

IOWA STATE UNIVERSITY

Faculty Handbook Policies and Procedures Fall 1999

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Computational Support **Computation Center**

Location: 195 Durham Center

Phone: 296-6000

Web site: <http://www.cc.iastate.edu>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Computation Center provides management and support services for a variety of computing resources for instruction, research, and development. These include a centralized file system of over one terabyte (1000 gigabytes), which provides a vehicle for file sharing within classes or research projects as well as access to files from anywhere on the internet. In addition, the system provides computational capabilities for high-performance computing, visualization, and numeric computation. The Computation Center also supports high-performance (Internet2).

Supported systems include Unix, Macintosh, and Windows. Support for personal computing includes consulting and networking assistance. On campus, more than 2,300 computers in more than 130 labs are available for use. In that mix are Windows and Macintosh personal computers as well as Unix workstations. The computer labs in the Durham Center are open 24 hours a day, 365 days a year, with a wide variety of software and access to laser and color printing.

Services: The Computation Center provides the following services:

- computer supported learning
- disabled user services
- geographic information systems
- high performance computing
- microcomputer product center (sales and service)
- solution center
- test and evaluation services.

(See also individual listings.)

Special Facilities: Computer labs open 24 hours in the Durham Center, some with special equipment for disabled users; video workroom to transfer digital images to tape; slide camera to record 35mm slides from computer-generated images.

Computer Supported Learning

Location: 209 Durham Center

Phone: 294-6663

Hours: 8 a.m. – 5 p.m. weekdays

Description: Computer Supported Learning addresses issues related to computer-based instruction and helps ISU faculty find the most effective ways to use information technology in teaching and learning.

Services: Computer Supported Learning produces computer-based lessons and develops instructional computer applications and computer-based learning environments.

Special Facilities: ClassNet, WebCT

Disabled User Services

Location: 121 Durham Center

Phone: 294-1979

Web site: http://www.public.iastate.edu/~dus_info

Hours: variable

Description: Disabled User Services helps disabled users determine what assistive hardware, software, and techniques will help them with their computing needs.

Services: Disabled User Services provides consulting, instruction, and referrals regarding assistive technology for members of the ISU community who have disabilities related to vision, hearing, movement, or learning. Some assistive software and hardware is available on loan.

Special Facilities: Speech recognition and other assistive software in lab; assistive technology machine with synthesizer, Braille printer, and scanner.

High Performance Computing, Research Computing

Location: 291 Durham Center

Phone: 294-6659

Web site: <http://www.public.iastate.edu/~farm>

Hours: 8 a.m. – 5 p.m. weekdays

Description: High Performance Computing, Research Computing provides support for departments and researchers with computer jobs requiring a large working environment and/or processing time.

Services: This service provides assistance with the following:

- developing, porting, optimizing, and parallelizing scientific codes
- selecting high-performance software
- using supercomputers
- evaluating performance of computing systems
- enabling access to appropriate computing resources

The service manages the Computation Center's high-performance computing equipment.

Special Facilities: An SGI Origin 2000 parallel computer and a cluster of workstations to provide researchers with high-end computing resources.

Microcomputer Product Center–Sales

Location: 191 Durham Center

Phone: 294-8357

Web site: <http://www.mpc.iastate.edu>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Microcomputer Product Center–Sales area offers a variety of microcomputer hardware and software as well as selected workstations for sale to the ISU community. Consulting support is available. Academic discounts are available to faculty, staff, and students on computers, peripherals, and software.

Services: The MPC-Sales area provides consultants to help clients with selection and configuration options for computers, peripherals, and software.

Special Facilities: Showroom with representative demonstration models; fall computer fair.

Microcomputer Product Center–Service

Location: 74 Durham Center

Phone: 294-2218

Web site: <http://www.cc.iastate.edu/eng>

Hours: 7:30 a.m. – 5 p.m. weekdays

Description: The Microcomputer Product Center–Service area is a resource for faculty, staff, students, and departments who need computer warranty or maintenance work. Besides solving hardware problems with computers and printers, the area also does upgrades. Charges are based on labor and parts.

Services: The MPC-Service area provides maintenance for microcomputers and peripherals. It also provides warranty repairs for several brands and out-of-warranty repairs for most PCs and Macintosh computers. Services also include installing computer upgrades. Check the web page for the most up-to-date information on services and rates.

Special Facilities: On-campus facility for dropping off equipment to be serviced.

Solution Center

Location: 195 Durham Center

Phone: 296-6000

Web site: <http://www.cc.iastate.edu/solution>

Hours: 8 a.m. to 5 p.m. weekdays with extended phone support on evenings and weekends

Description: The Solution Center provides a central resource to answer computing-related questions for any of the supported systems (i.e., Windows, Macintosh, and Unix). A special emphasis is placed on helping users connect to the internet, aiding them with the setup of e-mail, web browsers, and other network applications.

Services: The Solution Center provides the following services:

- phone, walk-in, and e-mail consulting support
- distribution of site-licensed software (e.g., Netscape, Eudora, anti-virus packages)
- short courses
- computer and network supply sales
- online and paper handouts and documents
- bi-monthly newsletter.

Special Facilities: Student Network Access Project (SNAP) team does site visits to help faculty, staff, and students get connected to the campus network.

General Services

Facilities Services

Location: 154 General Services Building

Phone: 294-5100

Web site: <http://www.fpm.iastate.edu>

Hours: Desk open for calls 24-hours a day, seven days a week
For emergencies during off hours, call the ISU Department of Public Safety at 294-3388

Description: Facilities Services is a division of Facilities Planning and Management. Requests for emergency repairs, minor repairs, service, improvements and equipment installation may be phoned in to the Facilities

Service Desk. During the evening, weekend, and holiday hours, the Service Desk uses an automated attendant voice message. Callers have the option of reporting facilities problems needing immediate attention to the ISU Department of Public Safety or of leaving a message for those items not requiring attention until regular business hours.

Submit requests for major repairs or improvements of building, grounds, or utilities, and requests for installation of equipment to the Facilities Planning and Management Department, Work Information Center, 154 General Services Building on a Request for Services form, which is available from Facilities Planning and Management or through the internet homepage.

ISU Card Office

Location: 129 Memorial Union

Phone: 294-2727

Web site: <http://www.adp.iastate.edu/idcard>

Hours: 8 a.m. – 5 p.m (Pictures 8 a.m. – 4:30 p.m.)

Description: The ISU Card Office issues identification cards. The ISU Card verifies your status as an ISU faculty member and carries your university identification number and photo. The card serves as your library card and provides access to university services and facilities such as AccessPlus and the Lied Recreation/Athletic Facility. There is a \$4 fee for all faculty cards.

Services:

- photo identification
- personal identification number (PIN)

Key Services

Location: 108 General Services Building

Phone: 294-4211, FAX 294-4593

Web site: <http://fpm.iastate.edu>

Hours: 7:30 a.m. – 5 p.m.

Description: Key Services maintains key records for the university campus, excluding Ames Lab, Memorial Union and Residence. At the beginning of the school year, Key Services processes over 400 key orders per day. Departments can now order keys through the web page or phone in the order. The keys must be picked up at the General Services Building.

Parking Division (Department of Public Safety)

Location: 27 Armory Building

Phone: 294-3388 - General

294-7918 - Appeals

294-3169 - Enforcement

294-3318 - Reserve/Disability Permits

294-9774 - Vendor/Departmental Permits

294-4444 - Help Van

Web site: http://www.public.iastate.edu/~dps_info/homepage.html

Hours: 24 hours – 7 days a week

Description: The Parking Division of the Department of Public Safety (DPS) oversees the parking regulations on campus and administers the registration process. Staff members must register motor vehicles parked on campus. Upon payment of appropriate fees, faculty members employed on a permanent budgeted appointment will receive parking privileges. Faculty employed on a temporary or nonbudgeted appointment may apply for a temporary general parking permit that is valid for two weeks. Faculty may receive the required permit at the DPS Parking Division, located in the Armory Building.

Regulations covering parking permits are published annually. These regulations have been adopted under the authority granted to the Board of Regents by *Code of Iowa* §262.69 and to Iowa State University by *Iowa Administrative Code* §681-4.32(26). Copies are available at the DPS Parking Division office and at each administrative, service or departmental office.

Staff members who feel they have been unjustly cited for parking violations on campus may file an appeal at the DPS Parking Division office. The Traffic Appeals Board, a group of appointed faculty and staff, hears appeals. Persons not satisfied with the decision of the Traffic Appeals Board may carry the appeal one step further and have the case heard by an administrative hearing officer. Forms and directions for filing appeals are available in the DPS Parking Division Office.

Services:

- issue parking permits
 - general permits
 - temporary permits
 - vendor/departmental permits
 - reserve permits
 - Department of Residence parking permits
 - persons with disability permits
- enforce parking rules and regulations
- hear traffic appeals
- monitor special events parking

Postal and Parcel Services

Location: 184 General Services Building

Phone: 294-7790, FAX 294-0907

Hours: 8 a.m. – 5:30 p.m.

Description: Postal and Parcel Services picks up and delivers the university's campus, US, and international mail and provides many of the services offered by the US Postal Service (services not provided include selling stamps, money orders, and COD collection). Postal and Parcel Services collects outgoing US and international mail, meters it, and dispatches the mail from the mail facility in the General Services Building.

Postal and Parcel Services charges the mailing departments on the basis of established postage accounts. ISU mail instruction cards and postage account bar code labels facilitate the mail facility billing process.

Departments may transfer only official university business papers and packages via Postal and Parcel's campus delivery service. Official business includes mail

dealing with curriculum or official university business between departments, instructors or advisors, and students in residence halls. Postal and Parcel Services also provides AirBorne Express, Emery Worldwide, Federal Express, United Parcel Service, and a special Campus Express delivery service.

Printing Services

Location: Main Plant: Printing and Publications Building, Kooser Drive
Copy Centers: 8 Memorial Union • Hub • 426 College of Design •
10 Ross Hall • 17 Curtiss • W184 Lagomarcino •
4 Physics • 109 Scheman

Phone: Main Plant: 294-3601
Copy Centers: Memorial Union 294-0008 • Hub 294-5218 •
Design 294-9297 • Ross Hall 294-8299 •
Curtiss 294-5217 • Lagomarcino 294-8306 •
Physics 294-1973 • Scheman 294-7691

Web site: <http://web.print.iastate.edu>

Hours: Main Plant: 7:30 a.m. – 5 p.m. (Computer Services: 8 a.m. – 5 p.m.)
Hub: 7 a.m. – 5 p.m. weekdays
Design: Monday–Thursday 8 a.m. – 5 p.m.; 7 – 10 p.m.
Friday 8 a.m. – 5 p.m.
Sunday 2 – 10 p.m.
Memorial Union: 7 a.m. – 7 p.m. weekdays
All other centers: 8 a.m. – 5 p.m. (closed from 11:50 a.m. -
1 p.m.) weekdays

Description: Printing Services provides printing-related functions to faculty members; academic, administrative and support departments; staff-affiliated organizations; and students. They specialize in class materials (syllabus, lecture materials, class notes) and professional presentations and publications. Eight satellite copy centers provide convenient, localized assistance to departments. Obtain a Printing Services user's guide with detailed information and payment options by calling 294-3601 or refer to the web site. If users need assistance planning their publication, customer service representatives are available Monday through Friday.

Services:

- one- and two-color offset printing and related work for brochures, fliers, posters, NCR forms, stationery items, and saddle-stitched and perfect bound booklets
- laminating (including large format), collating, stapling, three-hole punching, binding and folding services. Paper inventories include virgin and recycled papers in a wide variety of colors and weights. For a complimentary stock book call 294-3601.
- digital high-speed equipment (120 pages per minute) providing electronic printing from scanned or digitally stored documents. The equipment has cut and paste, reduction/enlargement, and online finishing capabilities and is accessible through the university ethernet system. For assistance in accessing the network call 294-3601.
- complete addressing and mailing service. Mail lists may be addressed from existing university address files or from departmental computerized files and processed at the main plant. Fact sheets discussing postal automation, database management, and mail piece design are available from Printing Services.

- computer publishing providing walk-in, drop-off, and network access to full electronic pre-press services. High resolution (1200 to 3048 dpi) Postscript imagesetting and photo-quality, color output, individual and group consulting are available.
- assistance with business cards, letterhead, envelopes and related stationery items, and production services for minor revisions to existing publications of any type. Copy-editing and proofreading services also available.
- color output from paper originals or electronic files on networked color copiers available at the Design and Memorial Union Copy Centers. The Design Copy Center offers high quality color printing in sizes up to 3 by 9 feet.

Printing Services also operates as a branch office of the State Printing Division to buy commercial printing for university departments in compliance with the *Iowa Code*. Staff can provide planning, estimating, specification writing, bidding, and production coordination for projects that require commercial printing applications. For assistance call 294-3601.

If connected to the university ethernet network system, you can send digital masters electronically. For information on sending files call Computer Publishing at 4-5384, Copy Centers at 4-7728, or ask for Printing Services 'how to' fact sheet.

Free pick up and delivery are available. Call the Main Plant at 294-3601 and Copy Centers at 294-7072.

Purchasing Services

Location: 3616 Administrative Services Building (First Floor)

Phone: 294-4860

Web site: <http://www.public.iastate.edu/~purchasing/homepage.html>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Purchasing Department provides procurement services for the teaching, research, outreach, and administrative activities of the university. Because Purchasing is charged with maintaining the public trust and handling procurement activities ethically and in compliance with state laws, federal regulations, Regent, and university policies, buyers should contact this office before committing funds to outside vendors. Purchasing uses procedures that ensure goods and services are obtained, where appropriate, through the use of open specifications and competitive bidding, with awards based on criteria stated in bid documents.

The following methods of specific delegated procurement authority exist:

- Payment Authorization Vouchers (\$1,000)
- Purchasing Card (up to \$2,000 per transaction)
- departmental direct entry of purchase orders up to \$2,000

Purchasing offers training to assist departments in determining the appropriate use of delegated procurement authority.

Services: Purchasing adds value and provides services, including the following:

- procuring equipment, supplies, and services, consistent with requesting departments' quality, quantity, and delivery requirements
- preparing of functional bid specifications, providing open competition
- assisting in bid evaluations

- working to obtain the best value/maximizing departmental resources
- responding to vendor inquiries/preventing vendor challenges
- reviewing terms and conditions in vendor agreements
- negotiating acceptable terms for legally binding agreements
- resolving breach of contract situations and negotiating settlements
- maintaining sources of supply/monitoring market conditions
- expediting past due orders

Instructional Support **Center for Teaching Excellence**

Location: 204 Lab of Mechanics

Phone: 294-2906

Web site: <http://www.cte.iastate.edu>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Center for Teaching Excellence (CTE) reflects Iowa State University's commitment to educational excellence. CTE promotes an environment which honors and facilitates learning as a primary function of the university and the practice of teaching as a scholarly pursuit. Within this mission are incorporated the goals of mobilizing resources that facilitate learner outcomes; fostering communities of faculty, students, and staff to support teaching and learning; and facilitating the recognition of effective teaching at local and national levels. The web site is updated frequently and is a vast source of information about teaching and learning as well as a searchable directory to our library.

Services: To achieve these goals, the Center for Teaching Excellence provides the following services:

- collecting and disseminating information about pedagogy through its library, web site, newsletter, and by subsidizing subscriptions to *The Teaching Professor*
- conducting workshops and seminars for faculty, staff, and teaching assistants to share information and methods about learner-centered teaching, active learning, teaching as community property, educational technology, and the scholarship of teaching
- funding and administering various grants for pedagogical research, development of curricula and teaching materials, and attendance at conferences related to higher education
- providing information about both on-campus and off-campus funding sources for research related to higher education
- promoting the recognition of teaching achievement through its participation in both on-campus and national awards for teaching excellence
- collaborating with Academic Affairs, Student Affairs, and the eight ISU academic colleges to develop and implement programs that promote teaching and learning
- sponsoring speakers and events on campus which bring faculty and staff together to engage in open and lively discussions about teaching and learning
- participating in individual, confidential consultations with faculty who want to improve or add to their teaching skills
- awarding two CTE Teaching Faculty Fellowships to faculty members each academic year so that they can pursue research and programming related to teaching and learning
- promoting and participating in a network of people, both on campus and nationally, who share information and form a community of scholars and practitioners

Instructional Technology Center

Location: 1200 Communications Building

Phone: 294-8022 or 294-2316; FAX 294-8089

Web site: <http://www.itc.iastate.edu>

Hours: ITC Office: 8 a.m. - 5 p.m. weekdays (closed from 11:50 a.m. to 1 p.m.)

ITC Telephone Service: 8 a.m. – 5 p.m. weekdays

ITC Classroom Services: 7:30 a.m. – 5 p.m. weekdays

ITC Night Media Service: 5 – 9 p.m. Monday-Thursday (294-8022)

Description: The Instructional Technology Center (ITC) is a support service organization whose primary mission is to assist faculty and staff in improving the quality and effectiveness of their instructional efforts. ITC instructional design and production specialists collaborate with faculty members to systematically develop learning units and course materials for large-group, small-group, and individualized instruction. Other ITC specialists provide a wide range of media equipment, video systems, graphic materials, videotapes, and other instructional technologies for use in classroom presentations.

As a major unit within the Provost's Office, the staff of the ITC provides a wide range of instructional services in direct support of classroom instruction on a non-charge basis (except for materials). Services to other ISU campus agencies and non-academic units are available for a fee. Descriptions and rates for these services can be found in brochures available from the ITC.

Services: The ITC classroom, creative, and instructional development services available are as follows:

- technology consultations, seminars, and workshops
- instructional development and design
- multimedia development and production
- media materials library
- recording and projection services
- media equipment services/specifications
- computer graphics and electronic imaging services
- publications design and layout
- videotape duplication and sales
- satellite downlinking
- media and television production
- distance education support and uplink services
- videoconferencing services
- technology facilities design and installation
- instructional web site development
- web course management/development

Special Facilities:

- HDTV studios
- technology enhanced classrooms
- ICN classrooms
- media production systems
- satellite downlink and uplink capabilities
- technology self-help workstations

Test and Evaluation Services

Location: 114 Durham Center

Phone: 294-1832

Web site: <http://www.public.iastate.edu/~tes>

Hours: 8 a.m. – 5 p.m. weekdays (closed from 11:50 a.m. to 1 p.m.)

Description: Test and Evaluation Services offers test scoring and analysis services to the ISU faculty. It uses preprinted answer sheet forms, which can be scored and analyzed, with an item analysis and class listing returned to the instructor.

Services: Test and Evaluation Services provides the following:

- test scoring and computer analysis of classroom tests
- computer-assisted test assembly and test-item banking
- within-class recordkeeping
- computer analysis of course evaluations
- consultation and evaluation services.
- processing and analysis of data from optical mark sheets for surveys or research data collection.

Library Services

University Library

Location: Parks Library, central campus

Phone: 294-3642

Web site: <http://www.lib.iastate.edu>

Hours: call 294-4849

Description: The University Library provides a wide array of print, non-print, and electronic information resources, which are housed in the main Parks Library, the Veterinary Medical Library and four subject-oriented reading rooms (design, economics and sociology, mathematics, and physical sciences). The Library's extensive collections support research and study for all ISU graduate programs, with the strongest support at the Ph.D. level. These collections are nationally recognized for their strengths in the basic and applied fields of biological and physical sciences. Library holdings include 2,125,000 volumes and 22,000 serial subscriptions.

The Library encourages use of its collections and many services, and assistance is provided at the following ten public service desks:

- reference desk
- reserve desk
- interlibrary loan
- circulation desk
- periodical and newspaper room
- microforms center
- media center
- special collections
- map room
- document delivery/photoduplication

In addition, instruction in the use of library resources is offered to graduate and undergraduate students.

SCHOLAR, the Library's online information system, provides access to the local online catalog, which contains records for most of the book collection and all cataloged serials; several indexing and abstracting databases; and other selected university library catalogs. Additional indexing and abstracting databases and a variety of internet resources are available through the Library's world wide web homepage, which is accessible through many specialized SCHOLAR research workstations in the library and through the internet using Netscape. In addition, more electronic resources are available in the library by using individual computer workstations and commercial information services. Assistance in using this vast body of electronic resources is available at the Reference Desk and through individually-arranged appointments with reference librarians.

Special Facilities: The Parks Library has a limited number of research study rooms available for faculty, graduate students, and professional and scientific staff. They are intended for research and other scholarly activities that require extensive use of library material. Normally assignments are made for a semester at a time.

Museums **University Museums**

Location: Brunnier Art Museum, 290 Scheman Building
Farm House Museum, Knoll Road
Art on Campus Tours, self-guided brochure available

Phone: 294-3342

Web site: <http://www.museums.iastate.edu>

Hours: Brunnier: 11 a.m. – 4 p.m. Tuesday-Friday
5 p.m. – 9 p.m. Thursday
1 p.m. – 4 p.m. Saturday and Sunday
Farm House: 12 noon – 4 p.m. Monday-Friday
1 p.m. – 4 p.m. Sunday
Art on Campus Tours: 8 a.m. – 5 p.m. Monday-Friday (groups)

Description: University Museums administers the Brunnier Art Museum, the Farm House Museum, and the Art on Campus Collection at Iowa State University.

The Brunnier Art Museum, located on the second floor of the Scheman Building, is a nationally accredited decorative and fine arts museum. Changing exhibitions range from historically significant decorative arts to contemporary fine arts. Major collections at the Brunnier include ceramics, porcelain, glass, Russian enamels, carved jade and ivory, and dolls. The museum sponsors more than 150 public programs each year, including artist and faculty lectures and music, dance and theater performances. A museum store at the entrance to the Brunnier Art Museum sells gift items related to the collections.

The Farm House Museum, a National Historic Landmark, was the first building on the university campus. Originally built as a home for farm superintendents, the house has been restored to the turn-of-the-century style. Exhibits of Victorian furniture and other museum-quality home furnishings including tableware, quilts, and Oriental carpets are displayed in authentic settings. Special holiday programs are scheduled during December, and other family events are held throughout the year.

The Art on Campus Collection encompasses 200 major indoor and outdoor public works of art exhibited throughout the Iowa State campus. Wednesday Walks, 40-minute guided tours of select campus art, are scheduled at noon. A brochure containing information about the art, the artists, locations, and viewing hours is available for self-guided tours. Special guided tours for groups also are available.

Recreation Veenker Memorial Golf Course

Location: Golf Course, Stange Road

Phone: 294-6727, FAX 294-2406

Web site: <http://fpm.iastate.edu/veenker>

Hours: 7 a.m. – sunset daily

Description: Veenker Memorial Golf Course is operated and maintained by Facilities Planning and Management. The clubhouse and 18-hole golf course are operated as a teaching and research facility, serving the needs of the university golf program and the community. A Golf A Pro is on staff for those interested in golf lessons.

**Research
Facilities
and
Services**

ISU Instrumentation Facilities for Biotechnology Research

Location/Phone:

Animal Gene Transfer Facility, 1270 Kildee Hall	294-4252 or	294-5541
Bessey Microscopy Facility, 1 Bessey Hall		294-3872
Cell and Hybridoma Facility, 1104 Molecular Biology		294-2472
Chemical Instrumentation Facility, 1761 Gilman		294-5958
Confocal Microscope Facility, 1082 Veterinary Medicine		294-1011
DNA Facility, 1184 Molecular Biology Building		294-1813
Fermentation Facility, 1621 Food Sciences Building		294-0306
Grain Quality Laboratory, 1547 Food Sciences Building		294-5387
Image Analysis Facility, 1082 Veterinary Medicine		294-1011
Molecular Modeling Facility, 122 Molecular Biology		294-7103
Nuclear Magnetic Resonance Facility, 208 Molecular Biology Building		294-8540
Plant Transformation Facility, B423 Agronomy		294-4429
Protein Facility, 1182 Molecular Biology Building		294-3267

Web site: <http://www.biotech.iastate.edu/publications/Research1999/tablecontents.html#facilities>

Description: The Iowa State University Instrumentation Facilities for Biotechnology Research, a major university initiative supporting state-of-the-art instrumentation for biotechnology research, are open to faculty and students. For general information about these facilities, please contact the Office of Biotechnology, 1210 Molecular Biology Building (294-9818). Specific questions about each facility should be directed to the address/phone number as listed.

Geographic Information Systems Facility (GIS)

Location: 218 Durham Center

Phone: 294-0526 (manager)
294-2279 (GIS specialist)
294-8451 (lab)

Web site: <http://www.gis.iastate.edu>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Geographic Information System (GIS) Support and Research Facility was established to support the use of GIS in research and education. The facility provides tools for the development, management, and analysis of digital spatial data bases.

Services: GIS provides hardware and software platforms and technical services for researchers to use for GIS-related projects. It also provides support and periodic training for GIS software products.

Special Facilities: Ten Unix workstations and nine NT workstations; variety of input and output devices.

Office of Sponsored Programs (OSP)

Location: 221 Beardshear Hall

Phone: 294-4566

Web site: <http://grants-svr.admin.iastate.edu>

Hours: 8 a.m. – 5 p.m. weekdays

Description/Services: The Office of Sponsored Programs (OSP) provides assistance to faculty, staff, and graduate students from all colleges at ISU in locating extramural funding sources for research and educational development. Budget preparation assistance is available in the Contracts and Grants Office. There is no charge for any of these services.

OSP offers funding sources and information at its web site. Included is a Community of Science Expertise Database, where faculty can add their profile and receive weekly funding alerts. Also available is a searchable Funding Opportunities Database with over 15,000 programs. The OSP maintains a Funding Information Library with directories and resource material for both public and private funding and publishes current funding opportunities in a section entitled “Research” in *Inside Iowa State*.

Statistical Laboratory

Location/Phone:

Statistical Laboratory, Main Office, 102 Snedecor Hall, 294-3440

Survey Section, 219 Snedecor Hall, 294-9773

Statistical Computing Section, 117 Snedecor Hall, 294-2260

Web site: <http://www.public.iastate.edu/~stat>

<http://www.statlab.iastate.edu/survey/survey.html>

<http://www.public.iastate.edu/~stat/computing/statcom.html>

Hours: 8 a.m. – 5 p.m. weekdays

Description: The Iowa State Statistical Laboratory, an all-university institute, offers statistical research services to all faculty members. Consultations without charge may be arranged through its general office on the first floor of Snedecor Hall.

As resources permit, joint research in applied areas can be arranged. The Iowa Agriculture and Home Economics Experiment Station provides financial support to permit certain staff members in the laboratory to engage in more extensive consulting on statistical problems in the biological and agricultural sciences. Specialists are available for consultation on the statistical aspects of the social, physical, and biological sciences, and of engineering. The operational aspects of surveys, statistical numerical analysis, and data processing are also covered. When university departments cooperate on large contractual (off-campus) projects, budgetary arrangements should include funds for professional statistical services when required.

Services: *Survey Section:* The Survey Section of the Statistical Laboratory provides services to the campus on all aspects of sampling, surveys, and census-type studies. The services available are useful in many aspects of scientific and industrial research, such as the design of surveys, drawing of samples, construction of questionnaires, training and supervision of field workers, collection of data by personal interview and mail questionnaires, coding of data for computer processing, analysis of data. Charges are made for operational services.

Statistical Computing: The Statistical Computing Section of the laboratory provides consultation on statistically oriented computer techniques, computer programming, and processing of statistical data requiring the services of an analyst-programmer. The objective of the section is to assist staff and graduate students with their computational problems in areas that make use of statistics as a primary research tool. On such problems, the Statistical Computing Section functions as a liaison between the research workers and the computers.

Student Services

AccessPlus

Location: Beardshear Hall
Carver Hall
College of Design
Lied Recreation Athletic Center
Lagomarcino Hall
LeBaron Hall
Memorial Union
Parks Library
Ross Hall
Veterinary Medicine
world wide web

Web site: <http://www.adp.iastate.edu/accessplus.html>

Description: AccessPlus is Iowa State University's electronic key to accessing personal information in a secure environment. AccessPlus is available through the web and is also available on AccessPlus kiosks across campus.

Students may use AccessPlus for the following purposes:

- to register for classes
- to view information such as unofficial transcript, class schedule, university bill, financial aid status, on and off campus jobs, and residence hall information
- to update mailing addresses

Advisers may use AccessPlus to view the information for their own advisees, including class schedules, student information, unofficial transcripts, and photos. Faculty and staff may also use AccessPlus to access employee status information and update address information.

Information on AccessPlus is kept confidential. A social security number and university PIN are required to view personal or advisee information.

Student Employment Center (SEC)

Location: Office of Student Financial Aid (OSFA), Beardshear Hall, Room 7

Phone: 294-2223

294-JOBS

800-478-2998, FAX 294-0851, sfajobs@iastate.edu

Web site: http://iastate.edu/~fin_aid_info/JobBoard.html

Hours: 8 a.m. – 5 p.m. weekdays, 9 a.m. – 12 noon Saturday

Description: The Student Employment Center (SEC) in the OSFA provides advice and assistance to faculty for the placement of student employees. Student employees are designated either work-study students or non-work-study students. Work-study students' work activities and pay rate are subject to federal regulatory procedures. The SEC also is a referral agency for a student grievance related to employment practices. Employers may post a notice of vacancy with the SEC through the web site.

Travel

ISU Flight Services

Location: Ames Municipal Airport

Phone: 294-0318, FAX 232-1215

Web site: <http://www.fpm.iastate.edu/flightservice/>

Description: ISU Flight Services provides university aircraft for both out-of-state and in-state travel to all personnel traveling on university or state business. Flight Services offers ten-passenger jet prop service or five-passenger pressurized cabin aircraft service. ISU Flight Services flies to any airport served by airlines in the continental United States as well as to thousands of airports used by general aviation aircraft. Large cities such as Chicago and St. Louis offer a selection of municipal airports. Experienced, professional pilots supply customized air transportation. They fly twin engine airplanes equipped and maintained to airline and charter service standards.

Flight Services can save you many hours of waiting at the airport by service to cities within 1.5 hours flying radius of Ames such as International Falls, MN; Grand Rapids, MI; Indianapolis, IN; Fayetteville, AR; Tulsa, OK; Dodge City, KS; North Platte, NE; Rapids City, SD; and Bismarck, ND.

Transportation Services

Location: Haber Road

Phone: Dispatch 294-1882

Manager 294-3414

Hours: 7:30 a.m. – 5 p.m. weekdays

Description: Transportation Services serves the university community as the in-house vehicle rental agency for faculty and staff conducting university business. Vehicles are available for half-day, daily, weekly, monthly, or yearly lease and include sedans; mini-vans; 9, 12, and 15-passenger vans; small and one-ton pickups; and cargo vans. Large vehicles or specialty units are limited in numbers and are usually rented to departments on a permanent basis.

Services: Faculty and staff members may call the Transportation Services dispatcher (4-1882) to make reservations or ask questions. In-state reservations require the use of either an established standing order account or an Intramural Purchase Order. An Intramural Purchase Order is required for all out-of-state travel. Send Intramural Purchase Orders to Transportation Services at least five working days before departure.

Special Facilities: A wheelchair-accessible mini-van is available.

Travel to Des Moines International Airport

Location: See Services below

Phone: See Services below

Web site: See Description below

Hours: See Services below

Description: When faculty and staff travel on university business, they can be reimbursed for commuter bus fare or for mileage from the campus to the airport (84 miles roundtrip), and upon submission of a parking receipt, for parking. For travelers electing to drive, three parking lots are available at the Des Moines International Airport. These are the following:

- short term (lower level of parking garage)
- long term (east of cargo area)
- economy parking (east side of Fleur Drive)

For a map of Des Moines International Airport parking, refer to their web site at <http://www.dsmaairport.com/parking/map.htm>. An alternate lot operated by Keck Parking, Inc. is across the street from the airport and charges a lower daily rate if the traveller presents an ISU identification. The airport provides direct shuttle service from both lots to the terminal building. When travelers are not able to leave their personal vehicles at the airport, or the length of time makes parking fees a substantial cost, reimbursement will be allowed for two roundtrips from Ames to the Des Moines airport. For additional information refer to the *University Office Procedure Guide* under the Travel Policies section or contact the Purchasing Department.

Services:

Limo Service:

- Out of Town Limo–2804 East Broadway, Des Moines, (515)266-4469, Hours: 8 a.m. – 5 p.m.
- Classic Carriage Limousine Service–1712 E. Lincoln Way, Ames, 232-6304, Hours: 8 a.m. – 5 p.m.

Motor Coach Service:

- Midwest Coaches, Inc–1501 East Lincoln Way, Ames, 232-7270, Hours: 8 a.m – 5 p.m.

Parking:

- Des Moines International Airport–5800 Fleur Drive #201, Des Moines, (515)256-5056, Hours: 24-hour operation.

- Keck parking–5555 Fleur Drive, Des Moines, (515) 287-3036, Hours: 24-hour operation.

Rental Cars – Ames:

- ISU Transportation Services – Haber Road, Ames, 294-1882, Hours: 7:30 a.m. – 4:30 p.m.
- Enterprise Rent A Car–303 E. Lincoln Way, Ames, 233-5200, Hours: 8 a.m. – 6 p.m.