

Institute for Social and Economic Research (ISERP)

Workstation Guidelines

The Institute for Social and Economic Research and Policy will provide open workstations to graduate students in the five social science departments. These workstations are not to be identified as permanent space but are to be shared among all students who have reservations. If at any time during business hours a workstation is vacant a student can reserve the space by following the instructions on our website at iserp.columbia.edu/iserp-workstations.

Please note that the IAB 270 Suite also provides a common area with a refrigerator, microwave, and seating to be shared amongst all students and personnel working on projects in the space. Workstation occupants will not have 24-hour access to the suite. Therefore, students must not leave any personal items in the suite after 5pm.

We ask that students be mindful of the following:

- 1) Workstations should not be viewed as permanent space.
- 2) Students should reserve a seat in advance but will be able to make same day reservations depending on availability.
- 3) Students cannot use workstations to hold TA hours.
- 4) Students will be respectful of other students and researchers in the space.
- 5) Students who wish to listen to music or videos should comply with a headphones-only experience.
- 6) Conversations on cellphones is prohibited in the open area.
- 7) Students are responsible for their personal items.
- 8) Students should communicate any issues to ISERP at iserp@columbia.edu.