookout for more information and announcements about Green Team activities and the progress we are making. 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 <https://sustain.iu.edu/programs/green-teams/index.html>.

### *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

**Note: Our cleaning crews 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.**

**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, go to <http://www.indiana.edu/~nowaste/RecyclingGuide.htm>.

### **VISITING SCHOLARS TIME AWAY FROM THE OSTROM WORKSHOP**

Visiting Scholars planning to travel 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 Atlas (<https://atlas.iu.edu/istart/controllers/start/StartEngine.cfm>) 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 and your contact information for where you can be reached in case of an emergency. Take the Workshop's contact information with you.

### **DEPARTURE FROM WORKSHOP**

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

- **Address change** If you are moving to a new address, please provide a staff member 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. **Note:** You are responsible for mailing costs of any books, papers, etc. you may have accumulated while at the Workshop should that be necessary.

- **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 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.
- **Mailbox:** Clean out your Workshop mailbox.
- **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 extensive 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.

***Note: Usage of The Workshop main building (Park 1) outside of regular business hours is restricted to class or Workshop meeting purposes only.***

*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](mailto:daaprice@indiana.edu)).*

## PARK 1, 513 NORTH PARK AVENUE

(1) The front and back doors will be locked outside of business hours. Keys for Park 1 will be issued only to people assigned Park 1 offices. If access to Park 1 is needed outside of regular business hours (for instructional or Workshop meeting purposes ONLY), 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 outside of business hours, 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 remain 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 outside of regular business hours, please check to make sure all doors are locked and leave via the south back door outside the hall that leads to the Tocqueville room. This door will automatically lock behind you.

(4) While most 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 maintenance to unseal it.

- (5) If using kitchen appliances before or after hours Monday–Friday, or Saturday, Sunday, or a holiday, please be sure they are turned off 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 building key(s) with you.
- (2) All windows in the buildings should remain closed when heating and/or air conditioning systems are in use. The systems require the windows to be closed for maximum efficiency. If you would like to open a window that is sealed please contact the Facilities Manager ([daaprice@indiana.edu](mailto: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, windows in Park 2 room 204 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 the blinds are closed every evening before leaving. 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 the HVAC systems 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. **Note:** *Further information about the use of space heaters and other fire hazards can be found at <https://inlocc.iu.edu/Policies/SpaceHeaters.cfm>*

(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.

## INDIANA UNIVERSITY SAFETY REGULATIONS FOR ALL CAMPUS BUILDINGS

The Office of Insurance, Loss Control & Claims (INLOCC) protects the assets of Indiana University by addressing five fundamentals of risk management: Avoidance, Prevention, Reduction/Control, Transfer, and Finance. For further details, please visit <https://inlocc.iu.edu/Policies/Mission.cfm>.

In particular, please familiarize yourself with their page on university policies where you'll find information on building regulations, and fire safety. <https://inlocc.iu.edu/Policies/policiespage.cfm>

# COMPUTING

## COMPUTING AT INDIANA UNIVERSITY

Guided by UITs (University Information Technology Services), *IU* has some of the best tech services and support in higher education. Use their website <https://uits.iu.edu/> to search all *UITs* resources.

While you are at IU, you will receive an Indiana University network username and passphrase. Your username and passphrase will be necessary to log on to any university computer. Your username and passphrase are also your email address at IU and will provide access to printing on campus. In addition, a great many of the functions and services provided by Indiana University are accessible electronically. Your IU network username and passphrase may be the only way to access those services.

Also, when you are entered into the electronic records system at IU, you are assigned an identification number. This identification number is used to generate your computing accounts, i.e. email. The Access Management website is at: <https://itaccounts.iu.edu/>.

After you leave the IU campus, your computing accounts will be disabled. For administrative purposes, many Workshop visitors are considered “employees”. Our recent experience is that for employees, accounts are disabled within five days after you are no longer affiliated with Indiana University. If you are here as a registered student, this will happen at the end of the second semester that you are not registered for classes. To request an extension, see: <http://kb.iu.edu/data/aynj.html>.

## COMPUTING AT THE OSTROM WORKSHOP

Along with our Facilities and Technology Coordinator, IT support at the Ostrom Workshop is provided by TechSelect, a support group from University Information

### IMPORTANT

**As of November 2, 2017, IU Login for all IU faculty, staff, students, retirees, and affiliates will require Two-Step Login (Duo). For more, see [About using Two-Step Login \(Duo\) every time I log into CAS](#)**



Technology Services (UITs). Whether you have a simple IT question or an emergency, please email the Workshop's Facilities and Technology Coordinator, David Price at [daaprice@indiana.edu](mailto:daaprice@indiana.edu). If necessary, he will contact TechSelect and they will help you with your problem. You may also contact TechSelect directly at [techselect@iu.edu](mailto:techselect@iu.edu), as long as you copy David on the email as he tracks and follows-up on requests to make sure all IT needs are being met.

We are assuming that most people with assigned space at the Ostrom Workshop will be using their personal laptops. Wi-Fi and/or data jacks are available in all of our buildings. In most cases, workspaces can be equipped with a monitor, keyboard, and a mouse which can be connected to your laptops. We also have a limited number of desktop computers available on a first come, first serve basis. Printing is also available in each of our four buildings.

When using your personal laptop, there are a few things to keep in mind:

1. Let the Facilities Coordinator, David Price, know if you are using your laptop rather than a Workshop provided desktop. Desktop computers will only be installed in offices where requested.
2. If you would like to print to one of the Workshop printers from your laptop you will need to map your laptop to your preferred printer's IP address.

***Note: TechSelect is unable to provide support to personal laptops. In certain cases, you may be able to receive help with an IT issue through UITs (University Information Technology Support).***

*To Print from a Macbook:*

- *Go to the Apple menu and select "System Preferences".*
- *Go to "Printers and Scanners".*
- *Click on the IP button.*
- *For the "Protocol" select "HP Jet Direct Socket".*
- *Type in the IP address next to "Address" (each printer is labeled with its IP address)*
- *Macbook should automatically detect the model of printer and pick the appropriate driver next to "Use". If it can't find a model specific driver it will likely give you the option of using a "Generic Postscript Driver", which usually works okay.*
- *Next to "Name" give the printer a user friendly name (IP number will*

*be used by default.)*

- *Click the “Add” button.*

*To Print from a Windows 10 laptop:*

- *Go to Start -> Settings (gear icon) -> Devices -> Printers and Scanners section*
- *Click Add a Printer or Scanner (it will search and start to find printers)*
- *Scroll to the bottom of the list and click the link The printer that I want isn't listed*
- *This will open a new window called Add Printer*
- *Click on Add a printer using a TCP/IP address or hostname*
- *Change Device type to TCP/IP Device*
- *Hostname or IP address type IP number of printer you wish to install*
- *It will autofill Port Name*
- *Click Next*
- *Type a printer name box, type any name you want to call the printer. Example: WPTP Park2 HP Printer*
- *Click Next*
- *Windows will install the drivers*
- *Print Sharing screen, click Do not share this printer*
- *Click Next*
- *Click Print a test page*
- *Click Finish*
- *The printer should now be installed in Printers & scanners*

Each building has available printing. Park 1 has three networked printers (ZB100-Xerox5550, ZB208-Xerox5550, ZB301\_Color2D), one located on each floor. Parks 2 - 4 have one printer per building (Park 2 – BW1on EWA-PRNP09, Park 3 – BL014N100\_Color1D, Park 4 – BL044T100\_Color1D).

## **SECURITY AND PRIVACY**

Unless a computer has been explicitly designated as public, please consider all Workshop computers to be private, unless the person whose desk the computer is on agrees to give you access.

At the Workshop, we consider the security and privacy of your data to be vitally important. IU has very strict policies prohibiting intrusions. However, we are responsible for maintaining Workshop computers and computer security in a networked environment. This means that IT support may need to log on to any Workshop computer at any time in order to install a security patch, scan for viruses, etc. In many case this can be done remotely. Please do not take any action that might affect Workshop IT support access to a computer that is owned by the Workshop. Please contact David Price immediately if you believe you have a security or privacy problem.

## **SCANNING DOCUMENTS**

If you need to scan a document, please see David Price. In most cases documents can be scanned and sent to your email using the copier on the first floor. David can give you an access code and guide you through the process.

The Workshop has more advanced scanning capabilities located on the third floor of Park 1. These more advanced capabilities are used for systematic long-term projects.

There are also a number of scanners available on campus in Lindley Hall and the Student Building.

## **PRINTING**

As already mentioned, each building at the Workshop is equipped an option for printing. Please use the printer most accessible to your assigned work area. When selecting a printer look for the printer name associated with your area i.e. IU-WPTP-FaxRoom, or IU-WPTP-Park 3. There are also color printers in Park 1, however, due to the cost of supplies for these printers, color printing is restricted to staff. If you need color printing, please ask David Price.

### *IU Printing*

On campus as a whole (outside of the Workshop), UITS enforces printing quotas: Each print credit lets you print 25 B&W pages or 4 color pages.

- Full-time Undergraduates are allotted 26 print credits per semester
- Full-time Graduate Students are allotted 40 print credits per semester
- Faculty are allotted 8 print credits per semester

The university charges per page for printing beyond quota. Please check <http://kb.iu.edu/data/aouh.html> for complete information on campus printing. Check your printing allotment at <http://stcweb.stc.indiana.edu/print/>.

See STC Announcements on the UITs STC website at <https://stcweb.stc.indiana.edu/Framework/Apps/Public/index.cfm>.

## SUPPORTED SOFTWARE

Workshop computers use the Windows operating system. We have a number of software packages installed for your use here within the Workshop. Our standard office suite is Microsoft Office, which includes MS Word, Excel, and PowerPoint among other applications. We can also provide a variety of other software on request.

If there is a specific software package you need installed on a Workshop machine to facilitate your research, please contact David Price to see if there are compatibility/availability issues. If you own a software program you would like installed on your Workshop machine, absent any security or compatibility issues, we will do our best to see that the software works properly on our equipment. Due to licensing issues, we ask that you supply proof of purchase, such as a receipt or original license that came with the software.

**Note: For Workshop owned computers, software may only be installed by a system administrator (TechSelect).**

## STORING FILES

To ensure each Workshop computer has the most current operating system possible, from time-to-time Workshop computers are upgraded and reallocated. We encourage the practice of using cloud-based storage such as Microsoft One Drive, Google Drive, or Dropbox for all your files rather than storing files on your local hard drive. For more information about cloud-based storage at IU please visit <https://kb.iu.edu/d/bcio>

If you are going to be absent from the Workshop for a semester or longer, you should not expect to find the same computer on your desk when you return. Computers may be reallocated or upgraded over the summer. This means all

information on the computer is erased, all software is re-installed, and the computer is moved to a new office.

In addition, public-use computers may be reallocated at any time to replace someone's malfunctioning desktop computer. Please do not store any files on any public machines.

Workshoppers are responsible for making sure their work is backed up. We are not equipped to recover files from broken or reformatted hard drives or diskettes.

## SECURITY AND VIRUS

### PROTECTION

#### *Workshop Computers*

We need your assistance in general security matters:

- Please remember to keep buildings locked after working hours.
- Please keep passphrases to your IU network account private.
- Lock your computer if you are going to be away from your desk. On Windows machines, this can easily be done by simultaneously pressing the "Windows" key (bottom row on keyboard) and the letter "L".
- Please remember to log off or, better yet, restart when you are finished using a machine, **but leave the computer turned on**. We have automated virus scanning and automatic updates that sometimes run overnight.

***Please remember to log off or, better yet, RESTART your computer when you leave for the day. We have automated virus scanning and automatic updates that sometimes run overnight.***

All Workshop machines have virus protection. We guarantee that when you receive a Workshop machine, it will be virus free. Thereafter, we encourage you to check any disk or download with the provided antivirus software.

The most common source of destructive viruses are email attachments. Also, please be aware that you can contract computer viruses from downloading binary files or using someone else's computer. We have had several outbreaks of destructive viruses here on campus, and we encourage you to be cautious.

### *Home/Personal Computers*

The foregoing caution should extend to home/personal machines. We strongly encourage you to maintain antivirus software on your home computer (both current versions of Windows and IOS come with built-in security software). This helps safeguard your data and adds to the security of Workshop machines.

- NEVER download files when you are uncertain of the content (including attachments in e-mail, even if you know the person sending the note).
- Keep your antivirus software up to date. This protects against new or modified viruses.
- For more information about Windows security please see:  
<https://kb.iu.edu/d/abbc>

## **CAMPUS-WIDE COMPUTING**

### **PUBLIC SITES**

IU has a number of public computing facilities available on campus. These are collectively known as Student Technology Centers (STC). Specific sites are dedicated to Macintoshes others to PCs. These machines are available for use on a first-come, first-served basis by IU faculty, staff, and students. As a visiting scholar, you are eligible to use them as well. There are both Macintosh and IBM facilities available within a ten-minute walk from the Workshop.

The range of software available on these machines is substantial. However, specific software availability varies from site to site, as do their hours and policies. Printing is available at all public sites; color printing is also available but costs a nominal fee.

### **SPECIALIZED RESOURCES**

IU also has a number of offices and sites that specialize in certain areas, such as scanning, color printing, the Multi-Media lab, and the Math/Stats lab. Again, you are eligible to consult with them as needed.

## **WIRELESS COMPUTING**

Eduroam is replacing IU Secure as the default wireless network for students, faculty, staff, and affiliates on all IU campuses; As of May 26, 2021, IU Secure is no longer available in the residence halls, and will fully retire on December 22, 2021.

For complete information regarding eduroam and how to connect visit:

<https://kb.iu.edu/d/bcdx>

## **PURCHASING A COMPUTER WHILE HERE**

The University Information Technology Services Computer Guide has information on computer suppliers, special purchase programs, and recommendations for first-time buyers. The Computer Guide is located at: <https://kb.iu.edu/d/antk>

## **THE HELP LINE**

There is a branch of University Information Technology Services here on campus that specializes in answering your questions. You may call them from campus or from home at 855-6789. The IT Help Line is open from 7:00 a.m.–5:00 p.m., M–F. Further information may be found at the UITs services and support website:

<http://uits.iu.edu>.

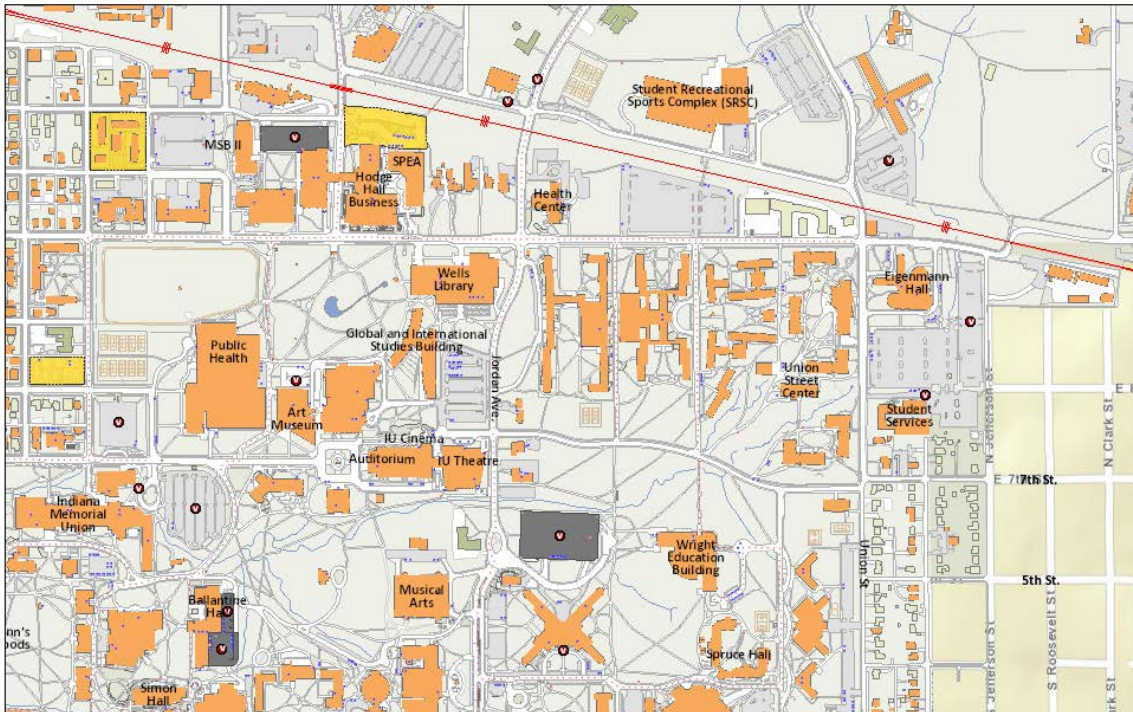
In general, please feel free to contact David Price or TechSelect if you discover a problem with any of the Workshop's computer equipment or software.

# MAPS

## CAMPUS MAP

[Interactive version](#)

Indiana University Bloomington Map



October 2, 2015

1:9,028  
0 0.075 0.15 0.3 mi  
0 0.1 0.2 0.4 km  
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp.,  
NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Taiwan),

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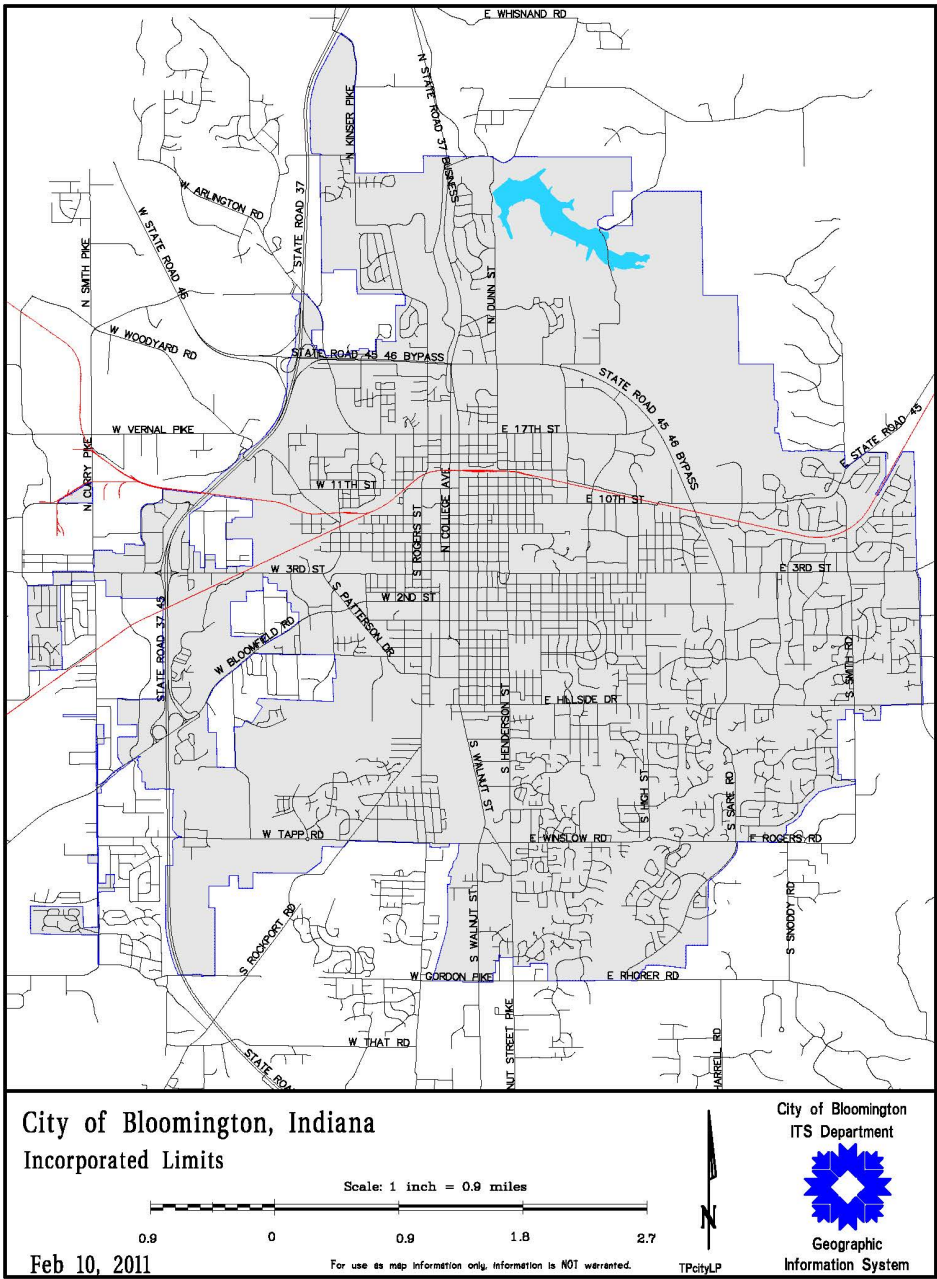


[Printable version](#)



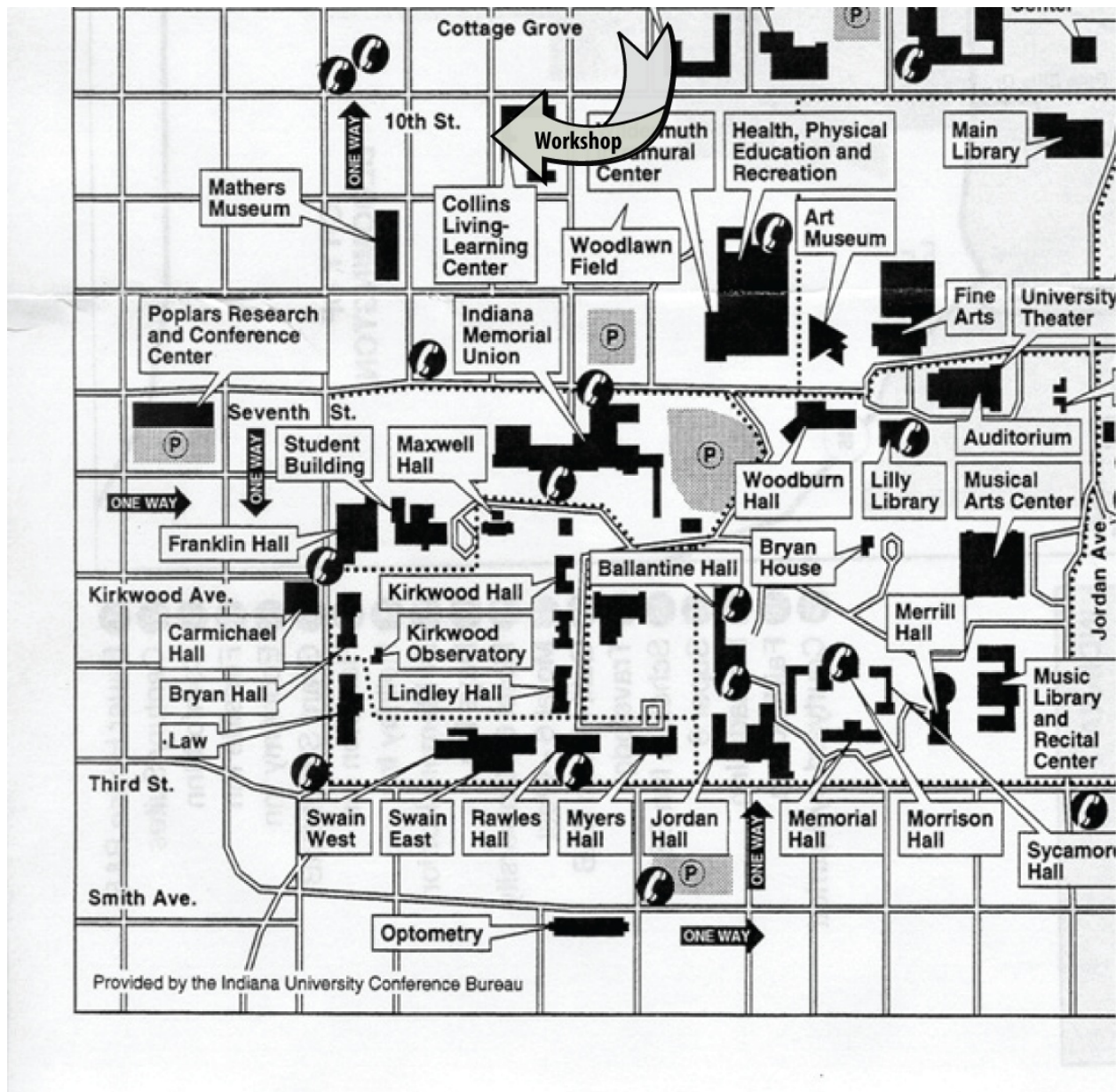
CITY OF BLOOMINGTON

[Printable version](#)





## 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.

# Addendum for Fall 2021

## *Policies for Restart of the Ostrom Workshop Facilities – Fall 2021*

**Note:** The following policies are subject to change at any time given the dynamic public health situation.

### **Ostrom Workshop Statement on Vaccinations**

The Executive Committee of the Ostrom Workshop strongly supports Provost Lauren Robel and the IU [vaccination requirement](#). The Workshop has long been an interdisciplinary meeting place for scholars and practitioners from around the world. Requiring vaccinations will allow us to return more rapidly to this reality, including in-person sessions, collaborations, and enabling us to once again welcome domestic and international visiting scholars while protecting the health and safety of our community and its visitors.

### **General Guidelines for 2021 Fall Semester**

These policy recommendations for Fall 2021 are taken from the IU Restart Committee report issued on May 26, 2021. This report covers the time period from August 1 to December 31, 2021.

1. **Vaccines are now mandated** for all IU constituents – faculty, staff, students, residents, and fellows – with medical and religious exemptions.
2. International students and other learners arriving on campus who have received a vaccine that is not FDA or WHO authorized will not be considered vaccinated. They will need to receive one of the FDA approved vaccines on arrival.
3. Those constituents in communal living who are unable to get vaccinated or are exempt by one of the approved criteria will need to be screened for COVID-19 prior to entry to campus. If arrival testing is positive, the individual will be allowed to return home or stay in isolation for the duration of isolation. After this period, they will be offered the vaccine or expected to file an exemption. If arrival testing is negative, the individual will be offered vaccine (or asked to submit an approved exemption) and allowed to enter but must sign an acknowledgement of risk statement and will be subject to more frequent surveillance testing.
4. All research personnel are required to complete the [Community Responsibility Acknowledgment](#) form and the training from IU Environmental Health.

## Use of Space

### ▪ **Physical Distancing**

1. Physical distancing, masks, and barriers are no longer necessary with IUs vaccine mandate. Capacity in classrooms and event spaces can be increased to pre-pandemic capacity.
2. Events at the Workshop will still, for the most part, be held virtually. This includes all speaker series – Colloquium, Research, and Tocqueville. Class sizes and group meetings will not be restricted.
3. Access to the main Workshop facilities (Park 1) will be **limited** to hours as established by administrative staff.
4. Those with offices in Parks 2-4 will continue to have unlimited access to their office, provided those sharing each building are in agreement.
5. Individuals who are exempt from vaccination should take additional measures for protection (such as wearing a mask).
6. Individuals with concerns for infections, despite vaccination, are strongly encouraged to continue to wear a mask at their discretion.
7. If non-IU constituents are included in group events, ALL attendees should wear a mask if the event is indoors.

### ▪ **Personal Hygiene and Prevention Measures**

1. We will promote education and awareness by posting signs with symptoms of COVID-19 and what to do if symptomatic. PLEASE READ THESE SIGNS.
2. Masks will be made optional except for some events where non-IU constituents are included.
3. Hand hygiene and respiratory etiquette should be followed (i.e., no hand shaking, cough in elbow etc.)
4. All students, faculty, and staff should stay home if sick or if a household member is sick.
5. All students, faculty, and staff must be prepared to isolate or quarantine when necessary. Everyone must be prepared to participate in any case investigation and contact tracing with state, local, or university health officials.
6. All students, faculty, and staff must self-monitor health for symptoms of COVID-19 and use IU Health's virtual screening protocol

<https://iuhealth.org/covid19/virtual-coronavirus-screening> when symptomatic.

▪ **Public Hygiene**

1. Building Services will be cleaning and disinfecting all public spaces including restrooms countertops on a regular basis.
2. Hand sanitizer will be available at major entrances to buildings and in high-traffic areas.
3. We will identify frequently touched areas such as doors and cabinets for ways to implement no/reduced touch options.
4. Frequent handwashing is encouraged.

**Building Safety and Security**

- The Workshop main offices (Park 1) will be opening back up on August 1, 2021, although business hours may be limited depending on the scheduled activities of a given day. Under the discretion of the Executive Director, some staff may continue to work a hybrid in-person/remote schedule as the situation allows. All doors to Park 1 must remain locked outside of business hours.
- Outside doors to Parks 2-4 are to remain locked regardless of whether there is anyone in the building. Please be mindful of those you are sharing space with regarding social distancing and general building etiquette.

**Remote Work for Staff**

The COVID-19 pandemic has shown that, in many cases, flexible work arrangements such as working remotely can allow employees additional flexibility while continuing to meet Indiana University's needs. Therefore, as IU prepares to return to a more typical academic year in the fall of 2021, campuses and units may consider continuing remote work for some employees. If approved to do so by unit leaders, employees can work with their leaders to ensure remote work is successful for employees and the university by assessing flexible workplace options, managing expectations, and maintaining open communications.

A [remote work arrangement \(RWA\) request form](#) is now posted on One.IU. All requests should be submitted by July 15, 2021, so that UITs leadership can understand the volume of requests for logistical planning purposes as we return to campus in August. (Note: The RWA app will remain available after July 15 and modifications or new requests can be made after that date.) The Ostrom Workshop will follow the [university's remote work policy HR-06-80](#). **The university's position is that in-person work is the**

**default and is encouraged, and that remote work will require approval.** UITS specifics on the policy are:

- Staff requesting one to three days/week of remote work will need approval of their manager and their director.
- Fully remote work requests require manager, director, AVP/officer, and vice president approval.
- Managers should scrutinize four-day remote work requests and ensure there is a very compelling reason and benefit to the university and the staff member. Given the number of days the staff member would be in the office, four-day remote arrangements will be evaluated as if they were full-time remote.
- Requests for out-of-state remote work require approval from a senior executive officer or that official's delegate, in consultation with the Office of the Vice President for IT and University Counsel, IU Human Resources, and the Office of the University Controller.
- For out-of-country remote work, only a senior executive officer, in consultation with University Counsel, is authorized to approve and only if it is mission critical.

### **Resources**

- Indiana University's complete Restart Committee Recommendations Report: <https://www.iu.edu/covid/campus-info/fall-2021-restart-report-05-26-2021.pdf>
- [Indiana University Return to Campus: The COVID-19 Guide for Departments](https://www.iu.edu/covid/index.html)  
<https://www.iu.edu/covid/index.html>