

A Guide to McCardell Bicentennial Hall
for Faculty and Staff

2007-2008

Welcome to Middlebury College's McCardell Bicentennial Hall. This guide offers an overview of:

- services available to you as a faculty or staff member and how best to use them
- safety and environmental policies and procedures
- answers to commonly asked questions
- sources for further information

For more information about any of the areas described below, or if you should ever have a question about McCardell Bicentennial Hall facilities or services, please contact:

Tim Wickland, Director of Sciences Support Services and McCardell Bicentennial Hall
Room 333
443-5421
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This guide is a work in progress; suggestions for additions or improvements will always be welcomed.

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A Guide to McCardell Bicentennial Hall

Sciences Technical Support Services

Direct technical support to the building is provided by the Sciences Technical Support Services staff in three major areas: Laboratory Support, Technical Services, and Laboratory Stores. In addition, we issue building keys, and coordinate use of the Great Hall and other public spaces. We serve as the primary interface between the occupants of McCardell Bicentennial Hall and Facilities Services (including Custodial Services), the Facilities Planning Group, and Public Safety (formerly Campus Security); and we work to communicate and resolve issues with other College service departments such as Course Scheduling, Events Scheduling, LIS, and Media Services.

STSS staff members are:

		Office	Extension
Tim Wickland	Director of Sciences Support Services	333	5421
Cathy Ekstrom	Administrative Program Coordinator	330	3262
Sarah Froebel	Director of Animal Programs and Laboratory Support	103	2005
Tim Allen	Senior Laboratory Technician	361	5729
Gary Balschunat	Assistant Animal Care Technician	248	5645
Willie Jansen	Assistant Animal Care Technician	248	5645
Vicki Major	Senior Animal Care Technician	248	5645
Patti Padua	Greenhouse Curator	606	5942
Don Selby	Assistant Animal Care Technician	248	5645
Garry Sprigg	Manager of Technical Support Operations	103	5419
Cris Butler	Laboratory Supervisor	529	5643
Tony Desautels	Scientific Machinist	135	5070
Chris Goodrich	Electronic Instrument Technician	135	5420
Tom Sheluga	Laboratory Stores Manager	120	5619

Shared support facilities that we manage include the copier/FAX/print room, Laboratory Stores, shops, lecture-hall prep room, animal facility, greenhouse, autoclave/dishwashing/media prep area, darkroom, field equipment storage rooms, and the building's general storage areas.

Laboratory Support

STSS's laboratory support is intended to assume many of the technical functions—apart from instruction—in teaching and research laboratories, thereby enabling faculty to devote more time to working with students. These support functions include care for animals, microorganismal and eukaryotic cell cultures, and plants, as well as the preparation of media, sterile solutions, and reagents used in the study of living organisms, cells and organelles, and molecular biological or biochemical processes. They also include support and assistance with radiation safety and with various regulatory compliance issues related to laboratory operations and animal welfare.

STSS staff work closely with faculty to determine which services can most beneficially be provided for their courses. Because staff time is limited, priority for laboratory support will be highest for meeting course-related needs, followed by general organization of teaching laboratories, and finally, assisting with faculty research projects.

Technical staff are actively engaged in training and development to ensure they remain up-to-date in their respective areas. Where possible, staff are certified, and are encouraged to become members of appropriate professional organizations.

Sarah Froebel oversees the laboratory support services section. She is responsible for directing our animal care and use programs, including operation of the animal facility, administrative support to the Institutional Animal Care and Use Committee (IACUC), and training and support services for animal researchers. Sarah is a member of AALAS (the American Association of Laboratory Animal Science), and is certified by AALAS as a Registered Laboratory Animal Technologist

Vicki Major, our lead animal care technician, is also a member of AALAS and is AALAS-certified as a Registered Laboratory Animal Technician. She provides animal-related services, support, and assistance to principal investigators and students in both teaching and research projects. Vicki, together with our assistant animal care technicians Gary Balschunat, Willie Jansen, and Don Selby, are collectively responsible for the daily care of animals housed in McCardell Bicentennial Hall.

Tim Allen, whose degree is in microbiology and molecular genetics, is responsible for management of microorganisms and cell cultures and for reagent and media prep. He oversees operation of the autoclave facility and the laboratory glassware washer, as well as the calibration and monitoring of equipment such as incubators and micropipettors. Tim is also a certified radiation safety technician, providing training, technical support, and emergency services to licensed users of radioactive materials and their students.

Patti Padua, who has an extensive background in academic and research horticulture, and who operates her own commercial greenhouse and nursery, is responsible for care of botanical specimens and operation of the greenhouses. Patti is a member of AERGC (the Association of Education and Research Greenhouse Curators).

Cris Butler, who is a member of the Technical Services group, provides support to physics laboratories in addition to his work with major instrument systems such as the NMR spectrometer.

Technical Services

Technical Services functions include the design and fabrication of scientific apparatus; support and repair of laboratory and field equipment; and software development and implementation for various instruments.

Requests for technical services are made through Garry Sprigg, ext. 5419. We ask if possible that you submit a Technical Services Request Form in order to ensure that the details of your request can be accurately fulfilled. Copies of the form may be obtained from any of the technical staff. Requests may also be sent via e-mail to gsprigg@middlebury.edu.

Work requests are prioritized using a number of criteria. We will make every attempt to meet your requested completion date. However, due to the number of requests we receive, we also need to take into consideration other factors in our scheduling, such as the number of students that will be affected, the complexity of the project or repair, the availability of materials, and whether any alternatives exist. For example, urgent repairs to equipment for a teaching laboratory will typically take priority over a fabrication project for faculty research. With the high demand for technical services, please plan your project requests as far in advance as possible to avoid disappointment.

The costs of labor, repair parts, and incidental supplies will be borne by the STSS department or the College's equipment repair budget. You will be asked to supply a budget number for the purchase of other supplies and materials required for your project.

Equipment repair

STSS staff capably perform repairs and maintenance on a wide variety of instruments and equipment. In order to remain current with their skills, our technicians regularly attend training programs hosted by instrument manufacturers and independent organizations. We suggest that you speak with us first regarding your repair needs. We can assess the problem and determine

the most cost-effective means to complete the repairs. If this means having the work performed by the manufacturer or other agency, we will make the needed arrangements, if desired.

Even if the equipment is under warranty or service contract, we appreciate being involved in the repair process. Working with the manufacturer's technicians, we can enhance our ability to repair or adjust the instrument in the future after the warranty or service contract has expired. We will also be happy to assist you in determining whether a service contract is likely to be cost-effective, or whether performing repairs in-house would be a better choice.

When you purchase new equipment, we recommend that you keep future repairs in mind. Certain instrument manufacturers do not normally reveal information about the internal workings of their equipment, so as to maintain a monopoly on servicing. Given a choice, you may wish to give preference to a manufacturer that is willing to offer our technical staff training or assistance in performing repairs, as this will both expedite service in the future and reduce expenses for the College.

Another issue is that **service manuals** for equipment items are often expensive or not readily available. The best way to obtain manuals or other service data is to negotiate with the sales representative *before* the instrument is purchased. Having the manuals on-site will enable us to perform future repairs much more quickly and at a lower cost. We would greatly appreciate the opportunity to work with you in obtaining service manuals as part of any equipment purchase agreement.

Equipment design and fabrication

STSS staff are capable of constructing a variety of equipment items, ranging from custom-welded instrument carts and fabricated plastics to precision-machined electromechanical devices and electronic circuits. If you have a specific project in mind, or if you have a requirement you may be finding difficult to address with commercially-available products, please discuss your needs with Garry Sprigg, who will connect you with the technician best able to develop and implement an appropriate solution.

Laboratory Stores functions

Tom Sheluga, Laboratory Stores Manager, oversees operation of the Laboratory Stores; shipping, receiving, and delivery of packages; and materials management within the building, including the organization and operation of the MBH 218 lecture prep room, field equipment storage rooms, and sixth floor storage areas. He is also responsible for overseeing many laboratory safety functions, including hazardous waste accumulation, pickup, and disposal; chemical spill cleanup; management of material safety data sheets; and testing eyewash stations.

Laboratory Stores

The Laboratory Stores stocks a variety of glassware items, lab supplies, cylinder gases, bulk solvents including ethanol, and other chemicals. A printed index of the stockroom inventory is located on the service counter, and any item may be signed out in the white notebook, also located on the service counter. Please mark down your name, the name and code number of the item, and the quantity dispensed. Also, please be sure to make your entries in the section reserved for your department. Your department will be billed periodically for any items you have signed out.

The store also supplies liquid nitrogen. Because we cannot easily charge by the amount used, departments pay a prorated charge based on estimated annual usage.

Normal open hours for the stockroom are weekdays between 8:00 AM and 4:30 PM during the academic terms and over most breaks. At other times, faculty and staff may access the

Laboratory Stores by swiping your MiddCard and the liquid nitrogen storage closet by using your department master key.

Package receiving and delivery

All shipments to McCardell Bicentennial Hall are received and tracked through the Laboratory Stores. Student stockroom staff will then deliver each package to the proper recipient. To arrange a specific location for particular types of deliveries, speak with Tom Sheluga.

Please be aware that it is not always possible to distinguish between business and personal shipments without opening the package. If you are expecting a package that you do not wish to be opened, please alert Tom in advance.

Certain express packages as well as small packages shipped via the U.S. Postal Service may occasionally be delivered to you directly without passing through the stockroom. If any such item has been purchased with College funds, please be sure to initial the packing slip and send it to Tom Sheluga so that we can complete the accounting for the purchase.

Outgoing shipments

Outgoing shipments too large to be picked up by the student mail carriers are handled by the Laboratory Stores. This includes large bundles of Campus Mail as well as Fed Ex, UPS, or U.S. Postal Service packages. For your convenience, the Laboratory Stores has the necessary forms for sending items via the College's Mailing Service or for a direct Fed Ex pickup

You may either bring your package directly to the Laboratory Stores, or call ext. 5619 to arrange for a pickup.

Laboratory safety, hazardous waste, spill cleanup

A brief sketch of these topics is presented below under **Safety and Environmental Issues**. For more complete information, please refer to the Middlebury College Chemical Hygiene Plan, available from Tom Sheluga, Cathy Ekstrom, or Tim Wickland. *Please note that all College personnel are required by federal and state regulations to conduct laboratory activities in compliance with this Plan.*

Building Equipment, Policies, and Procedures

Vending machines

The building has no central vending area; instead, machines are provided at several locations close to the main staircase and passenger elevators:

- First floor, opposite the passenger elevators—snacks and cold beverages, including milk.
- Second floor, near the washrooms— hot and cold beverages and ice cream.
- Sixth floor, outside room 615—snacks and cold beverages.

Where more than one location is listed for a type of product, the specific selection of products differs at each location.

To report problems with a vending machine, speak with Cathy Ekstrom.

Black-and-white and color copiers, color printers, and FAX machine

Two large black-and-white photocopiers (Xerox and Océ), a Phaser 8560DX color printer, and a large Canon FAX machine (FAX number 443-2072) are located in room 621. Print jobs can be sent to either copier directly from your desktop computer via the network.

A Hewlett-Packard DesignJet 5500PS large format color printer/plotter for making posters is located in room 209 inside Armstrong Library.

Cathy Ekstrom, ext. 3262, administers the operation of the machines in MBH 621. Dave Guertin, ext. 3143, along with Cathy, provides support for the HP DesignJet. Please report any problems to Cathy or, as appropriate, to Dave. For instructions on how to access the printers and copiers over the network, see the section of this *Guide* under **Computers**, or speak with Cathy.

Additional copiers are located in Armstrong Library. A Xerox color copier is located adjacent to the reference area on the second floor, and a standard copier and a large format black-and-white copier are located on the first floor under the main stairs.

Departments will be charged by Purchasing for use of the photocopiers, and by STSS for use of the color printers and plotters.

Building keys

Cathy Ekstrom, ext. 3262, room 330, will issue keys to building spaces upon request.

Faculty and staff who have offices or labs within the building are issued keys enabling them to access needed spaces; typically, these will include the necessary departmental submasters. In addition to enabling access to departmental spaces, a submaster also enables access to the building's copier room (621) and the liquid nitrogen and supplementary cylinder gas storage closets on the first floor.

Students will be issued keys to specific spaces upon faculty authorization. Each student must fill out an authorization form, available from your department coordinator or Cathy Ekstrom.

Building entrance access

After-hours access to most building entrances is provided through a card-key system, using your MiddCard. Unlike the dormitories and other campus buildings that offer proximity card access, the system for McCardell Bicentennial Hall requires users to swipe their MiddCards in the card reader slot located adjacent to the doorway.

Faculty and staff with offices or labs in the building are automatically added to the system by Cathy. Students will be added upon request by faculty, using the same form as for student keys. Student access automatically expires at the end of the term, or at another time specified by faculty.

Student access is normally limited to the east and west building entrances. Faculty and staff cards will also operate the loading dock and basement entrance doors.

Building directories

Cathy Ekstrom is responsible for updating building directories. The corridor directories will be updated each summer, and new building occupants will be added throughout the year. Cathy will also distribute an in-house telephone directory to building occupants on a regular basis.

Building space use

Cathy Ekstrom is also responsible for coordinating events scheduling in the Tormondsen Great Hall and other public spaces. In order to be considered for hosting in a public space, the event must either

- have an academic purpose using one or more lecture halls or classrooms in the building;
- relate to a department housed within the building; or
- be a high-level function approved by the president.

Meeting one of the above conditions does not guarantee that an event can be approved. Other factors that will be taken into consideration include the anticipated impact of the event on normal activities in the building, and the number of events scheduled within a given period.

We also work with the Course Scheduling Office to ensure that classrooms and labs are configured to meet faculty needs, and that the scheduled use of building spaces is appropriate.

Wall hangings

Permanent or long-term wall hangings, including pictures, cork boards, file pockets, and storage units, are generally to be mounted only on painted wallboard surfaces using appropriate fasteners, *not* on wood or metal doors, paneling, trim, or wainscoting.

Temporary posters, notices, and the like should be affixed to one of the corridor tackboards. Although we do not encourage this, temporary notices may also be mounted on wood doors or metal doorframes using removable Scotch tape or a reusable temporary adhesive such as Blu-Tak or Tac’N’Stik. However, we ask that you please not attach signs or posters to wood doors and paneling using tacks, or to wallboard using sticky tape or adhesives, as this will damage the surface.

Within **offices**, occupants may hang their own lightweight pictures, etc., using standard nail-in picture hooks, or may arrange with Garry Sprigg or Cathy Ekstrom to have Technical Services or Facilities Services perform the installation.

Classrooms are provided with picture molding from which maps, charts, etc. may be hung. Garry Sprigg has the necessary hooks and wire, and will arrange installation as needed.

Corridor installations should be discussed in advance with Tim Wickland. In general, departments will have considerable latitude in what is put up on the walls in the corridors where their departmental labs and offices are located. Certain mounting standards do need to be met, and the work should in most cases be performed by Facilities Services or Technical Services.

Installations in the **Tormondsen Great Hall, study lounges, generic lab and lecture hall corridors**, and similar public spaces need to be approved in advance to ensure that they appropriately meet the overall needs of the building. Please speak with Tim Wickland or Cathy Ekstrom regarding any installation in a public space. Temporary exhibits will typically be authorized for the lecture hall corridor or for portable display boards in or around the Great Hall, and in some cases, it may also be permissible for posters to be attached to wall surfaces with an appropriate temporary adhesive.

Elevator use

McCardell Bicentennial Hall is equipped with two passenger elevators in the Great Hall and a freight elevator in the north wing. In addition, there is an elevator in the library between the first and second floors.

The west passenger elevator runs between the first and seventh (roof level) floors. The east passenger elevator runs between the first and sixth floors. The freight elevator runs between the basement and the sixth floor, but a key is required to access the basement or the sixth floor.

For reasons of personal safety and considerateness to others, as well as to preserve the appearance of the elevators, we ask that the passenger elevators be used only for the transport of people and small, lightly-loaded carts that are not moving chemicals. To meet sanitary codes, food is also transported in the passenger elevators

All live animals, chemicals, liquid nitrogen, flatbed trucks, hand trucks, large carts, furniture, and other large or heavy objects are to be moved only on the freight elevator. The only exceptions to this rule are for deliveries going to the seventh floor and for occasional deliveries to the sixth floor, which may utilize the passenger elevator for these otherwise-restricted loads only for traveling between the fifth floor and the higher floor. Furniture and large objects should be padded with a moving blanket to avoid damage to the elevator interior.

If you will regularly need to transport chemicals or large loads to the sixth floor or to the basement field equipment storage area, please speak with Cathy Ekstrom, who will arrange for you to obtain a key to the freight elevator’s appropriate stop.

Parking

The McCardell Bicentennial Hall lot is, during normal working hours, primarily for the use of faculty, staff, and visitors. Certain spaces in this lot may from time to time be designated for specific purposes, such as for commuter students and language schools faculty.

Vehicles parked on campus are required to display a valid parking sticker or temporary parking pass matching the lot designation as faculty/staff, student, or commuter; otherwise, the vehicle may be ticketed or towed. Visitors may obtain a temporary parking pass from Cathy Ekstrom in MBH 330, or from the office of Public Safety.

Parking is prohibited at all times along the drop-off loop at the west entrance to the building, as well as anywhere in the loading dock area. During events, when all normal parking spaces are occupied, faculty and staff may park along the west side of Bicentennial Way.

In order not to burden the Freeman parking lot east of the building, McCardell Bicentennial Hall faculty and staff are requested if possible not to park in this lot during normal working hours on weekdays.

Lost and found

A lost and found for McCardell Bicentennial Hall is maintained in Cathy Ekstrom's office, room 330. Items found by the custodians or others will be held in the building for at least one month. After that time, items may be sent to Recycling or discarded. We will attempt to contact the owner whenever identifying information is present.

Safety and Environmental Issues

Broken glass and sharps

In order to prevent injury to the custodians, all broken glass and other sharps—including Pasteur pipets, pipettor tips, syringe needles, razor and scalpel blades, and similar objects—are to be disposed in specially marked boxes. Floor-standing and benchtop glass-disposal boxes are available from the custodians, and syringe disposal containers are available from the Laboratory Stores.

Uncontaminated sharps should be placed directly in the disposal boxes. Sharps potentially contaminated with infectious agents—including anything that has been exposed to human blood or blood products—must be segregated and treated as for other biohazardous wastes, as described below.

Laboratory safety

Safety and environmental procedures in laboratories are governed by Middlebury College's Chemical Hygiene Plan. Faculty and staff are responsible for familiarizing themselves with the Plan and for following all requirements included in the Plan. Copies of the current Chemical Hygiene Plan are distributed to faculty and staff in McCardell Bicentennial Hall, and are also available from Tom Sheluga, Cathy Ekstrom, or Tim Wickland.

Hazardous waste disposal

Disposal of many substances is subject to a variety of federal and state regulations as hazardous waste. Included in this category are most organic solvents, corrosives, materials containing heavy metals, and a variety of other materials. To determine whether any of your wastes are considered hazardous, speak with Tom Sheluga.

Accumulation and disposal of hazardous wastes is required to be in compliance with the College's Chemical Hygiene Plan. Among the requirements, containers in laboratories must be

marked with the words “Hazardous Waste” and with a listing of the contents, and must remain closed except when wastes are actually being added to the container.

Please arrange with Tom Sheluga in advance before bringing down any wastes for disposal. Do not simply drop off waste containers at the Lab Stores or the waste storage room!

Biohazardous wastes

Infectious materials and contaminated liquids or solids must not be disposed in ordinary trash receptacles without treatment. Most biohazardous wastes generated at Middlebury College can be decontaminated by steam autoclaving. Depending on the pathogen class as well as the density and total volume, certain biohazardous wastes may require shipment to a medical incinerator.

Biohazardous wastes must be accumulated in an appropriate autoclavable waste bag. After decontamination, the autoclaved waste bags will be placed inside an opaque trash bag for disposal. Building custodians have been instructed not to touch or empty biohazardous waste bags.

Please speak with Tim Allen regarding all accumulation and disposal of biohazardous wastes.

Radioactive materials

Purchase, use, and disposal of licensed radioactive materials are subject to NRC regulations and specific requirements of the College. If you intend to use any licensed radioactive materials, you must either be added to Middlebury’s Materials License or work under the supervision of a licensed user. Speak with Tim Wickland, RSO, (ext. 5421) for more information.

Cathy Ekstrom is responsible for placing all orders of radioactive materials. Individual users and department coordinators must not place orders with vendors without speaking first with Cathy.

Tim Allen (ext. 5729), who is a trained radiation safety technician, is a resource for questions regarding radioactive materials use. He can assist faculty and students in work with licensed materials, perform periodic surveys, and train users on safe handling of radioactive materials.

Drugs and controlled substances

The College is licensed to possess certain controlled substances and prescription pharmaceuticals for use in animals, *in vitro* studies, and chemical processes. Purchase, use, and disposal of controlled substances and pharmaceuticals for animal use are subject to strict federal and state regulations. Orders for purchase and disposal of these materials must be placed through Cathy Ekstrom (ext. 3262). To avoid potential problems, please speak with her well in advance to confirm that the College is permitted to possess the material you wish to order.

Work with animals

Most work involving live animals must be approved in advance by Middlebury’s Institutional Animal Care and Use Committee (IACUC). *It is essential* that all animal users comply with applicable federal regulations and Middlebury College policies regarding animal care and use.

For more information, speak with Sarah Froebel, Director of Animal Programs.

To provide information and facilitate communication among animal users, STSS also maintains an electronic discussion forum (listserv) on animal care issues. Please speak with Sarah Froebel for details about this service.

Custodial Services

Custodial services for McCardell Bicentennial Hall are provided by a team of custodians dedicated to the building. Corridors, classrooms, and public spaces will be cleaned daily. Wastebaskets in offices and most labs will typically be emptied twice per week.

Please note that the custodians do not empty office recycling bins.

Office carpets will be vacuumed regularly, but on a less-frequent basis. During certain times of the year, such as the end of academic terms, the custodians may be required to spend much of their work time in other campus buildings, which will temporarily reduce the level of service that can be supplied to McCardell Bicentennial Hall.

Special requests and messages for the custodians

Requests and messages for the custodians may be left in the Custodial Requests tray in the mail cabinet outside Tim Wickland's office, room 333. Request forms are available there for your use. You may also e-mail or telephone requests to Tim or Cathy Ekstrom, and we will forward your request to the custodians.

Cleaning in laboratories

Custodial tasks in laboratories will be performed according to the work schedule established for each laboratory. You may discuss your needs with Cathy Ekstrom, Tim Wickland, or directly with the custodians; or you may use the special request/message process described above.

Please be aware that it is not the custodians' responsibility to clean up any spills of chemicals or hazardous materials, nor is it their responsibility to determine whether a material that appears to be hazardous is actually nonhazardous. The custodians have been instructed not to touch any questionable materials without first speaking to an STSS staff member or the faculty member in charge of the lab who can confirm that the material is nonhazardous.

All hazardous and biohazardous wastes have specific handling requirements that must be met. Similarly, to protect the custodians, all glass items and sharps are required to be disposed in specially marked containers. For more information on disposal of these particular wastes, see the appropriate sections under **Safety and Environmental Issues**, above.

Recycling

Building occupants are responsible for emptying their own recycling containers and for sorting recyclables into the collection bins located on each floor in McCardell Bicentennial Hall. Custodial Services does not perform this function. (But see below for information regarding office clean-outs.)

Floors 3 through 5 are provided with built-in recycling bins in each corridor. While more attractive than the portable plastic bins, the built-in bins cannot easily accommodate large cartons or bags of recyclables. Please place these bulky recyclables next to the pillar on the east side of the central staircase.

Floors 1, 2, and 6 have portable recycling bins located just off the Great Hall or adjacent to the central staircase. Bulky recyclables may be placed behind or adjacent to the portable bins.

The following materials are required to be recycled in Addison County: paper and cardboard, #1 and #2 plastic containers, glass containers from foods and beverages, and all metals. Other types of glass, including Pyrex, lab glassware, and window glass are not recycled, and should be disposed in a marked lab glass or sharps disposal container.

The College also manages Styrofoam peanuts and bubble wrap for reuse as packing materials. These items should be left neatly in the location for bulky recyclables on your floor. Peanuts need to be contained in a separate bag or box.

Batteries should not be disposed in the regular trash. Battery disposal tubs are located in MBH 621 (the copier room), MBH 330 (Cathy Ekstrom's office), and MBH 135 (general repair shop). Large batteries and wet-cell batteries should be taken to the 135 shop.

Please speak with Cathy Ekstrom or Tim Wickland if you expect to be generating a large quantity of recyclables, such as for an office move or clean out. We will arrange for a pickup of these materials, as well as a supply of bags or containers.

Chalk, dry-erase markers, and erasers

The custodians are responsible for ensuring that a sufficient supply of chalk, markers, and erasers is maintained in each of the building's classrooms, study lounges, and informal learning spaces.

Building Maintenance, Renovations, and Installations

Repairs and maintenance to the building and associated equipment are normally handled by Facilities Services, as are lab and office renovations, and installations ranging from shelves and locks to major pieces of built-in equipment.

There is a limited amount of funding available each year for construction, renovation, and installation projects in McCardell Bicentennial Hall. Typically, more requests are submitted than can be honored within a given year. As you might expect, the more a request meets a compelling need in the academic program, the more likely that it will be completed in a timely fashion.

Project requests are prioritized using a number of criteria. In general, health and safety issues are addressed first, followed in order by requests related to teaching needs, research lab and office needs, and finally, enhancements that are not absolutely essential. Also factored in are the impacts on our programs, the overall cost of the project, and any relevant institutional priorities.

Requests for building maintenance or construction services are normally made through Cathy Ekstrom or Tim Wickland. For urgent repairs when you cannot reach one of us, you may contact Facilities Services directly at extension 5472. In this event, please also leave a telephone or e-mail message with Cathy or Tim describing the problem so that we can follow it up.

Audiovisual Equipment

Responsibility for audiovisual equipment rests primarily with LIS's Media Services staff. Requests for service should be made to the LIS Helpdesk at ext. 2200.

Requests for supplying audiovisual equipment are handled primarily through the Course Scheduling and Events Scheduling offices, but may also be made through the LIS Helpdesk.

The four lecture halls MBH 104, 216, 219, and 220; flat-floor classrooms MBH 338, 438, and 538; seminar room MBH 148; and laboratories MBH 311, 403, 411, and 417 are fully "smart" classrooms, provided with a full range of A/V equipment including VHS and multi-region DVD video projection, computer projection, stereo audio, conventional overhead, and 2x2 slide projection. The four lecture halls are provided with computers that you may use in lieu of your own laptop, have Laserdisc projection, and can also be provided with digital visualizers for opaque and transparency projection.

Seminar rooms MBH 331, 430, and 530 and the 303 flat-floor classroom are "semi-smart," being equipped for computer projection (using your own computer) and VHS video viewing, as well as having a conventional overhead projector. The 303 classroom uses the projector for video and has full stereo sound via wall-mounted speakers, while the three seminar rooms have a separate video monitor and provide a more-limited sound quality through smaller speakers located in the monitor and projector.

Instruction sheets are provided at each of the above locations regarding the use of the audiovisual equipment in that room. Each fall before the start of classes, LIS offers a demonstration of the latest capabilities of the equipment in the smart classrooms. LIS also provides a website,

<http://cat.middlebury.edu/~et/facilities/>, which offers users a virtual tour of the features available in the classrooms in McCardell Bicentennial Hall and elsewhere on campus.

Most of the other teaching spaces in the building are provided with 2x2 slide and standard overhead projectors. Armstrong Library has portable computer projection equipment available at the checkout desk for short-term use in rooms that do not have built-in projection. Other audiovisual equipment, such as DVD players or portable projection screens, can be provided in most spaces upon request.

In the event that LIS staff are not available in an emergency, STSS technical services staff are available to provide backup assistance.

Computers

Public access computers

The primary public access computer lab in McCardell Bicentennial Hall is located in MBH 116–17. A divider is available to separate the two rooms; at most times, this is left open to provide a single space. A total of 24 Windows computers are in the lab, with eight in room 116 and sixteen in room 117. Computers in this lab are available to students, faculty, and staff whenever a class or event is not scheduled in the space.

Twelve Windows computers are located in the Armstrong Library instructional lab, MBH 161. These are also available for general use when not scheduled by a class.

For class or event use, the MBH 161 lab must be scheduled directly through Armstrong Library, rather than through the Course- or Events Scheduling offices.

Dedicated laboratory computers

STSS will provide support for laboratory computers that are dedicated to specific pieces of equipment, just as it does for other laboratory instrumentation. Simply submit a Technical Services request form to Garry Sprigg identifying the work to be performed.

Computers for classroom, office, and general laboratory use

Except for computers dedicated to laboratory instruments, all computers are officially the responsibility of the College's department of Library and Information Services (LIS). LIS has a Helpdesk line at ext. 2200 to accept your requests for help or service regarding hardware or software problems. Each classroom and lecture hall has been provided with a campus phone to permit ready access to LIS's Helpdesk.

In addition to working with the Computer Science Department, Dave Guertin, Educational Technology Specialist in Scientific Computing, assists faculty with the development and use of course-related software and Web sites, and in the selection of hardware and software for teaching applications; and may occasionally be able to offer support for new setups. Dave will also offer assistance with classroom and laboratory computing applications. Dave's office is in MBH 506A (inside the Computer Science Teaching Lab 506) and his telephone is ext. 3143.

Portable computer projection

Laptop computers (Mac and Windows) are available for loan on a short-term basis from the Armstrong Library checkout desk, or from the LIS Helpdesk in the main library.

Portable LCD projectors for use with a laptop computer may be signed out for short-term use from the Armstrong Library checkout desk. For those rooms without built-in projection, LIS can also provide portable projectors on carts that can reside in the room for an entire term. Speak with the LIS Helpdesk, ext. 2200, for more information or to make a reservation. Please feel free also to discuss your needs with Cathy Ekstrom or Tim Wickland.

Printing to the color printers and black-and-white copiers

Color printing via the Xerox Phaser 8560DX color printer and the large-format Hewlett-Packard DesignJet 5500PS color printer/plotter is administered by Cathy Ekstrom, MBH 330, ext. 3262. Both machines are capable of producing high-quality output using UV-resistant inks. Users are charged by the page, with the cost varying by the ink coverage and the paper size.

Users may also send black-and-white print/copy jobs electronically to the Océ VarioPrint 2075 or Xerox WorkCentre Pro 245 copier. At all times on the Océ and under Secure Print mode on the Xerox, your print job will be spooled to a print server, and you will need to release the print job manually at the copier before it will actually print. This is both to prevent others from seeing your print job (as, for example, when you are printing an exam), and to ensure that you are present in the event that a misfeed or other problem occurs with your print job.

To use all of the features of a printer, you will need to ensure that the proper driver software is installed and selected on your computer.

Windows users should access the printers through the Bombay server. **Mac users** may access the printers using either AppleTalk or the Bombay server. Detailed instructions for each operating system on how to connect to a printer are available at the LIS web page, <http://www.middlebury.edu/administration/helpdesk/documentation>.

For further assistance in accessing the printers or configuring your computer, speak with Cathy Ekstrom (ext. 3262) or Tim Wickland (ext. 5421), or contact the LIS Helpdesk at ext. 2200.

Computer backups

LIS recommends that users store their important data and document files on a network server such as Ocelot or TigerCat, as these servers are backed up automatically each evening. However, many users find it necessary or preferable to maintain important files on their local hard drives.

For such users, automated tape backups are available upon request for any networked Macintosh, Windows, or Linux computer in McCardell Bicentennial Hall. Backups are performed each evening except for certain holidays, and noontime backups, intended primarily for laptop users, are also available. With our in-house backup system, no special effort by the user is required; new or changed files are automatically backed up, and it is easy to restore files and folders to the same state each was in as of a particular backup, including earlier versions.

For more information on STSS in-house backups, or to be added to the backup system, speak with Tim Wickland.