2014 Handbook
STONE LABORATORY
OHIO STATE’S ISLAND CAMPUS ON LAKE ERIE

Community Standards of Conduct for Faculty & Students
stonelab.osu.edu
OHSU-SLC-980 revised 05/19/14
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Welcome to Stone Laboratory!

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

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

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

You will also have the opportunity to become involved with Stone Lab’s support group, the Friends of Stone Lab (FOSL). I encourage you to become a FOSL member as it is a great way to stay involved and renew friendships from your experience at the Lab.

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

Jeffrey M. Reutter, Ph.D.
Director
WHAT TO BRING

What Students Should Bring

General Check List

- Comfortable field clothes (jeans, shorts, t-shirts)
- Two pairs of field shoes (comfortable shoes that can be used to walk in water, mud, etc. and that dry easily)
- Extra socks
- Rain gear
- Swimsuit
- Jacket and/or sweaters
- Hat
- Sunglasses
- Sheets and pillowcase (single twin bed)
- Comforter or blanket
- Pillow
- Bath towels and bath mat
- Calamine & medicines
- Insect repellent
- Sunscreen
- Toiletries/Shampoo/Soap
- Laundry detergent
- Poison ivy soap
- Flashlight
- Shower shoes
- Protective swim shoes
- Thermos or travel mug
- Alarm clock/Radio
- Paper, pens
- Padlock
- Hand soap

Classroom Materials

Reference books will be available from the Stone Lab Library, but you are welcome to bring your own. A list of the supplies and textbooks needed for each of your course(s) can be found on the OSU Marion Campus bookstore web site, and can be purchased on-line from the bookstore. These supplies and textbooks MUST be purchased BEFORE your arrive at Stone Lab. The Stone Lab bookstore will NOT have the texts and supplies for each class. Some basic class supplies may be purchased at the Stone Lab bookstore with cash, check or credit card. Please make sure to bring the proper identification as needed. Other field equipment is available for student use without charge.

Stone Lab has wireless internet in all buildings and laptop computers are encouraged. The Laboratory also has several computers available for student use (see Computer Lab information on page 11).

What Faculty Should Bring

Faculty staying in Stone Cottage:
Blanket and/or comforter; personal toiletries (soap, shampoo, etc.); bath towels, radio; flashlight; alarm clock.

Faculty staying in the Peach Point or Sycamore cottages:
Sheets, single and double; pillow case; blanket and/or comforter; personal toiletries (soap, shampoo, etc.); bath towels; kitchen towels and paper towels; dish soap; radio; flashlight; alarm clock.
Getting to Stone Lab is a four-step process: take a ferry to South Bass Island, drive or take North Coast Taxi to OSU’s Research Dock, then be transported to Gibraltar Island for check-in at the Dining Hall.

Ferry Service to South Bass Island (see map)
There are two options for ferry service to South Bass Island:

**Miller Boat Line (1.800.500.2421) www.millerferry.com:** This is the quickest route (an 18-minute trip) and departs from Catawba Point to the southern tip of South Bass Island. Private vehicles may be taken via this ferry, but delays are likely during the tourist season (May through September).

**Jet Express (1.800.245.1JET) www.jet-express.com:** This Put-in-Bay boat line provides passenger service only (a 25-minute trip) and departs from Port Clinton and Sandusky to downtown Put-in-Bay.

**Parking Information**
A car on South Bass Island is not necessary, and parking is very limited at the Lab. Please leave your car in one of the parking lots at the ferry lines on the mainland. Miller Ferry has free parking available; there is a charge for overnight parking at both Jet Express locations. Note that the Miller Boat Line will not transport a vehicle to and from South Bass Island on the same day on weekends, and the Jet Express provides only passenger service.

**Getting to the Stone Lab Office (Bayview) and Gibraltar Island**
Once you arrive at South Bass Island, we suggest that you take a taxi to the Stone Lab Research Dock. You should allow at least 30 minutes for transportation time from the ferry to Stone Lab as taxis are usually busy and may make other stops before reaching your destination. From the Research Dock, you will be transported by University boat to Gibraltar Island for check-in.
## Arrival and Departure Schedule by Term/Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Week</th>
<th>Arrival Date</th>
<th>Registration Time</th>
<th>Departure Date</th>
<th>Check-out Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EEOB 3310, EEOB 3410, EEOB 4998, EEOB 5420, EEOB 5930, EEOB 5940</td>
<td></td>
<td>Sun, June 22</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, July 26</td>
<td>By 4:45 p.m.</td>
</tr>
<tr>
<td><strong>Week Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EARTHSC 5189.05</td>
<td>Sat, Jun 7</td>
<td>per instructor email</td>
<td>Fri, Jun 13</td>
<td>special</td>
<td></td>
</tr>
<tr>
<td>EARTHSC 5584</td>
<td>w01</td>
<td>Sun, Jun 15</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 21</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 1930</td>
<td>w01</td>
<td>Sun, Jun 15</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 21</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 5910</td>
<td>w01</td>
<td>Sun, Jun 15</td>
<td>per instructor email</td>
<td>Sat, Jun 21</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 2360</td>
<td>w01</td>
<td>Sun, Jun 15</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 21</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>KNSFHP 1140.05</td>
<td>w01</td>
<td>Sun, Jun 15</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 21</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EARTHSC 1107</td>
<td>w07</td>
<td>Sun, Jul 27</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 2</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 1930</td>
<td>w07</td>
<td>Sun, Jul 27</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 2</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 4950</td>
<td>w07</td>
<td>Sun, Jul 27</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 2</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>ENTMLGY 1260</td>
<td>w07</td>
<td>Sun, Jul 27</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 2</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 1910</td>
<td>w08</td>
<td>Sun, Aug 3</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 9</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 1930</td>
<td>w08</td>
<td>Sun, Aug 3</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 9</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 5210</td>
<td>w08</td>
<td>Sun, Aug 3</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 9</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 5194</td>
<td>W08</td>
<td>Sun, Aug 3</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 9</td>
<td>By 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 5614</td>
<td>W08</td>
<td>Sun, Aug 3</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 9</td>
<td>By 12:45 p.m.</td>
</tr>
</tbody>
</table>

### Workshops

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date/Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larval Fish I.D. / EEOB 5970</td>
<td>Sun, Jun 29 8:30-9:00 a.m. (special)</td>
<td>Sun, Jun 29 By 5:00 p.m.</td>
</tr>
<tr>
<td>Algae I.D. / EEOB 5950</td>
<td>Mon, Aug 11 8:00-9:00 a.m.</td>
<td>Tue, Aug 12 By 4:00 p.m.</td>
</tr>
<tr>
<td>Dealing with Cyanobacteria</td>
<td>Wed, Aug 13 8:00-9:00 a.m.</td>
<td>Thu, Aug 14 By 4:00 p.m.</td>
</tr>
<tr>
<td>Fish-Sampling Techniques</td>
<td>Sat, Oct 11 10:30-11:00 a.m.</td>
<td>Sun, Oct 12 By 4:00 p.m.</td>
</tr>
<tr>
<td>Outdoor Photography</td>
<td>Fri, Aug 15 1:00-3:00 p.m.</td>
<td>Sun, Aug 17 By 3:00 p.m.</td>
</tr>
<tr>
<td>Lake Erie Sport Fishing</td>
<td>Fri, Aug 29 12:30-2:00 p.m.</td>
<td>Sun, Aug 31 By 1:00 p.m.</td>
</tr>
</tbody>
</table>
**ARRIVAL AND DEPARTURE**

**Arrival—Registration Information**
Times for workshop participants will vary, according to Registration and Check-out times on Page 4.

**Student Registration for Term and Week Courses**
In order to register on time, the latest ferry you should take is the 2:00 p.m. Miller Ferry from Catawba; the 2:00 p.m. Jet Express from Port Clinton; or the 1:15 p.m. Jet Express from Sandusky. Please plan your arrival and departure according to the dates and times indicated in the **Arrival & Departure Schedule**. Your First Day Schedule is listed below, including bookstore hours, orientation, and your first class session.

**Faculty Registration**
Please stop at the office to check-in, register vehicles, and receive your keys before being transported to Gibraltar Island or moving into South Bass cottages. Please plan your arrival and departure according to the dates and times indicated on your Faculty Housing Contract. Your First Day Schedule is listed below, including bookstore hours, orientation, and your first class session.

**First Day Schedule for Students, Faculty & Staff**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
</table>
| South Bass Island  
1:00 - 3:00 p.m. | **Board University boat** for transport to Gibraltar Island (parents or friends can accompany you but should be prepared to leave Gibraltar Island by 3:30 p.m.)  
**Student and Faculty registration** at Dining Hall (receive room assignment, room keys, etc.) |
| Gibraltar Island  
1:00–4:00 p.m. | **Bookstore open** for basic school supplies and Stone Lab merchandise  
(3rd floor of Stone Lab building) |
|               | 4:00–5:00 p.m. **Orientation meeting** for all students and faculty in the Stone Lab  
3rd floor conference room. BRING THIS HANDBOOK WITH YOU. |
|               | 5:00–5:15 p.m. **Meeting for Student Staff Members** (TAs and student workers) |
|               | 5:00–5:45 p.m. **Dinner** |
|               | 5:45–6:30 p.m. **Faculty meeting** in Stone Cottage |
|               | 6:30–7:30 p.m. **WEEK courses**—1st class session  
6:30–7:00 p.m. **Monday, Wednesday, and Friday five-week courses**—1st class session  
7:00–7:30 p.m. **Tuesday, Thursday, and Saturday five-week courses**—1st class session |
|               | 7:00–8:00 p.m. **Bookstore open** (3rd floor of Stone Lab building) |

**Departure—Check-Out Information**
Check-out involves having your room inspected by a Stone Lab staff member on the last morning of your stay, then turning in your key to staff stationed in the Dining Hall prior to your departure. You must check out by the time listed for your course in the Arrival & Departure Schedule. The local water taxi is available for transportation to South Bass Island if Stone Lab boats are unavailable. You can then arrange for a taxi to transport you to the ferry docks. Both taxi numbers can be found on the inside back cover of this handbook.

**Students enrolled in five-week courses** must depart Gibraltar by 5:00 p.m. on the last day of the term. **Students enrolled in one-week courses** must depart Gibraltar by 1:00 p.m. on Saturday. You have the option to sign up to receive a scheduled lunch in the Dining Hall before departure.
Student Housing & Meal Rates *Room and meals (no linens)*

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five Weeks</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>One Week</td>
<td>$415.00</td>
</tr>
</tbody>
</table>

Dining Hall

The Dining Hall is located on Gibraltar Island. We are unable to provide special menus or dietary requests. **Meals are only served during regularly scheduled times.** The building is available for social activities each evening, except Thursday and Saturday from 7 to 10 p.m.

- Proper attire is required and includes shirts and shoes at all times; bathing suits or wet clothing are not permitted in the Dining Hall.
- Travel mugs or water bottles are a good idea for taking drinks out of the Dining Hall as removal of dishes and utensils is prohibited.

**Monday through Saturday Dining Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00-7:45 a.m. Continental Breakfast</td>
</tr>
<tr>
<td>Coffee break</td>
<td>10:00-10:30 a.m. on Dining Hall Porch</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00-1:00 p.m. Options may include soup, sandwich, side dish, salad bar, breads, and dessert.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00-6:00 p.m. Options may include fish, meat or pasta, hot vegetables, side dish, salad bar, breads, and dessert</td>
</tr>
</tbody>
</table>

**Sunday Dining Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>10:00-11:00 a.m. Continental breakfast and warm foods.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:00-6:00 p.m.</td>
</tr>
</tbody>
</table>

Faculty Meals

Faculty staying in Stone Cottage are provided with meals as part of their housing package. Faculty staying in Peach Point and Sycamore cottages are welcome to eat at the cafeteria, but must make their own arrangements for transport to Gibraltar Island.
Student Housing Facilities
Each student room in Harborview includes two sets of bunk beds and houses up to four occupants per room. Also included are individual wardrobe wall lockers (bring own lock), dressers, writing tables, and a bathroom. In some cases, students may be housed in other dormitories where the facilities may vary. You will need to bring your own bed linens and pillow. Because space and electricity are limited, do not bring unnecessary items, e.g., TV sets, refrigerators, stereos, or other similar appliances. Halogen lamps are not permitted in any Stone Lab housing facility. You may bring small electric fans for use in the dormitory.

Harborview Dorm
During much of the summer, high humidity is a problem. Please use the ventilating fan in the Harborview Dorm shower area; please leave this fan on for several hours after showering, and leave the bathroom door open. Other facilities have only natural ventilation. A mop and bucket are available in each building's common area or by request from our residence and dining staff.

Faculty Housing Facilities
Your housing and meals are provided by Stone Laboratory. As mentioned in the "Faculty Meals" section, if you are staying in either Sycamore Cottage or Peach Point Cottage you need to either transport yourself to Gibraltar for meals or make travel arrangements with staff.

Sycamore Cottage
This cottage is located on South Bass Island on Bayview Avenue adjacent to Terwilliger's Pond. It currently is utilized as two units: upstairs and downstairs.

Peach Point Cottage
This cottage is also located on South Bass Island, just beyond the Aquatic Visitors Center. This is a two-story cottage, one screened-in porch, four second-floor bedrooms, one bath with shower, a large living room and dining area, and a kitchen. Two double beds and two sets of twin beds allow a maximum occupancy by eight persons.

Both cottages are equipped with the following:
1. Refrigerator/freezer
2. Microwave
3. Miscellaneous pots and pans, silverware and cooking utensils, dishware, and glassware
4. Coffee maker
5. Plastic trash bags
6. Toilet paper/paper towels

Stone Cottage
This cottage is located on Gibraltar Island. The main floor contains eight individual rooms, each with a private bath and full-size bed; a common meeting area; and a kitchen equipped with a microwave, refrigerator/freezer, and sink. A large screened-in porch with wicker furniture faces the north side of the island.
Housekeeping
Stone Lab staff cleans all public areas and restrooms. Term students' bathrooms are cleaned each week. Faculty staying in South Bass cottages are responsible for cleaning the entire building.

Everyone is responsible for keeping their room/cottage in reasonably clean condition and emptying wastebaskets into designated containers. Cleaning supplies are available. Students’ personal items should be picked up and stored in the lockers provided.

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

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

Vending & Laundry Machines
For your convenience, laundry facilities are located at Gibraltar Island in Harborview Dorm. Facilities are open 24 hours, with free use of washers and dryers. You can purchase laundry detergent at the Stone Lab bookstore, or bring your own. A modern laundromat is also located at Put-in-Bay, next to the Islander Inn. Soft drink machines are available on the Dining Hall porch.

Lost Keys
There will be up to a $125.00 charge for lost or unreturned keys to cover the cost of replacing the key and changing the lock.
Guest Policy
All guests visiting any Stone Lab facilities must adhere to the following policies:

You must register your day guest in advance with Stone Lab. This includes all visitors, even those spending only a short time at the facility. Students are not permitted to have guests in the residence halls after 10:00 p.m. unless they have registered and paid to stay overnight. You must register your day or overnight guests through the Lab Manager or Assistant Lab Manager. Overnight requests require a minimum of 48 hours advance notice. Overnight guest accommodations on Gibraltar are limited, but may be available with this prior request. Guests will be expected to pay for meals.

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

Guest Meals and Housing
Meals can be purchased for guests at the student rates. Reservations and payment must be made in advance with the Dining Hall Office (5-1805).
General Information
The Library is located on the 3rd floor of the Stone Lab building on Gibraltar Island. The collection includes materials to support courses and some additional titles related to Put-in-Bay and Stone Lab. University Libraries in Columbus provides digital access to e-books and e-journals through the Libraries website. See [http://go.osu.edu/stonelablibrary](http://go.osu.edu/stonelablibrary)

You will need your OSU Name.Number to access digital content. On the toolbar at the top of the page, select "My Account" then "Off-Campus Sign-In."

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

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

Requesting Materials from Other Libraries
If you need a book or article that is not available in the library at Stone Lab, we may be able to supply a copy from Columbus. To place your request, send an e-mail message to the library staff in Columbus by using the "Contact Us" link on [go.osu.edu/stonelablibrary](http://go.osu.edu/stonelablibrary). Depending upon what you need, where it is located, AND the timing of your request, materials may be delivered electronically or by visiting Columbus staff.
Bookstore – The Shop on the Rock
Textbooks and supplies are not available for purchase at the Stone Lab Bookstore. They must be purchased prior to the course from the Barnes & Noble Bookstore at the OSU Marion Campus. To order on-line go to marionbookstore.bncollege.com and select "Textbooks" on the top menu bar. Select "Stone Lab" from the drop-down box under "Term". Required texts and supplies are listed separately for each course. "The Shop on the Rock" will have the following types of items available for purchase: sunscreen, limited toiletries, Stone Lab merchandise, and some limited field collection equipment.

Computer Lab
A computer lab is located in Room 304 on the third floor of the Laboratory Building on Gibraltar Island. It includes Windows®-based computers with Internet access for use by students and faculty. Two printers (laser & color inkjet) are available. The lab is available on a first-come basis for research and communication purposes only. Students, staff, and faculty can access their school’s e-mail via the Internet. Wireless is now available in all Stone Lab buildings.

Recreation
Recreational activities include volleyball, swimming, fishing, and softball. Contact the Lab Manager, Assistant Lab Manager, or any staff for equipment. You may also want to bring frisbees or fishing gear. If you bring your own bicycle, be sure to bring a bike lock.

Stockrooms
Stockrooms are accessible from 7:30 a.m. to 4:00 p.m., Monday through Saturday. Obtain assistance from the Laboratory Manager’s office on the second floor of the Laboratory Building (Room 204). Clean and return items as soon as you are finished using them so they may be used by others.
PUT-IN-BAY AMENITIES

Bank
A branch of First National Bank of Bellevue (419-285-7340) is located on Erie Street. Checking and savings accounts can be opened. (Checks cannot be cashed without an account.) Bank hours are 9:30 a.m. - 2:00 p.m., Monday, Wednesday, and Friday. An ATM is located outside the restroom facilities at DeRivera Park in downtown Put-in-Bay, Tipper's Restaurant, Mr. Ed's Bar, Erie Island Petroleum, and Miller Ferry Gift Shop (at Lime Kiln).

Chamber of Commerce
The Put-in-Bay Chamber of Commerce (419-285-2832) is located on the corner of Delaware and Toledo Avenues and provides information about the town of Put-in-Bay, sites, and area attractions.

Places of Worship
A listing of services and locations is available at http://visitputinbay.com/pib/community-links/worship-services/.

Grocery Store
The Island General Store (419-285-4091) is located on Catawba Avenue and carries a limited line of groceries, laundry, and toiletry items.

Hardware Store
Island Hardware Store (419-285-6887) is located on Langram Road and provides tools and general hardware supplies.

Post Office
A full-service U.S. Post Office (419-285-4641) is located on Langram Road. It is open 8:00 a.m. to noon and 2:00 to 5:00 p.m. Monday through Friday and 8:00 a.m. to noon on Saturday.

Service Station
Erie Island Petroleum (419.285.7041) is located on Langram Road and is a full-service station that provides gasoline, oil, tires, and a variety of automotive supplies. An ATM is available. Mechanics are also on duty for automotive repairs. Kowalski Automotive (419-285-2442) on Langram Road and South Shore Services (419.285.2220) on Meechen Road provide parts and services.
TRANSPORTATION AT STONE LAB

Taxi Service/Water Taxi
Taxi companies are available for transportation around South Bass Island by calling Put-in-Bay Taxi (419.285.6161), North Coast Cab (419.285.3585), or South Bass Cab (419.285.5050). Boardwalk Harbor Water Taxi (419.285.3695) will pick up and drop off between Gibraltar and downtown Put-in-Bay. You can contact them by using the marine radio, Channel 10, located above the life jacket box in the Stone Lab Classroom Building.

Transportation information and the ferry schedule for class field trips is posted on the second floor bulletin board in the Stone Lab building. Transportation for special research projects and other official trips (from the University dock on South Bass Island to and from Gibraltar Island) must be arranged with the management staff at least 24 hrs ahead of the proposed departure.

Guest Lecture Transportation
Members of the public are welcome and can take the Put-in-Bay Water Taxi from the Boardwalk Restaurant Dock at 7:15 p.m. Contact the Stone Laboratory Office for information and a listing of the research presentations (419-285-1800). The lecture schedule is also posted at stonelab.osu.edu. Lectures can also be viewed at the South Bass Island Aquatic Visitors Center on Thursday evenings and can be streamed on-line. More information is available at stonelab.osu.edu/events/guest-lectures.

Rowboats and Motorboats
Rowboats are for the convenience of all. Additional information will be provided at Orientation. Motorboats are to be used only by designated personnel while on duty. In the interest of personal safety, the rules (see page 14) should be observed at all times.
Boating Rules

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

Rowboats
1. Notify the staff in the event of a broken oar or dock line.
2. One person rows at a time. Total number of passengers per boat is four (4).**
3. It is recommended that rowboats remain in the protected harbor area.
4. If you take a rowboat to/from Gibraltar to/from South Bass Island it must be returned to its original docking location.
5. Do not dock rowboats behind motorboats; use the inside (closest to shore) dock spaces.
6. Remove oars from oarlocks when docking is complete to minimize breakage.
7. No racing or horseplay in rowboats. Safety first.
8. Rowboats are to be returned to Gibraltar by 10 p.m.
Additional information regarding boats will be communicated at Orientation.

Motorboats
1. Motorboats are to be used only by designated personnel.
2. Motorboats should only be docked on the outside (end) spaces of each dock to prevent damage to motors.

* A $10.00 fine per life jacket will be charged for damage to the flotation material.
** Failure to observe these rules could result in prosecution by the Coast Guard, ODNR Division of Watercraft, or Put-in-Bay Harbor Patrol. Stone Lab is not responsible for any fines, tickets, or citations.

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

**Internet Access**
Secured Wi-Fi is available on Gibraltar Island, and at the Bayview office on South Bass Island. Passwords are issued to faculty and students at orientation. Stone Lab's internet policy can be found at [stonelab.osu.edu/internet/](http://stonelab.osu.edu/internet/).

**Mail**
Mail is brought to the Dining Hall daily for students and faculty staying on Gibraltar Island. Faculty staying on South Bass Island can pick up mail in the Bayview Office.

The Lab mailing address is:  
F.T. Stone Laboratory  
PO Box 119  
Put-in-Bay, OH 43456

**Telephone Access**
Stone Lab phones can be used to call any other Ohio State phone (including Columbus and regional campuses) by dialing the last 5 digits of the phone number. Local calls can be dialed as 9-285-####. Personal long distance calls must be made using a cell phone. Faculty are given a long distance access code to be used on Stone Lab phones for Stone Lab related business. The Bayview office has voice mail for calls that come in before or after regular business hours. There is a fax machine in the Bayview office for incoming faxes (419-285-1878).
SLATE LABORATORY, Ohio State’s Island Campus on Lake Erie
The Gem of Lake Erie. Gib. The Rock. Gibraltar Island has many names and a long history. Originally a territory of the state of Connecticut, ownership of the island changed hands several times in the 1800s before Julius Stone gave it to Ohio State University in 1925. Franz Theodore Stone Laboratory is named after Julius Stone’s father, a naturalist.

Gibraltar Island itself gets its name because of its resemblance to the famous British fortress at the western end of the Mediterranean Sea. Its location at the entrance to Put-in-Bay Harbor allows it to serve as a natural breakwater to South Bass Island.
Fire
We have never had a serious fire on Gibraltar, but all possible precautions should be taken to ensure our continued safety. Locate all possible exits in your housing facility and note where fire extinguishers are located.

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

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

Attempt to put out a small fire using a nearby fire extinguisher. If this attempt fails, immediately activate the nearest pull station, call 9-1-1, notify Stone Lab staff, evacuate the area and meet on the docks. If fire alarms do not work, ring the fire bell located between Cooke Castle and Harborview House and evacuate to the docks. If evacuation from Gibraltar Island is required, boats will transport students to the docks on South Bass Island.

Emergency Eye Wash/Chemical Shower
An emergency eye wash/emergency shower station is available in the first floor classrooms.

First Aid and Medical Attention
First aid kits are located in the Classroom Building, in the Dining Hall, and in the Research Building on South Bass Island. Become familiar with their locations. The large boats are also equipped with first aid kits. In case of a serious medical emergency, you can be transported to area mainland hospitals by various means, dependent upon the seriousness of the injury and/or the time of day. A paramedic is located on South Bass. Any Stone Laboratory or University Housing staff person can assist you in making an appointment, if necessary.

Insects, Chiggers, and Poison Ivy
Spiders and other insects are often attracted by light at night in such numbers as to create a real nuisance, so please turn off unneeded lights.

Chiggers are common in the island region, but with proper use of repellents, they can be almost entirely avoided.

Poison ivy may be avoided in some cases by powdering your skin (face and arms especially) with baking soda before a field trip. It helps to soak up the poisonous oils before they get into skin pores. Washing with poison ivy soap within a short time after exposure may also reduce symptoms. Insect repellents and poison ivy care products can be purchased at the Shop on the Rock.
## GENERAL POLICIES

### Office Hours

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office (Bayview)</td>
<td>Monday through Saturday 8:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>South Bass Island</td>
<td></td>
</tr>
<tr>
<td>Laboratory Office (Stone Laboratory)</td>
<td>Monday through Saturday 7:30 a.m. - 12:00 p.m.</td>
</tr>
<tr>
<td>Gibraltar Island</td>
<td>1:00 p.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>or other hours by arrangement</td>
<td></td>
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</tbody>
</table>

### Absences

Student absences from classes and field trips are not permitted unless first approved by the instructor. Illness should be reported to the instructor and/or a Stone Lab staff member.

### Alcohol

Refer to the alcohol policy (on page 29) of this handbook.

### Campfires

**Small** campfires are only permitted in the designated area. Never leave the fire unattended and be very careful to fully extinguish it before leaving.

### Camping

Camping is NOT permitted on University grounds or facilities.

### Children

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

### Curfew

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

### Dress Code

The dress code for students and faculty at Stone Laboratory is very casual. Shorts and t-shirts are acceptable. Shirts and shoes are required in the Dining Hall. No wet clothes or bathing suits in the Dining Hall.

### Equipment

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

### High Cliffs

As some of Gibraltar’s cliffs are over 30 feet higher than the current lake level, caution is advised when walking near the edge of the island.
Lights and Windows
The last person leaving a classroom at night should close the windows and turn out all of the lights to reduce the number of insects attracted to the building.

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

Pets
No pets are allowed at Stone Laboratory. Service animals are allowed with PRIOR notification to Lab management. There is a working dog on Gibraltar, to help keep waterfowl off the island.

Quiet Hours
Quiet hours are observed on Gibraltar Island beginning at 10:00 p.m. in all housing facilities. The level of noise after 10:00 p.m. should allow others to study or sleep.

Radios
You are welcome to bring radios or MP3 players, but headphones are required in classrooms or laboratories.

Smoking & Tobacco Use
Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles. (See page 29).

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

Uninvited Visitors
In spite of the "No Trespassing" signs, sight-seeing visitors land on Gibraltar Island and often wander onto the grounds. Usually they just want to look around, but it is a good idea to store any valuables out of sight. Uninvited visitors should be treated in a friendly manner, but please direct them to the Laboratory Manager's office during office hours if they wish a tour of the island.
Absences
Student absences from classes and field trips are not permitted unless you approve them. You should instruct the student to report their illness to the Lab Manager or Assistant Lab Manager once you’ve excused them.

Audio-Visual Equipment
Each classroom has a screen and LCD projector. Also available are slide projectors and overhead projectors. A video camera, VCR, TV monitor, laptop computer, and microcopy unit (including a microscope and video camera) are available on request.

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

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

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

Items that your students will keep (such as vials, pins, etc.) may be purchased from the Shop on the Rock (Stone Lab Bookstore) or prior to arrival via the online OSU Marion Bookstore.

Field Trips
Field trips are arranged through submission of Faculty Forms prior to the summer. Instructor must request changes at least 48 hours in advance for boats and vans, subject to availability. Sack lunch requests MUST be made two days in advance. Please fill in all information requested and provide an accurate number of people participating in the trip.

Please sign up for Put-in-Bay field trips, even if you are using rowboats and notify staff of any changes. It is important to know the number of passengers in order to use the appropriate boat for transport. Please be prepared to depart on time to avoid causing delays for other classes or scheduled groups.

Last-minute changes to field trips may not be accommodated.
Field trips to Pelee Island or Point Pelee (Canada) must be cleared through customs one month in advance of your scheduled trip by the Lab Manager. Be sure to let your students know that they will need to bring their passports with them.

All trips to any state owned lands (parks or wildlife areas) including Green Island require prior permission in writing. This should be done prior to arrival and is the responsibility of the faculty.

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

**Grading and Evaluation**
Grading is left to your discretion. You are responsible for posting final grades on the university electronic system if you are a regular Ohio State University faculty member. Faculty from other universities should email grades to Arleen Pineda (pineda.2@osu.edu) in the Columbus office, who will post grades to the system for you.

Evaluation forms of facilities and services are provided at check-in. At the end of your course please distribute the forms to your students. Have the students complete the forms, collect them, and return them to the Office Associate along with the "Student Evaluation of Instruction" (SEI). These need to be completed by the last day of class.

**Guest Lecture and Research Brief Series**
Stone Laboratory offers a Guest Lecture Series on Thursday evenings from 7:45 – 9:00 p.m. Guest lectures are prefaced by a Research Brief given by a scientist working in the region or Stone Lab faculty from 7:00 – 7:30 p.m. Please encourage your students to support and attend these programs as part of the total learning experience at Stone Laboratory.

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

**Keys**
Keys are issued for offices and classrooms when you arrive at the Lab and must be returned to the Lab Secretary prior to your departure. Lost keys should be reported immediately.
Mainland Field Trips
Each course is limited to two mainland field trips. You will receive information about ferry passes, vehicle keys, gas credit cards, and a vehicle location map when you check in. Transportation to and from the ferry dock is often provided by North Coast Taxi but specific instruction will be given to you prior to your departure. All mainland field trips must return no later than the 4:00 p.m. ferry. (Arrangements can be made to depart Gibraltar at 7:30 a.m. in order to make the 8 a.m. Miller Ferry to Catawba.) If you are going to be late, or miss a ferry, please call the Bayview office immediately at 419-285-1800.

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

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

Scientific Collector’s Permit
Stone Laboratory has obtained a general Scientific Collecting/Education permit for all approved courses, workshops, and field trips from the Department of Natural Resources for the purposes of collecting and observing animals (with the exception of birds and mammals). Therefore, there is no need to apply for this document for activities pertaining to your course. Note, however, there are separate permits required if you plan to collect in a State Natural Area or Preserve, in a State Park, or on State Property. Stone Lab does NOT obtain these permits and it is up to the professor to procure these documents prior to the start of your course.

Stone Laboratory also has a general Institutional Animal Care and Use Committee protocol (IACUC protocol) for the Laboratory’s approved courses. The IACUC protocol ensures that Stone Lab and its faculty/staff/students meet federal regulations regarding only approved activities involving animal collection and observation and ensures that the University’s facilities are in compliance with regulatory requirements. This IACUC does NOT cover any other specific research activities associated with vertebrate animals outside the aforementioned activities (i.e., collection and observation). Therefore, any faculty wishing to conduct any type of research activity outside these two previously approved activities must have an OSU approved IACUC, and are encouraged to speak with Dr. Kristin Stanford (stanford.147@osu.edu) for questions or assistance with this requirement.
Community Rights & Responsibilities  
*by The Ohio State University Stone Laboratory*

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

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

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

### Rights

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

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

If you feel your rights have been infringed upon and you are comfortable in doing so, you have the right to verbally express your views to the person(s) involved.
Responsibilities
As an important member of this residential community you have the responsibility to:

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

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

Ohio State University has established policies and guidelines intended to help promote a safe, secure, and educational environment for all residents.

1. SAFETY
   1.1 Fire Prevention
   Fire prevention and safety is of paramount importance in residential living due to the inaccessible location of the facilities. Attempt to put out a small fire using a nearby fire extinguisher. If this attempt fails, immediately inform any staff member and evacuate the area.

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

   1.2 Personal Safety
   Behavior that endangers personal safety within the jurisdiction of Stone Laboratory is not permitted.
   a. Fish nets, parachutes, flags, tapestries, or other type of cloth or roped items must not be hung from room ceilings; they constitute a fire hazard.
   b. Candles or other open-flame devices may not be lighted in residential areas.
   c. Residents are not allowed in unauthorized areas. Such areas include, but are not limited to, food storage and preparation spaces, maintenance and housekeeping spaces, any other spaces restricted only to designated persons, or any place where the safety and welfare of the resident would be endangered.
1.3 Harassment and Hazing
Harassment and/or hazing of other residents or hall staff is prohibited. Actions defined as harassment or hazing include, but are not limited to, any activity that might reasonably bring embarrassment or emotional, psychological, or physical harm to the individual or that might degrade or otherwise compromise the dignity of the individual.

1.4 Firearms and Weapons
The safety and welfare of community members is important in residential living.
a. Possession and/or use of any type of firearms or other weapons are not permitted in any of the Stone Lab facilities and/or on Gibraltar Island. This includes, but is not limited to, bows and arrows, darts, knives, and martial arts implements.
b. The use and/or possession of fireworks or explosive devices of any type is not permitted on Gibraltar Island and is prohibited under the Ohio Revised Code.

2. SHARED RESPONSIBILITIES

2.1 Dining Hall
We are unable to accommodate individual special dietary needs. Ohio State University's Stone Laboratory has a strong commitment to providing a pleasant environment in the dining hall and to keeping food service costs as reasonable as possible. Only one meal plan, with single entrees and limited seconds, is available and is required for all residents living on Gibraltar Island.
   a. Planning, initiating, or participating in throwing of food, drinks, or eating utensils is prohibited.
   b. Utensils and dishes may not be taken out of the dining hall without permission.
   c. Removal of food items without permission will result in disciplinary action.
   d. Shoes and shirts must be worn in the dining hall.
   e. Wet clothing is not permitted in the dining hall.

2.2 Guest Guidelines
Residents are given the opportunity to have day and/or overnight guests in the Stone Laboratory facilities. The following guidelines will assure that guests, residents, and others are advised of their responsibilities:
   a. Registration of guests with the Housing Manager is required. Day guests must leave Gibraltar Island by 10:00 p.m.
   b. All hosts are responsible for the actions of their guests, including their adherence to the Student Handbook and Community Standards of Conduct.
   c. UNREGISTERED OVERNIGHT GUESTS ARE PROHIBITED IN YOUR ROOM. You must request permission for an overnight guest 48 hours in advance with the Stone Lab Housing Manager.
   d. Hosts are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of an emergency.
   e. Failure to comply with the guidelines for guests may result in revocation of the host’s guest privileges, a guest’s access to Ohio State University Stone Laboratory facilities, and/or disciplinary action.
2.3 Noise
Noise is a potential problem in group living settings. Because the primary focus of the university is academic, it is important for residents to discuss and understand the importance of quiet in all residential areas. Each living area will establish quiet times based on needs of residents. Excessive noise or other behavior that disturbs others within the jurisdiction of Ohio State University Stone Laboratory is not permitted.

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

2.5 Water Fights
Water fights or similar fights are not permitted in university buildings. They jeopardize the safety of residents and lead to excessive housekeeping and damages.

3. PROPERTY & EQUIPMENT
3.1 Appliances
Both safety and conservation of energy are important considerations in housing facilities.

a. Irons, electric blankets, sun-lamps, T.V.’s, stereos, or any other non-essential electrical appliances may not be used in resident rooms.

b. For health and safety reasons, you may not cook or use any type of cooking appliance in your room. Refrigerators, microwave ovens, hot pots, and popcorn poppers are not permitted for use in resident rooms. The dining hall provides three meals a day, except Sunday (brunch and dinner). This service is part of your Stone Laboratory contract.

3.2 Bicycles/Vehicles
A bicycle is a very efficient form of transportation on South Bass Island. All areas of the island can be reached on a bike within a matter of a few minutes. Bike lights are required to be used after dark on South Bass Island, if cycling between sunset and sunrise. Bicycles can be kept on South Bass Island in the Rogick House garage located behind Bayview office. A lock for your bike is recommended as the garage is not locked.

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

a. Furniture may be arranged in any reasonable manner. Furniture may not be arranged or stacked in any way which would endanger the safety of residents.

b. Furniture may not be transferred or exchanged between rooms or buildings without the authorization of the Lab Manager or Assistant Lab Manager.
COMMUNITY STANDARDS OF CONDUCT

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

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

b. Residents will be financially responsible for a lock change should they fail to return their key upon departure.

c. University room keys are issued to the assigned occupant of the room. Lending your key to a person other than a roommate is prohibited.

Lost Keys: When a room key is lost or stolen, security of the room for the occupants becomes a prime consideration. The person whose key is missing will be held responsible for the cost of a lock change. Residents are encouraged to protect personal possessions and those of roommates by maintaining the security of room keys. Residents should immediately report missing keys to the Stone Lab Housing Manager. Lost key fee is up to $125.

Lock Outs: Students accidentally locked out of their rooms may borrow a key for a specified length of time from the Stone Lab office.
4. RESPONSIBILITY FOR PROPERTY & DAMAGES

4.1 Liabilities
Residents are responsible for the security of their personal property and are encouraged to protect their valuables. The Ohio State University and Stone Laboratory assume no responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall properties.

4.2 Damages
Residents of each room, in cooperation with a staff member, will complete a Room Condition Report upon arrival. Every attempt is made to promptly repair or replace damaged items once they are reported to staff at the Stone Lab office. Maintenance request forms can be found in the dining hall near the restrooms.

a. Residents will be individually charged for damages they cause based upon repair or replacement costs necessary to restore the room, cottage, or hall facilities to approximate original condition. Charges will be billed only to the resident(s) who caused the damage or who permitted damage to occur, when this can be determined.

b. Residents of a room will be held mutually responsible for any damage that occurs after they have moved in and that is not indicated on the Room Condition Report. An individual resident will be held responsible if individual responsibility can be determined.

c. To observe damage being done to a building, its furnishings, or its equipment and not notify housing staff is viewed as complicity and may result in shared financial or disciplinary liability.

d. In public or semipublic areas of the buildings, damages are charged to individuals or groups when responsibility is established. Repetitive patterns of excessive damage or housekeeping concerns may also be billed to residents of an entire community when individual responsibility cannot be established.

e. Residents are accountable for any damages caused by equipment or appliances in their possession.

f. Nonpayment of charges levied against a resident by Stone Laboratory may result in disciplinary action which may include placing student records on hold.

g. Only University employees may adjust equipment or repair damages. Residents are responsible for reporting damages or necessary repairs to staff at the Stone Lab office.

h. Due to potential damage to paint or walls, adhesive tape, nails, and tacks are not to be used. Temporary tape or adhesive which will not leave residue on the wall is permitted.

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

a. Designated university officials include but are not limited to Stone Laboratory staff and other persons authorized to inspect for damages or cleanliness or provide other services, as necessary.

b. A designated university official may conduct a search of any part of the university facilities in accordance with law if there may be an illegal activity occurring which interferes with the normal operation of the university or there is a violation of health or safety regulations.
5. ALCOHOL AND DRUGS

5.1 Alcohol

The legal drinking age in Ohio is 21. The university and residence halls comply fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages.

a. Residents and their guests may not possess or consume alcohol in a manner inconsistent with either the policies of Ohio State University or Stone Laboratory, or in violation of the Ohio Revised Code. Those found in violation of these policies, or of the Code, must immediately dispose of the alcohol when requested to do so by Stone Laboratory staff or other university officials.

b. Residents 21 years of age may possess and consume legal beverages in private rooms or suites when such possession and consumption is consistent with the Ohio Revised Code and the university Code of Student Conduct.

c. To avoid unnecessary conflicts or misunderstanding regarding the presence of alcohol in rooms, containers that were originally used to hold alcoholic beverages are not permitted in student rooms. For example, cans, bottles, cartons, kegs and bongs may not be used as decorative items.

d. Individuals who bring alcoholic beverages into the residence halls must produce a driver's license or state identification card as proof of eligibility to consume or possess alcohol. A university identification card is not acceptable for this purpose.

e. Students are not permitted to be in possession of any false identification, or any identification card that does not belong to them.

f. Supplying alcohol to an underage person is prohibited.

g. Open containers of alcohol and the consumption of alcohol in public areas such as hall corridors, lounges, and study rooms are prohibited.

h. Alcohol is prohibited at undergraduate group events within residence hall facilities.

i. Residents may not bring in or store beer kegs and other containers that hold large amounts of alcohol in the residence halls or in their rooms/suites.

j. The misuse (underage drinking, drinking in unauthorized areas, etc.) and the abuse of alcohol (drinking to such an extent that one’s behavior and judgment are impaired or result in disruption of others) are prohibited, regardless of where the alcohol is consumed. The effects of alcohol misuse and abuse include excessive noise, interpersonal conflict, and vandalism. The individual who misuses or abuses alcohol not only negatively affects the community but also endangers the individual resident.
5.2 Tobacco
Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles.

a. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

b. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.

c. University leaders, managers, supervisors, and building coordinators are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the larger campus.

d. Student Life staff have a special responsibility to promote compliance among students.

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

a. The use, cultivation, manufacture, sale, and/or possession of drugs or controlled substances in violation of federal, state, and local laws are, therefore, not permitted in housing and dining facilities.

b. Residents are responsible for reporting use, cultivation, manufacture, sale, and/or possession of illegal substances in their room to the Director of Stone Laboratory.
The Director of Stone Laboratory is responsible for overall program development, content, and quality and assures that the University's mission at the Lab is achieved. The Director administers the academic program and is responsible for academic personnel, scientific equipment and supplies, the development and operation of the summer instructional program, and the educational/scientific portion of the science field trip program. Academic facilities include Stone Lab, the Research Building, Bayview Office, and the South Bass Island Lighthouse.

The Biological Sciences/Pharmacy Library is responsible for the maintenance of the library collection.

Barnes & Noble at Marion Campus also supports the Laboratory by making Stone Laboratory course textbooks and supplies available online for summer term.

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

Dr. Jeffrey M. Reutter, Director
Dr. Christopher J. Winslow, Assistant Director
Matt Thomas, Laboratory Manager
Kevin Hart, Assistant Lab Manager
Kelly Dress, Business Office Manager
Robin Glauser, Operations Associate, Dining and Housekeeping
Dr. Kristin M. Stanford, Education & Outreach Coordinator

Arleen Pineda, Program Coordinator
Dr. Justin D. Chaffin, Research Coordinator
Bruce Leach, Biological Sciences/Pharmacy Librarian
Art Wolf, Operations Associate, Boats, and Facilities
Russ Broh, Boat Operator
Renee Brasher, Operations Associate, Maintenance
Jon Scarpelli, Operations Associate, Maintenance
Craig Genheimer, Boat Captain

Dr. Darren L. Bade, Aquatic Ecosystems – Ecology of Inland Waters ..........................................................EEOB 5420
Dr. Richard A. Bradley, Spider Biology ........................................................................................................EEOB 5210
Mr. Eugene C. Braig, Fish-Sampling Techniques Workshop ...............................................................Non-Credit Workshop
Dr. Jeremy T. Bruskotter, Outdoor Photography Workshop ...............................................................Non-Credit Workshop
Dr. Justin D. Chaffin, Introduction to Biological Studies – Aquatic Biology ........................................EEOB 1930
Mr. Jim Doty, Outdoor Photography Workshop ...............................................................Non-Credit Workshop
Dr. William J. Edwards, Field Course: Environmental Science on the Flagship "Brig Niagara" .............EEOB 3189
Dr. Rosanne W. Fortner, Great Lakes Education .........................................................................................ENR 5611
Mr. Tory A. Gabriel, Lake Erie Sport Fishing .........................................................................................EDUPAES 1140.05
Lake Erie Sport Fishing Workshop .........................................................................................Non-Credit Workshop
Mr. John R. Hageman, Larval Fish Identification ........................................................................................EEOB 5970
Dr. Michael A. Hoggarth, Field Zoology ..................................................................................................EEOB 5940
Dr. David J. Horn, Introductory Insect Field Biology ................................................................................ENTMLGY 1260
Dr. Douglas D. Kane, Ecology ....................................................................................................................EEOB 3410
Field Ecology ...........................................................................................................................................EEOB 4950
Dr. Laura J. Kears, Ecology and Conservation of Birds ................................................................................ENR 2360
Dr. Lawrence A. Krissek, Field-Based Introduction to Oceanography .....................................................EARTHSC 1107
Geologic Setting of Lake Erie ................................................................................................................EARTHSC 5189.05
Principles of Oceanography for Educators ............................................................................................EARTHSC 5584
Mr. Richard C. Lorenz, Dealing with Cyanobacteria, etc. ........................................................................Non-Credit Workshop
Dr. Rex L. Lowe, Algae Identification Workshop ....................................................................................EEOB 5950
Dr. James S. Marshall, Evolution .............................................................................................................EEOB 3310
Ms. Linda A. Merchant-Masonbrink, Dealing with Cyanobacteria, etc. ....................................................Non-Credit Workshop
Dr. Richard H. Moore, Group Studies: Climate and Sustainability .......................................................ENR 5194
Dr. Lauren M. Pintor, Introduction to Biological Studies – Aquatic Biology ........................................EEOB 1930
Ms. Heather Raymond, Dealing with Cyanobacteria, etc. ........................................................................Non-Credit Workshop
Mr. Benjamin A. Rich, Fish-Sampling Techniques Workshop ...................................................................Non-Credit Workshop
Dr. Thomas P. Simon, Ichthyology .............................................................................................................EEOB 5930
Mr. Frederic L. Snyder, Lake Erie Sport Fishing .........................................................................................EDUPAES 1140.05
Lake Erie Sport Fishing Workshop .........................................................................................Non-Credit Workshop
Dr. Richard P. Stumpf, Dealing With Cyanobacteria ................................................................................Non-Credit Workshop
Mr. Matt A. Thomas, Field Course: Environmental Science on the Flagship "Brig Niagara" .................EEOB 3189
Dr. Harold W. Walker, Dealing with Cyanobacteria, etc. ........................................................................Non-Credit Workshop
Mr. Eric Weimer, Fish-Sampling Techniques Workshop ........................................................................Non-Credit Workshop
Dr. Christopher J. Winslow, Introduction to Biological Studies – Aquatic Biology ................................EEOB 1930
Mr. Douglas E. Wynn, Field Herpetology .................................................................................................EEOB 5910
EMERGENCY NUMBERS AND PROCEDURES

When calling from a University phone, you must first dial “9” for an outside line, or dial the last 5 digits for University numbers.

You do not need to enter area code 419 for local Put-in-Bay “285” numbers, just 9-285-xxxx.

Emergency Procedures

In an emergency:
- Dial 911.
- Tell the 911 operator your EXACT location on Gibraltar Island (Harborview Dorm, Dining Hall, Laboratory Building, etc.)
- Then contact Laboratory staff.

911 Panic Button
There is a “911 Panic Button” near the life jacket rack on the South Bass Island Research Building which alerts the Ottawa County Sheriff’s Office.

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

Between 7:30a.m.-4:00p.m. contact:
Stone Laboratory office (room 204) on Gibraltar ........................................... 419.285.1858
Matt Thomas, Laboratory Manager ............................................................... 419-341-2568

During posted evening hours contact:
On-duty staff in the Library, (Stone Laboratory, room 306) ......................... 419.285.1868

During other hours and Sunday contact:
Stone Cottage—Matt Thomas, Laboratory Manager ................................. 419-341-2568
Gibraltar House Common Area ................................................................. 419.285.1880

If paramedics recommend a visit to a hospital on the mainland:
Transportation to the ferry dock or to the mainland can be arranged. You will be responsible for any ferry, plane, or water taxi charges required and for any overnight lodging on the mainland.
### Stone Laboratory, Ohio State's Island Campus

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone Lab Main Office (South Bass Island)</td>
<td>419.285.1800</td>
</tr>
<tr>
<td>Stone Lab Gibraltar Office</td>
<td>419.285.1858</td>
</tr>
<tr>
<td>Barney Cottage</td>
<td>419.285.1883</td>
</tr>
<tr>
<td>Dining Hall Office</td>
<td>419.285.1805</td>
</tr>
<tr>
<td>Dining Hall Porch</td>
<td>419.285.1843</td>
</tr>
<tr>
<td>Harborview Dorm</td>
<td>419.285.1828</td>
</tr>
<tr>
<td>Maintenance Office</td>
<td>419.285.1801</td>
</tr>
<tr>
<td>Stone Cottage</td>
<td>419.285.1881</td>
</tr>
<tr>
<td>Lighthouse</td>
<td>419.285.1850</td>
</tr>
<tr>
<td>Gibraltar House</td>
<td>419.285.1880</td>
</tr>
</tbody>
</table>

### Non-Emergency Public Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>9.285.7805</td>
</tr>
<tr>
<td>Police Department</td>
<td>9.285.3962</td>
</tr>
<tr>
<td>Paramedic</td>
<td>9.285.2401</td>
</tr>
</tbody>
</table>

### Emergency Numbers

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

In the rare event that no University official is available, a call can be made to the Gibraltar House Common Area .................................................. 419.285.1880

### Transportation

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet Express Ferry</td>
<td>91.800.245.1JET</td>
</tr>
<tr>
<td>Miller Boat Line Ferry</td>
<td>91.800.500.2421</td>
</tr>
<tr>
<td>Taxi Service on South Bass Island</td>
<td>9.285.3585</td>
</tr>
<tr>
<td></td>
<td>9.285.6161</td>
</tr>
<tr>
<td>Water Taxi (Channel 10 on Marine Radio)</td>
<td>9.285.3695</td>
</tr>
</tbody>
</table>