**Social Science Research Methods Center (SSRMC)**

**Rules for Engagement**

Dear Student Affiliate,

Welcome to the SSRMC! We hope you will take advantage of all the resources available to you in this space. A map of the SSRMC is provided below.



* SSRMC 150: Computer Lab
* SSRMC 151: Faculty Affiliate Office
* SSRMC 152: Director of Operations Office
* SSRMC 153: STAIR Lab
* SSRMC 154: Methods Mastery Series Coordinator Office\*
* SSRMC 155: Collaboration Room\*
* SSRMC 156-157: Physiological Measurement Suite
* SSRMC 159: Conference Room (with television, standard PC/Mac/HDMI inputs)\*
* SSRMC 160: Kitchen\*

\*Rooms should remain unlocked at all times

**Contact Information**

If you have questions, please reach out to the Co-Directors or Director of Operations:

* Dr. Jaime Settle, Co-Director, jsettle@wm.edu
* Dr. Marcus Holmes, Co-Director, mcholmes@wm.edu
* Rachel Smith, Director of Operations, ssrmc@wm.edu

**Rules for Engagement at the SSRMC**

If you are familiar with the SSRMC, the following information is a friendly reminder of how to keep everything running smoothly. If you are new to the SSRMC, we have a few things we want you keep in mind during your time here. Please read the following sections. If you have any questions, contact the Director of Operations.

**Student Affiliates: Who is Eligible**

An SSRMC Student Affiliate must 1) participate in one of the affiliated SSRMC research labs, 2) be an honors student in the social sciences, 3) be a student conducting an independent study with a professor in the Government Department, 4) serve as a data science consultant, or 5) serve as an Omnibus proctor.

Student Affiliate status provides you with 24-7 ID card access to the SSRMC for the Fall and Spring semesters. In some cases, students may have access to the SSRMC in the Summer semester.

As an affiliate, the space is yours to use, within the conditions of this contract.

**Keys**

* All Student Affiliates will have 24-7 ID card access to the exterior door of the SSRMC. If you have problems with your card after you have been granted access, contact the Director of Operations.
* Physical keys for the exterior door, SSRMC 156-157, and SSRMC 150 are given to the Co-Directors, Faculty Affiliates, Omnibus Project Proctors, Student Directors, and the Director of Operations.
* When you receive a key, it will be noted in the Key Log. When you graduate or become unaffiliated with the SSRMC, you must return the key to the Director of Operations.
* ***Immediately*** report lost keys to the Director of Operations.
* Please be mindful of all locked doors. Do not prop doors open with erasers or other objects. SSRMC 156-157 and SSRMC 150 must remain locked when they are not in use.
* The backdoor of the SSRMC locks automatically. If you need to use the restroom, do not prop open the door. To return to the SSRMC, you must exit the building using the exit closest to the restrooms and enter the SSRMC from the front entrance.

**How to Reserve Rooms in the SSRMC**

*SSRMC Room Availability*

* The lobby, SSRMC 159, and SSRMC 155 can be used without a reservation. However, these rooms can be reserved. Reservations take precedence over ad hoc use, and lab purpose requests (e.g., group meetings, experiments, etc.) take precedence over non-lab purposes.
* Affiliates of the SSRMC are encouraged to submit an online calendar request to use certain lab spaces (e.g., the conference room, group study rooms, and computer lab) when they are being used for lab and non-lab purposes. If you know that you want a particular room at a particular time, you must reserve it.
* The SSRMC Co-Directors and Director of Operations reserve the right to reject any room requests.

*SSRMC Room Reservation Instructions*

To reserve a room, follow the link from the SSRMC homepage, or go to: <http://reservations.wm.edu/VirtualEms/>

1. After you log in using your William and Mary username and password, click “Create a Reservation.”
2. ­Under “My Reservation Templates,” click “Social Science Research Methods Center.”
3. To schedule a room, select the date, start time, and end time.
4. Select the room you want to schedule by clicking the green plus sign. Enter the number of people who will use the room.
5. Click “Next,” and enter the reservation details.
6. Click “Create Reservation.”

**SSRMC Online Presence**

* As an affiliated student, you will be added to the SSRMC listserv. The listserv is used to communicate information about SSRMC events and announcements.
* As an affiliated student, you will have the option of being added to the SSRMC Facebook Group. In a similar vein, the Facebook group will help all of the affiliated students and labs stay in touch.
* The SSRMC website ([ssrmc.wm.edu](https://ssrmc.wm.edu/)) is another helpful tool to use to keep up with what is going on around the SSRMC. There, you can find information and news concerning the center, events relevant to affiliated lab members, and access to the room reservation system.
* Any questions (or ideas!) about the website should be communicated to the Director of Operations.

**Respecting the SSRMC Space**

* Please refrain from taking food or beverages into SSRMC 150 and SSRMC 156-157.
* Do not leave food or other items in the SSRMC unless they are placed in the proper designated areas (e.g., kitchen, assigned cubbies, etc.). Dispose of all trash before leaving the SSRMC.
* Individuals who are not affiliated with the SSRMC are permitted in the space, but an SSRMC member must be with them.
* The Lost & Found is located in the kitchen. Students may also post lost/found items in the SSRMC Facebook Group.

**SSRMC Property**

* SSRMC equipment and property are not to be moved or removed from the SSRMC by a Student Affiliate or anyone else, without express written permission from one of the SSRMC Faculty Directors. This includes:
	+ Technological equipment, including but not limited to the projector in SSRMC 157, the monitors in SSRMC 157 and SSRMC 159, or any associated cords or converters.
	+ White board markers and erasers
	+ Computer lab laptops
	+ All psychophysiological equipment
	+ Any other physical assets, such as chairs, desks, coffee maker, etc.

**Whiteboard Etiquette (copies are placed in each room with whiteboard walls)**

* Erase your work once it is no longer needed, preferably when you are done using the room. In the rare instance that you need material saved on the wall, please be respectful of the multi-use purpose of the rooms. We recommend taking a photograph of the information on the wall, as there is no guarantee it will not be erased.
* To prevent work being erased prematurely, include a message along the lines of “Do not erase until October 3, 2014. [Name]”
* Don’t erase someone else’s work in the middle of a discussion; instead draw on another section of board.
* Put the caps back on markers, and throw markers away once they’ve run dry.
* If we are close to running out of markers, fluid, or erasers, contact the Director of Operations.
* Use only whiteboard cleaning fluid on whiteboards, **never** use window cleaner.
* Do **not** mix whiteboard cleaner and the erasers. It makes a mess.
* When using the whiteboard cleaner, use the cloth rag or paper towels located in the basket.
* Do **not** use red markers.

**Communal Kitchen Rules**

* Leave it the way you found it, hopefully neat and clean.
* Clean up after yourself. If your food splatters in the microwave, wipe it down. If there are crumbs on the counter, clean those up, too.
* Please label all food. Do not eat food that is not yours.
* Keep the refrigerator clear of old/unwanted food and partially consumed beverages. The refrigerator will be cleaned on the last day of every month; food that is not clearly labeled will be thrown out.
* Do not leave dirty dishes on the counters. They will be thrown away.
* The sink is for **experimental purposes only**.
* If the kitchen runs out of an item (coffee, filters, etc.), list the items on the kitchen whiteboard, and the Director of Operations will order more.

**Coffee Program**

* The SSRMC will provide coffee, creamer, sweetener, etc., to all Student Affiliates participating in the Coffee Program. After paying coffee dues, you will have unlimited access to the provided coffee and coffee maker. The idea is that your contribution is cheaper than what you would pay for the equivalent amount of coffee at Aroma’s or The Grind (even if the selection is limited!).
* For $5/month, you get unlimited coffee supplies
	+ You may leave your first payment with the signed copy of this contract, or contact the SSRMC Director of Operations at any time to pay your $5.
	+ At the end of every month, the Director of Operations will email all previously-participating affiliates and request the next month’s payment.
	+ The coffee area will be well-stocked, but if it is running low on anything in particular, contact the Director of Operations.
* You may leave a permanent mug in the kitchen as long as you clean it after use.
* Make only as much coffee as you plan to drink.
* If you drink the last (or next-to-last) cup and there are a lot of people in need of caffeine around, brew another pot.
* If you empty the pot, clean it out and turn off the machine.