# Chapter 7 CAMPUS SERVICES

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## Chapter 7

### CAMPUS SERVICES

#### 1.0 Athletic Facilities

Regular full-time and part-time employees, their spouses, and their dependent children have access to the athletic facilities including the Cain Athletic Center, Casey Swim Center, the Johnson Lifetime Fitness Center and the Schottland Tennis Center during the posted hours of operation. The employee or spouse must accompany their dependent children under 12 to all facilities. All employees, spouses and children 12 or older must present their College identification card to gain access and to use the athletic facilities. Check with the individual facility for hours of operation and further information regarding rules and regulations of the facility. All regular season athletic contests are open to the public without charge.

#### 2.0 Bookstore

The Bookstore at Washington College is operated for the benefit of the students, faculty, staff, alumni, and friends of the College. The Bookstore is located in the lower level of the Casey Academic Center. The normal hours of operation are 8:30 a.m. to 4:30 p.m. Monday through Friday and from 10:30 a.m. to 1:30 p.m. on Saturdays (when students are on campus).

In addition to the textbooks needed for courses, the Bookstore carries a wide range of goods, imprinted clothing, imprinted gifts, school supplies, greeting cards, general books, art and computer supplies, snacks, toiletries, CDs, DVDs, and videos.

Washington College employees receive a 10% discount in the Bookstore on most items other than textbooks and course materials, computer supplies and software, all services, newspapers, and guest vendor items. The discount cannot be used in conjunction with store promotional discounts. Employees with charging privileges may charge at the Bookstore using their Washington College ID cards. The employee must show his/her ID to charge (\$2.00 minimum). The Bookstore also accepts cash, checks, Visa, and MasterCard.

## 3.0 Dining Services

Employees and guests are welcome to use the dining hall or the Cove at Washington College. In general, these facilities are open when school is in session and students are being served.

Employees may pay cash or charge the meal to their Washington College account using their WC employee ID card (when charging privileges are established). Guests must pay cash.

The dining hall is also open in the summer for lunch when a conference group is being served. A meal ticket, purchased in advance from the WCDS business office, must be utilized in the summer. No charging or cash is accepted at the door. The Cove is closed during the summer.

WCDS menus are available for review on the WCDS website during the academic year.

#### 4.0 Health Services

The Washington College Health and Counseling Services office is located on the first floor in Queen Anne's House. The office hours are 8:30 a.m. to 4:30 p.m. (the office is closed for lunch from noon until 1:00 pm). The office is closed during the summer.

Health Services is primarily for students. It is not meant to be the employee's primary care provider. An employee may seek care at Health Services if he/she is injured or becomes ill on the job. The health care provider on duty will determine where the employee should be treated (emergency department, primary care provider or the health service). The Health Services staff will also perform blood pressure checks, administer allergy injections or provide other minor health services for employees as time allows.

## 5.0 Miller Library

Miller Library has over 250,000 volumes and more than 8,000 periodical titles in electronic format. The Library is also a selective depository of United States Government publications (many available on-line).

Miller Library offers a full range of library services including reference assistance, library research instruction, on-line and local data searching, interlibrary loans, and computers/software for employee use. Many electronic materials may be accessed on-line through the internet. Employees and their spouses and dependents, with College ID cards, may check out materials by presenting their WC employee ID cards at the circulation desk. Borrowers are responsible for all materials they have checked out. Non-circulating books (those in reference, reserve, periodical,

and microfilm collections) are for use within the library. Removing books or materials from the library without properly checking them out is in direct violation of College policy and could

result in disciplinary action including dismissal.

## 6.0 Public Safety

The Department of Public Safety Office is located on the lower level of the Wicomico Hall. The office is open during normal business hours 8:30 a.m. to 4:30 p.m. Monday through Friday. Department of Public Safety officers are on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot and vehicular patrols of the entire campus 24 hours a day.

The Department of Public Safety issues all College identification cards, parking permits, and keys.

Upon request, the Department of Public Safety will provide an escort for all faculty or staff from their office to their vehicle. If an employee needs an escort, he/she should contact Public Safety at extension 7810.

The Department of Public Safety will assist faculty/staff with unlocking their vehicle in the event they lock themselves out. Officers will also attempt to jumpstart a non-starting vehicle.

# 7.0 Special Events

Employees are invited to attend lectures, concerts, and other special events at the College. The College publishes a Campus Events Calendar that is available on the College's website. The calendar includes athletics, concert and film series events, and other college-sponsored activities.