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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 Laboratory’s establishment in 1895, scientists and students have been conducting significant research on the ecology and physical characteristics of Lake Erie and the Great Lakes region.

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

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

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 friends 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

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

Classroom Materials
Reference books are available at the Stone Laboratory Library; however, you are welcome to bring additional references or field guides. Materials for the courses, such as insect boxes, slides, coverslips, books, notebooks, field lenses, and stationary must be brought with you. They may be purchased via the OSU Marion Campus Bookstore, or you may bring your own from home. Textbook information for summer quarter courses is provided on the course page of the Stone Lab web site. Some basic class supplies may be purchased at the Laboratory Bookstore with personal checks for the amount of purchase only. You will need two pieces of identification, one of which may be a photo student ID card. VISA, MasterCard, American Express, and Discover credit cards are accepted. Other field equipment such as collecting bags and nets are available for student use without charge. You may want to bring your camera, field lenses, dissecting kit, and field boots.

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

What Faculty Should Bring

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

Faculty staying in the Peach Point or Sycamore cottages:
Sheets, single and double; pillow case; blanket and/or comforter; personal toiletries (soap, shampoo, etc.); bath towels; kitchen towels and paper towels; dish soap; floor fan (optional); radio; flashlight; alarm clock.
Traveling to Stone Laboratory

Getting to Stone Laboratory is a four-step process: take a ferry to South Bass Island, drive or take North Coast Taxi to OSU’s Bayview Office, check-in and then be transported to Gibraltar Island.

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

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

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

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

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

## Arrival and Departure Schedule by Term/Course

<table>
<thead>
<tr>
<th>Course/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>First Term</strong></td>
<td>Sun, June 20</td>
<td>1:00-3:00 p.m.</td>
<td>Wed, July 21</td>
<td>by 4:45 p.m.</td>
</tr>
<tr>
<td>EEOB 400, EEOB 503.03, EEOB 621, and EEOB 651</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Second Term</strong></td>
<td>Thu, July 22</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 21</td>
<td>by 4:45 p.m.</td>
</tr>
<tr>
<td>EEOB 440, EEOB 652, EEOB 653, and ENTOMOL 612</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

## Week Courses

<table>
<thead>
<tr>
<th>Course/Week</th>
<th>Course/Week</th>
<th>Arrival Date</th>
<th>Registration Time</th>
<th>Departure Date</th>
<th>Check-out Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU PAES 140.05</td>
<td>2</td>
<td>Sun, Jun 13</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 19</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 622</td>
<td>2</td>
<td>Sun, Jun 13</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 19</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 230</td>
<td>2</td>
<td>Sun, Jun 13</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 19</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 614</td>
<td>2</td>
<td>Sun, Jun 13</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 19</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>ENTOMOL 126</td>
<td>3</td>
<td>Sun, Jun 20</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jun 26</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EARTHSCI 584</td>
<td>4</td>
<td>Sun, Jun 27</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jul 3</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EARTHSCI 107</td>
<td>5</td>
<td>Sun, Jul 4</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jul 10</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 785 (at OWC)</td>
<td>5</td>
<td>Mon, Jul 5</td>
<td>11:00-12:00 p.m.</td>
<td>Sat, Jul 10</td>
<td>by 1:00 p.m.</td>
</tr>
<tr>
<td>EEOB 125</td>
<td>6</td>
<td>Sun, Jul 11</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jul 17</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EARTHSCI 583.03</td>
<td>7</td>
<td>Sat, Jul 17</td>
<td>special</td>
<td>Fri, Jul 23</td>
<td>special</td>
</tr>
<tr>
<td>EEOB 125</td>
<td>8</td>
<td>Sun, Jul 25</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jul 31</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 513</td>
<td>8</td>
<td>Sun, Jul 25</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Jul 31</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>EEOB 125</td>
<td>10</td>
<td>Sun, Aug 8</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 14</td>
<td>by 12:45 p.m.</td>
</tr>
<tr>
<td>ENR 690</td>
<td>11</td>
<td>Sun, Aug 15</td>
<td>1:00-3:00 p.m.</td>
<td>Sat, Aug 21</td>
<td>by 12:45 p.m.</td>
</tr>
</tbody>
</table>

## Workshops

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plankton Identification</td>
<td>Thu, Jun 10</td>
<td>9:00-10:00 a.m.</td>
<td>Fri, Jun 11</td>
<td>by 4:00 p.m.</td>
</tr>
<tr>
<td>Ichthyoplankton Identification</td>
<td>Sun, Jun 27</td>
<td>8:30-9:00 a.m.</td>
<td>Sun, Jun 27</td>
<td>by 5:00 p.m.</td>
</tr>
<tr>
<td>Algae Identification</td>
<td>Mon, Aug 2</td>
<td>9:00-10:00 a.m.</td>
<td>Tue, Aug 3</td>
<td>by 4:00 p.m.</td>
</tr>
<tr>
<td>Algae Identification</td>
<td>Wed, Aug 4</td>
<td>9:00-10:00 a.m.</td>
<td>Thu, Aug 5</td>
<td>by 4:00 p.m.</td>
</tr>
<tr>
<td>Lake Erie Sport Fishing</td>
<td>Fri, Jun 11</td>
<td>1:00-3:00 p.m.</td>
<td>Sun, Jun 13</td>
<td>by 3:00 p.m.</td>
</tr>
<tr>
<td>Dealing With Algal Toxins</td>
<td>Mon, Aug 9</td>
<td>9:00-10:00 a.m.</td>
<td>Tue, Aug 10</td>
<td>by 4:00 p.m.</td>
</tr>
<tr>
<td>Fish-Sampling Techniques</td>
<td>Sat, Oct 2</td>
<td>10:00 am</td>
<td>Sun, Oct 3</td>
<td>by 4:00 p.m.</td>
</tr>
</tbody>
</table>
Arrival and Departure

Arrival—Registration Information

Student Registration
In order to register on time, the latest ferry you should take is the 2:00 p.m. Miller Ferry 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. You must complete registration at the Bayview Office before you will be transported to Gibraltar Island. Your First Day Schedule is listed below, including book store hours, orientation, and your first class session.

Faculty Registration
Please stop at the office to check-in, register vehicles, and receive your keys before being transported to Gibraltar Island or moving into South Bass cottages. Students will be checking in from 1:00-3:00 p.m. every Sunday and on Thursday, July 22. Please plan your arrival and departure according to the dates and times indicated on your Faculty Housing Contract. Your First Day Schedule is listed below, including bookstore hours, orientation, and your first class session.

First Day Schedule for Students, Faculty & Staff

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

Gibraltar Island
1:00 - 4:00 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.)
4:00 - 5:00 p.m. **Bookstore open** for basic school supplies (3rd floor of Stone Laboratory building)
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 TERM courses**—1st class session
7:00 - 7:30 p.m. **Tuesday, Thursday, and Saturday TERM courses**—1st class session
7:00 - 8:00 p.m. **Bookstore open** (3rd floor of Stone Laboratory 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 at any time for transportation to South Bass Island if Stone Lab boats are unavailable when you wish to leave. You can then arrange for a taxi to transport you to the ferry docks. Both taxi numbers can be found on the inside back cover of this handbook.

**Students enrolled in term courses** must depart Gibraltar by 5:00 p.m. on the last day of the term. **Students enrolled in one-week courses** must depart Gibraltar by 1:00 p.m. on Saturday. You have the option to receive a scheduled lunch in the dining hall before departure.
Room and Meals

Student Housing & Meal Rates

<table>
<thead>
<tr>
<th></th>
<th>Room and meals (no linens)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter (Term One + Term Two)</td>
<td>.................................................. $2,700.00</td>
</tr>
<tr>
<td>Term One</td>
<td>.................................................. $1,350.00</td>
</tr>
<tr>
<td>Term Two</td>
<td>.................................................. $1,350.00</td>
</tr>
<tr>
<td>One Week</td>
<td>.................................................. $375.00</td>
</tr>
</tbody>
</table>

Dining Hall

The Dining Hall is located on Gibraltar Island for the convenience of students, faculty, staff, and others having official business with the University while at Stone Laboratory. 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.
- Plastic travel cups or water bottles are a good idea for taking drinks out of the Dining Hall as removal of dishes and utensils from the Dining Hall is prohibited.
- Food waste is costly so we always want to prepare the proper amount of food for each meal. Help us contain costs at Stone Laboratory by signing the **Meal Absence List** posted in the Dining Hall in advance of the time you are planning to miss a meal.

### Monday through Saturday Dining Times

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

**Coffee break:** 10:00-10:30 a.m. on Dining Hall Porch

**Lunch:** 12:00-12:45 p.m.
- Options may include soup, sandwich, side dish, salad bar, breads, and dessert.

**Dinner:** 5:00-5:45 p.m.
- Options may include fish, meat or pasta, hot vegetables, side dish, salad bar, breads, and dessert.

### Sunday Dining Times

**Brunch:** 10:00-11:00 a.m.
- Continental breakfast and warm foods.

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

Faculty Meals

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

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

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

Faculty Housing Facilities
Your housing and meals are provided by Stone Laboratory. Some services vary according to your accommodations as outlined below.

Sycamore Cottage
This cottage is located on South Bass Island on Bayview Avenue adjacent to Terwilliger’s Pond. 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 Ohio Department of Natural Resources Fish Hatchery. 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. Television  
2. Refrigerator/freezer  
3. Microwave  
4. Miscellaneous pots and pans, silverware and cooking utensils, dishware, and glassware  
5. Coffee maker  
6. Plastic trash bags  
7. Toilet paper

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

Housekeeping
Stone Lab staff cleans all public areas and restrooms. Term students’ bathrooms are cleaned each week to keep mold and mildew at bay. 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. A modern laundromat is also located at Put-in-Bay, next to the Islander Inn. Soft drink machines are available in the laundry room and Dining Hall porch. Change for vending will be available in the Dining Hall Sunday through Friday at meal times.

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.
Guests

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

1. You must register your day guest in advance with the Stone Laboratory office. This includes all visitors, even those spending only a short time at the facility. Students are not permitted to have guests in the residence halls after 10:00 p.m. unless they have registered and paid to stay overnight with the lab office (5-1800).

2. You must request permission for an overnight guest 48 hours in advance with the Stone Laboratory office. Overnight guest accommodations on Gibraltar are limited, but may be available with a prior request.

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 Bayview Office (5-1800).
Library

General Information
The Library is located on the 3rd floor (Room 306) of the Stone Laboratory building on Gibraltar Island. Library hours are posted at the beginning of each term on the door and bulletin board on the second floor of the Stone Lab Building. The collection includes a handful of paper subscriptions, access to over 11,000 electronic journals and 2,500 books. A collection of theses/dissertations, technical reports, and journal reprints related to research at the Lab is also available in Bayview House on South Bass Island.

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

The OSU Libraries Online Catalog will show you which books and journals are available at all Ohio State University Libraries, including the Library at Stone Lab. The catalog also provides links to our full text electronic journals. The Stone Lab library web page (tinyurl.com/stolibrary) includes links to the catalog and many other useful electronic resources.

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

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

Requesting Materials from Other Libraries
If you need a book or article that is not available in the library at Stone Lab, we may be able to supply a copy from Columbus. Before making a request, be sure to check the catalog first. To place your request, send an e-mail message to the library staff in Columbus at libsto@osu.edu. 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.
Stone Laboratory Resources

Bookstore
Textbooks and supplies will no longer be available for purchase at the Stone Lab Bookstore. They must be purchased prior to the course from the Barnes and Noble Bookstore at the OSU Marion Campus. To order online, go to osumarion.osu.edu and select “Bookstore” from the “Our Quick Links” dropdown box. Under “Buy Your Textbooks Online Today,” select “Stone Lab Summer 2010.”

Computer Lab
A computer lab is located in Room 304 on the third floor of the Laboratory Building on Gibraltar Island. It includes 15 Windows®-based computers with Internet access for use by students and faculty. Two printers (laserjet & 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 Laboratory Manager for equipment and team information. You may also want to bring frisbees or fishing gear. Bicycles are available and a University garage is accessible to house bikes on South Bass Island. If you bring your own bicycle, be sure to bring a bike lock.

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

Stone Laboratory Classroom Building, Gibraltar Island

Stone Laboratory, The Ohio State University’s Island Campus on Lake Erie
Put-in-Bay Amenities

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

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.

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

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

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

Post Office
A full-service U.S. Post Office (419.285.4641) is located on Langram Road. 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. 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/Boat Taxi**
Taxi companies are available for transportation around South Bass Island by calling Put-in-Bay Taxi (419.285.6161), North Coast Cab (419.285.3585), or South Bass Cab (419.285.5050). Boardwalk Harbor Water Taxi (419.285.3695) will pick up and drop off between Gibraltar and downtown Put-in-Bay. You can contact them by using the marine radio, Channel 10, located above the life jacket rack in the lab building. All guests must be pre-registered at the Stone Lab office.

Transportation information and the ferry schedule for class field trips is posted on the first floor bulletin board in the Stone Laboratory 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 in advance with the Laboratory Managers. Only the captains of the *M/V Bio-Lab* and *Gibraltar III* can operate these boats.

**Ohio State University Ferry Schedule**
Ohio State University boats provide ferry service between the South Bass Island Research Dock and Gibraltar Island. A schedule of days and times will be distributed at orientation on the first day of class.

**Guest Lecture Transportation**
All lectures begin at 7:45 p.m. and conclude at approximately 9:00 p.m. Each lecture is preceded by a short lecture on current research at 7:00 p.m., and both lectures are broadcast live into 333C Kottman Hall on the OSU main campus. 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. before each lecture. A short tour of Gibraltar Island will be provided before the lecture. We can also transmit the lectures to remote locations. Contact the Stone Laboratory Office for information and a listing of the research presentations (614-285-1800). The lecture schedule is also posted at [stonelab.osu.edu](http://stonelab.osu.edu).

**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 and the most efficient use of the limited number of boats, the rules (see page 14) should be observed at all times.
Boating Rules *(Rowboats and Motorboats)*

**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 Stone Laboratory and outside the Research Building.
2. Boats are to be docked ONLY at Ohio State University docks, located on Gibraltar and near the Research Building on South Bass - not on mooring buoys, or elsewhere.
3. Tie boats securely to dock using a half-hitch knot. If you don’t know how, ask a staff member 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 often slippery when wet and are wet most of the time. Use caution when entering or exiting all boats.

**Rowboats***

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

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

Internet Access
Every room and classroom on Gibraltar, as well as each residence on South Bass, has separate data and phone jacks to accommodate Internet access for laptop computers. Your computer needs to be Ethernet capable.
Stone Laboratory is an Ohio State University wireless hotspot. A secured wireless signal is available in all Stone Lab buildings on Gibraltar and South Bass islands. Users will need to create a unique username and password to gain access to our network. Visit wireless.osu.edu or contact the Laboratory Manager for assistance.

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

Mailboxes are provided for all faculty and students living at Gibraltar on the first floor of the Laboratory Building. Faculty living at South Bass will have mailboxes in the Bayview Office (878 Bayview Avenue). Outgoing U.S. mail is delivered to the post office at 12:00 p.m. (Monday-Saturday) and incoming mail is placed in mailboxes after 1:00 p.m. Outgoing campus mail is delivered to the Ohio State University main campus in Columbus by visiting staff each week. Incoming campus mail is placed in mailboxes. Please remind anyone sending you mail to clearly print your name on the outside envelope.

Telephone Access
Outgoing calls can be made from all telephones, but all personal calls must be charged to a credit card or have the charges reversed. Faculty are given a long distance access code number for business-related calls upon check-in. Faculty living on Gibraltar Island are provided with a key to the Laboratory office (Stone Laboratory building) and faculty living on South Bass Island are provided with a key to the main office (Bayview) in order to provide emergency access to the telephone during non-business hours. A voicemail system is on during non-business hours.
A fax machine is available (419.285.1878) during business hours. The machine is located in the main office, and the Office Associate will assist you in transmittal of faxes.
Gibraltar Island is in Ottawa County, Ohio. Its global address is N 41° 40' W 82° 49'.

Stone Laboratory, The Ohio State University's Island Campus on Lake Erie
Gibraltar Island and Peach Point (Reference Map)
Safety and First Aid

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

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

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

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

Emergency Eye Wash/Chemical Shower
An emergency eye wash/emergency shower station is available on the first floor of the Stone Laboratory classroom building.

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

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

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

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

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

Office Hours
Main Office (Bayview)  
South Bass Island  
Monday through Saturday  
8:00 a.m. - 5:00 p.m.

Laboratory Office (Stone Laboratory)  
Gibraltar Island  
Monday through Saturday  
7:30 a.m. - 12:00 p.m.  
1:00 p.m. - 4:30 p.m.  
or other hours by arrangement

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

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

Campfires
Small campfires are only permitted along the beach. 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.

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

High Cliffs
As some of Gibraltar’s high cliffs are over 30 feet higher than the current lake level, caution is advised when walking near the edge of the island.
General Policies

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 with the exception of companion animals that assist people with disabilities.

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

Radios
Radios are NOT to be used in classrooms or laboratories.

Smoking
Smoking is prohibited in all University buildings and vehicles. Gibraltar Island has three designated smoking areas that comply with The Ohio State University’s Nonsmoking Policy, which states that a smoker must be 25 feet away from any window, door, or air intake.

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. Due to a rocky, shallow bottom, 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, sightseeing visitors land on Gibraltar Island and often wander onto the grounds. Usually they just want to look around, but it is a good idea to store any valuables out of sight. Uninvited visitors should be treated in a friendly manner, but please direct them to the Laboratory Manager’s office during office hours if they wish a tour of the island.

Water
Do not drink from the lake water taps (marked in red) in the Laboratory’s first floor. Water in the dorms, dining hall, lavatories, and drinking fountains is treated water from the Village of Put-in-Bay Utilities Department.
Faculty Specific Information

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

Audio-Visual Equipment
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 Laboratory Bookstore or prior to arrival via the online OSU Marion Campus order and payment form. Recycled jars are available for student collections, but the museum-grade collection jars are for lab use only and remain property of the lab. If you want to provide these items for your students, obtain a 100W form from the Office Associate or ask that these items be purchased for you. You will need the approval of the Director.
Field Trips
At the beginning of each term, field trip transportation request forms are posted on the first floor bulletin board in Stone Laboratory. You must sign up at least 48 hours in advance for boats and vans, 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. If the number changes after the trip has been logged, please notify the Laboratory Manager (trip information) and dining hall staff (sack lunches).

Please sign up for Put-in-Bay field trips, even if you are using the regular Ohio State University ferry schedule or rowboat 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.

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 Managers. Routine collecting is no longer allowed in Canada without proper permits.

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

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

Grading and Evaluation
Grading is left to your discretion. A grade book is provided at check-in by the Office Associate. You are responsible for posting grades on the university electronic system. Please return the completed grade book to the Office Associate before you leave the island or mail to the Columbus office.

Evaluation forms of facilities and services are also 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 grade book. The “Student Evaluation of Instruction” (SEI) is online for the credit courses and is managed by the OSU Registrar. These need to be completed by the last day of class. For non-credit courses, a hard copy will be available for distribution to students.

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 Laboratory Manager for information. Arrangements should be made in advance, since space is limited.
Faculty-Specific Information

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

Mainland Field Trips
Each course is limited to two mainland field trips. Please log your requests on the Field Trip Transportation Request forms. You will need to obtain ferry passes, vehicle keys, gas credit cards, and a vehicle location map from the Laboratory Manager either the day before or morning of your field trip. Transportation to and from the ferry dock is provided by the Laboratory staff. All mainland field trips must return no later than the 4:00 p.m. ferry. (Arrangements can be made to depart Gibraltar at 7:30 a.m. in order to make the 8 a.m. Miller Ferry to Catawba.)

Office and Classroom Space
As a faculty member, you are provided with office space and a classroom designed to suit the specific needs of your course. Assignments for summer quarter 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
It is your responsibility to obtain the appropriate permits for field collections. The Director and/or Laboratory Managers may be able to assist and/or advise in this area.
One aspect of the challenging and memorable experiences one has at Ohio State University’s Stone Laboratory involves living and interacting with others. The wide range of backgrounds, values, and lifestyles of students, researchers, faculty, and staff, living and learning together greatly contributes to the educational experience.

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

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

Rights
As a valued member of this residential community you have the right to:
1. Read and study free from undue interference, unreasonable noise, and other distractions, which inhibit the exercise of this right.
2. Sleep without undue disturbance from noise and other distractions.
3. Expect that others will respect your personal belongings.
4. A clean environment in which to live.
5. Free access to your room and to other facilities during scheduled open times.
6. Personal privacy within the limits of the residential setting.
7. Host guests with the expectation that you will explain to them the accepted behavior standards and that guests will respect the rights of your roommates and fellow residents.
8. Discuss grievances with the Director of Stone 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.

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

Understanding your responsibilities to the community is as important as understanding your own rights. 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, ring the fire bell located between Cooke Castle and Harborview House, and evacuate the area. Due to the serious nature of fire, there are requirements pertaining to fire hazards and maintaining fire safety.

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

b. Unauthorized use of, tampering with, or damaging emergency or safety equipment is punishable under Ohio Revised Code. If convicted, it is a third degree misdemeanor and carries a maximum $500 fine and/or 60 days in jail.

1.2 Personal Safety
Behavior that endangers personal safety within the jurisdiction of 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 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
Ohio State University 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 of all residents living on Gibraltar Island.
2.1 Dining Hall (cont'd.)
We are unable to accommodate individual special dietary needs.

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

2.2 Pets
Although pets or the care of injured wildlife bring pleasure, they may also create odors, aggravate allergies, and cause noise. With the exception of fish and companion animals that assist people with disabilities, animals are not permitted at any time in the dorm rooms.

2.3 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 at the Bayview office is required by calling 5-1800. 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 Laboratory office.
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.

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

Excessive noise or other behavior that disturbs others within the jurisdiction of Ohio State University Stone Laboratory is not permitted.

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

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

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

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

b. Furniture may not be transferred or exchanged between rooms or buildings without the authorization of the Director of Stone Lab.

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 University Housing office. 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 Laboratory office.
3.5 Lighting
All buildings have outside lighting devices. Tampering with these lights can be extremely dangerous for residents and is prohibited.

4. RESPONSIBILITY FOR PROPERTY & DAMAGES

4.1 Liabilities
Residents are responsible for the security of their personal property and are encouraged to protect their valuable possessions. The 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 Laboratory office.

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

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

An individual resident will be held responsible if individual responsibility can be determined.

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

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

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 Laboratory 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 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.
Stone Laboratory Operations

Stone Laboratory operates under the leadership of the Laboratory Director with support from the University Bookstores and the Biological Sciences/Pharmacy Library. Each group plays a distinct role and has specific responsibilities within the Laboratory structure.

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

The 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 during summer quarter.

As a part of The Ohio State University, Stone Laboratory is subject to the same rules and regulations as Columbus campus facilities. Additional policies to fit the special conditions of the Laboratory are designed for the convenience and safety of all in attendance.
Summer 2010 Staff and Faculty

Dr. Jeffrey M. Reutter, Director
Eugene Braig, Asst. Director
John Hageman, Co-Laboratory Manager
Matt Thomas, Co-Laboratory Manager
Kelly Dress, Laboratory Office Associate
Arleen Pineda, Program Coordinator
Bruce Leach, Biological Sciences/Pharmacy Librarian
Art Wolf, Operations Associate, Boats and Facilities
Mark Wilhelm, Operations Associate, Landscaping and Grounds
Russ Brohl, Boat Operator
Al Duff, Boat Operator

Dr. Amy Braccia, Aquatic Entomology ................................................................. ENTOMOL 612
Mr. Eugene C. Braig, Fish-Sampling Techniques Workshop ................................ Non-Credit Workshop
Dr. Rosanne W. Fortner, Marine and Aquatic Education ........................................ ENR 614
Dr. Lawrence A. Krissek, Geologic Setting of Lake Erie ...................................... EARTHSCI 107
Dr. Michael A. Hoggarth, Field Zoology ............................................................ EEOB 653
Dr. Joseph R. Holomuzki, Stream Ecology for Teachers (at Old Woman Creek) .... EEOB 785
Dr. David J. Jude, Fish Ecology ........................................................................... EEOB 513
Mr. Ben Rich, Fish-Sampling Techniques Workshop ........................................... Non-Credit Workshop
Mr. Tory A. Gabriel, Lake Erie Sport Fishing Workshop ...................................... Non-Credit Workshop
Mr. Frederic L. Snyder, Lake Erie Sport Fishing .................................................. EDU PAES 140.05
Dr. Rex L. Lowe, Algae Identification Workshop .................................................. EEOB 692
Dr. James S. Marshall, Evolution ........................................................................ EEOB 400
Mr. Frederic L. Snyder, Lake Erie Sport Fishing .................................................. EDU PAES 140.05
Dr. Jeffrey M. Reutter, Current Topics in Environment and Engineering ............. ENR 799
Mr. Ben Rich, Fish-Sampling Techniques Workshop ........................................... Non-Credit Workshop
Dr. Amanda D. Rodewald, Ecology and Conservation of Birds ......................... ENR 230
Dr. Paul G. Rodewald, Ecology and Conservation of Birds ................................. ENR 230
Dr. Thomas P. Simon, Ichthyology ...................................................................... EEOB 621
Mr. Frederic L. Snyder, Lake Erie Sport Fishing .................................................. EDU PAES 140.05
Mr. Art Wolf, Operations Associate, Landscaping and Grounds ......................... EEOB 125
Ms. Kristin M. Stanford, Field Herpetology ........................................................ EEOB 622
Dr. R. Chris Stanton, Introductory Insect Biology ................................................. ENTOMOL 126
Mr. Eric Weimer, Fish-Sampling Techniques Workshop ...................................... Non-Credit Workshop
Dr. Christopher J. Winslow, Introductory Aquatic Biology ................................... EEOB 125
Dr. D. Andrew Zuwerink, Introductory Ethology .................................................. EEOB 440
To Be Determined, Dealing With Algal Toxins ................................................... Non-Credit Workshop
Limnology ........................................................................................................ EEOB 652

Stone Laboratory, The Ohio State University’s Island Campus on Lake Erie
Emergency Numbers & Procedures

When calling from a University phone, you must first dial “9” for an outside line, or dial the last 5 digits for University numbers.
You do not need to enter area code 419 for local Put-in-Bay “285” numbers.

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 the Summer Resident Advisors.

911 Panic Button
There is a “911 Panic Button” near the life jacket rack on the South Bass Island Research Lab 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
  John Hageman and Matt Thomas, Manager

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

During other hours and Sunday contact:
- Stone Cottage—Matt Thomas, Laboratory Co-Manager .............................. 419.285.1837
- Stone Cottage—John Hageman, Laboratory Co-Manager .......................... 419.285.1829
  Stone Cottage-Faculty Common Area .................................................. 419.285.1881

If no University official is available, you may call them at home.
- John Hageman, Laboratory Manager ....................................................... 419.285.2029
- Kelly Dress, Laboratory Office Associate .................................................. 419.285.2327

If paramedics recommend a visit to a hospital on the mainland:
Transportation to the ferry dock or to mainland can be arranged. You will be responsible for any ferry, plane, or water taxi charges required and for any overnight lodging on the mainland.
Phone Numbers

Stone Laboratory, The Ohio State University Island Campus
When calling from a University Phone, dial only the last 5 digits for these listings (in bold).

Stone Laboratory Main Office (South Bass Island) ................................................................. 419.285.1800
Stone Laboratory Gibraltar Office .......................................................................................... 419.285.1858
Barney Cottage .................................................................................................................... 419.285.1883
Dining Hall Office .................................................................................................................. 419.285.1805
Dining Hall Porch .................................................................................................................. 419.285.1843
Harborview Dorm ................................................................................................................... 419.285.1828
Library .................................................................................................................................... 419.285.1868
Maintenance Office ............................................................................................................... 419.285.1801
Stone Cottage ......................................................................................................................... 419.285.1881
Lighthouse ............................................................................................................................... 419.285.1850
Gibraltar House ...................................................................................................................... 419.285.1880

Non-Emergency Public Services
Fire Department ......................................................................................................................... 9.285.7805
Police Department .................................................................................................................... 9.285.3962
Paramedic .................................................................................................................................. 9.285.2401

Emergency Numbers
The 911 emergency number is in service for the Put-in-Bay area.
In the rare event that no University official is available, a call can be made to the following staff members’ homes:
John Hageman, Laboratory Manager ..................................................................................... 9.285.2029
Kelly Dress, Laboratory Office Associate .............................................................................. 9.285.2327

Transportation
Jet Express Ferry ..................................................................................................................... 9.1.800.245.1JET
Miller Boat Line Ferry .............................................................................................................. 9.1.800.500.2421
Taxi Service on South Bass Island ......................................................................................... 9.285.3585
Water Taxi (Channel 10 on Marine Radio) .............................................................................. 9.285.3695

Personal

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_________________________________________________________________________________
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Stone Laboratory
The Ohio State University’s Island Campus

F. T. Stone Laboratory
The Ohio State University
1314 Kinnear Road
Columbus, OH 43212-1156
614.292.8949
Fax 614.292.4364

Field Station Address
F. T. Stone Laboratory
The Ohio State University
P.O. Box 119
Put-in-Bay, OH 43456
419.285.1800
Fax 419.285.1878

ohioseagrant.osu.edu
or
stonelab.osu.edu