Maryland iSchool at Shady Grove: Services for iSchool Faculty & Directors

This document was prepared to help individuals participating in Maryland’s iSchool activities at the Shady Grove campus. It will be updated periodically based on changes and additions to available services and iSchool activities at the Shady Grove campus. If you encounter information that is not clear, accurate, or missing from this document, please inform any of the Shady Grove staff listed on page 3.
Maryland’s iSchool at Shady Grove Staff

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Scheduling an event – Contact Hussain or Teja

Request a room: conference rooms, classrooms, or 3rd floor atrium are available to reserve for events related to iSchool courses and programs.

Request refreshments – Contact Hussain or Teja

We can help you order refreshments for your events through the Green Grove Café, the USG campus cafeteria (note: all orders have to be submitted 2 days prior to an event).

Green Grove Café: http://www.cafebonappetit.com/menu/your-cafe/shadygrove


Copier Workroom:

Workroom is located in room 5161 on the 5th floor of the Camille Academic Center (Building III), just as you walk through the double entrance doors (refer to a 5th floor map at the end of this booklet)

Photocopier, printer, fax machine, large paper cutter, 3-hole punch, and paper shredders are available for use in the workroom.

Please use the code corresponding to the program for which you make the copies.

Copier Codes: MIM: ______  MLS: ______

Shady Grove Copy Center: BLDG II - Room 1000: http://www.shadygrove.umd.edu/campus-services/copy-center

Printing:

You may use the printer located in room 5113 for your printing needs. Please connect the USB cable to your laptop or the desktop computer monitor. You may also send jobs to the workroom printer. (See Shady Grove staff for details)
Library Services:
BLDG III, 1st Floor - USG Priddy Library offers a variety of services, including study rooms, use and check-out of iPads and laptop computers. For more information visit http://www.shadygrove.umd.edu/library.

Contact for course reserves: Madhu Singh, madhus@umd.edu, 301-738-6223

Shady Grove Website:
The Universities at Shady Grove website http://www.shadygrove.umd.edu has comprehensive information about the campus for all users. A page of particular interest is the Schedule of Classes http://www.shadygrove.umd.edu/academics/schedule-classes to find days, times, and the classrooms for iSchool courses in a given semester.

Faculty Resources available here: http://www.shadygrove.umd.edu/faculty/faculty-resources

Use it in conjunction with the main University of Maryland website http://www.umd.edu and the iSchool website http://www.ischool.umd.edu for your information needs.

Inclement Weather and Other Emergencies:
The USG campus may close due to inclement weather or for other emergencies. Note: the Shady Grove campus and the College Park campus do not necessarily close at the same time. They may when both College Park and Rockville areas are adversely affected by the weather. Otherwise, you may find that the USG is still in session while UMCP is closed, or vice versa. Please refer to the following excerpt from the USG website for inclement weather procedures:

"In the event of inclement weather, faculty, staff and students should check the USG website after 6 a.m. or call (301) 738-6000 to determine if the Center is closed or delayed. Closures and delays will be sent over the Campus notification system. To sign up, go to: http://www.shadygrove.umd.edu/campus-services/public-safety/campus-alerts/usg-alerts-signup

Messages will also be placed with local TV & radio stations. If you feel that the weather poses too much of a threat for you to conduct class, you should contact students via e-mail or telephone as well as your program coordinator and Student Services at x6000 for posting of cancellations."

If you find it necessary to cancel your class or decide to hold a class off-campus (i.e. a site visit), give us advance notice so we can notify the room scheduling office. If you find you must cancel the class last minute, notify USG Academic Scheduling Office at usg-scheduling@umd.edu and both Vedat Diker at vdiker@umd.edu and Teja Pingali at tpingali@umd.edu.
Public Transportation and DOTS SG/CP Shuttle:

The closest metro station is Shady Grove on the Red Line. The station is not within walking distance from the campus; however, there are Metro busses operating between the station and the campus.

Visit [http://www.shadygrove.umd.edu/about/visit/public-transportation](http://www.shadygrove.umd.edu/about/visit/public-transportation) for more information on public transportation.

There is also the CP/USG shuttle (#124) available for the Fall and Spring semesters (the shuttle schedule could be found at [http://www.dots.umd.edu/shuttle/schedules/upcoming/124_USG.pdf](http://www.dots.umd.edu/shuttle/schedules/upcoming/124_USG.pdf))

Parking:

Parking on the USG campus is free, and you do not need any tags, decals or tickets to park in unmarked spaces. However, do not park in a designated space, such as handicapped, fuel-efficient vehicle, or carpool spaces. If you have a fuel-efficient vehicle, or you carpool, you will need to get a decal before you can park in a designated space. You can park in the covered garage, which is next to Building III, or Parking Lot 2, across from Building III.

Visit [http://www.shadygrove.umd.edu/about/visit/parking](http://www.shadygrove.umd.edu/about/visit/parking) for more information on parking.

If you are seeking to apply for preferred parking spaces reserved for fuel efficient vehicles, submit a form here [http://www.shadygrove.umd.edu/fev-permit](http://www.shadygrove.umd.edu/fev-permit)

Office Space:

We have office space for faculty use at the Shady Grove campus. There is a station with desk space and a desktop computer in room 5113. The access code to the office is ___________. On Wednesdays, room 5124 is available from 3:00 PM to 6:00 PM. We strongly advise you to lock the door, even if you leave for a very short amount of time, since a few cases of theft occurred in Building III over the last couple years. Monday/Thursday - room is TBD.

Office and Classroom Computers:

While you can use your own computer on the USG campus, you are also entitled to use office and classroom computers available on campus. You will need a username and password pair to login to those computers, which is updated every semester. Please see below your username and your initial password for this semester. You will be asked to provide a new password during your first login. The new password must be at least 8 characters long and must contain at least one uppercase letter, one lowercase letter and one digit or special character.

**IMPORTANT:** Please remember to log out from any computer you use after you are done. This ensures you will be able to log into another computer on campus, and will not ‘lock out’ others from signing in to that computer.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Username</th>
<th>Initial Password</th>
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<tbody>
<tr>
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Office of Information Technology - Wireless Networks for Your Computer:

There are three wireless networks on the USG campus. Grove is an open, unencrypted network, which you can connect to without intervention by the OIT Help Desk. Remember to go through the login page by opening a browser and accessing any webpage.

To use the other encrypted networks, Airnet and Firenet, as well as classroom technology needs, please consult with the OIT Help Desk located in Building III on the 2nd floor by telephone: 301-738-6363 [or push the “IT Help” button on USG campus phones], or e-mail: usg-helpdesk@umd.edu.

See OIT web site for more information: http://www.shadygrove.umd.edu/oit

**iSchool Listservs**

Communication is of utmost importance to the iSchool. We encourage you, and your students, to join the listservs that pertain to your program. To join, simply send an e-mail to one or several of the e-mail addresses listed below and indicate: subscribe.

ISCHOOLDISCUSSION@LISTSERV.UMD.EDU
ISCHOOLANNOUNCEMENTS@LISTSERV.UMD.EDU

MLS-STUDENTS@LISTSERV.UMD.EDU
ADMIN@MIM.UMD.EDU

ISCHOOLSCHOOLLIBMEDIA@LISTSERV.UMD.EDU

**Maryland’s iSchool Blogs**

Don’t miss iSchool@SGblog  http://ischoolatsgblog.umd.edu/

If you have news you would like to be included on the blog, please e-mail our blog moderator, Teja Pingali, at tpingali@umd.edu and copy Vedat Diker, at vdker@umd.edu and Hussain Abbas, at habbas@umd.edu

The MLS and MIM programs at Maryland’s iSchool have their official blogs. Please visit: http://mls.umd.edu and http://mim.umd.edu/

**Student Organizations**

Maryland’s iSchool offers several organizations and groups for its students.

For information about them, please visit: http://ischool.umd.edu/content/professional-organizations

**Campus Map and Building III Schematics:**

Visit http://www.shadygrove.umd.edu/about/visit/campus-map or see inside front cover of this booklet; for schematics, see pages 7-11.
The Camille Kendall Academic Center

Building III
First Floor

USM Shady Grove
9636 Gudelsky Drive
Rockville, MD 20850
<table>
<thead>
<tr>
<th>Restaurant Name</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Safeway Food and Drug</td>
<td>301.944.1584</td>
</tr>
<tr>
<td>CheeBurger CheeBurger</td>
<td>301.309.9555</td>
</tr>
<tr>
<td>Chipotle Mexican Grill</td>
<td>301.838.9222</td>
</tr>
<tr>
<td>Jerry's Subs and Pizza</td>
<td>301.424.3100</td>
</tr>
<tr>
<td>Krispy Kreme</td>
<td>240.453.0334</td>
</tr>
<tr>
<td>Mamma Lucia</td>
<td>301.762.8805</td>
</tr>
<tr>
<td>Melt</td>
<td>301.424.1798</td>
</tr>
<tr>
<td>Moby Dick House of Kabob</td>
<td>301.738.0005</td>
</tr>
<tr>
<td>Panera Bread</td>
<td>301.545.1874</td>
</tr>
<tr>
<td>Smoothie King</td>
<td>301.279.2660</td>
</tr>
<tr>
<td>Starbucks</td>
<td>301.315.0096</td>
</tr>
<tr>
<td>Taipei Tokyo</td>
<td>301.738.8813</td>
</tr>
<tr>
<td>Wing Stop</td>
<td>301.309.9464</td>
</tr>
</tbody>
</table>

Restaurants subject to change without notice
Traville Village Center  
Gateway Drive, Rockville, MD 20850  
www.travillecenter.com

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Giant Food</td>
<td>301.315.1460</td>
</tr>
<tr>
<td>Bageltowne Deli</td>
<td>301.279.7035</td>
</tr>
<tr>
<td>Cava Restaurant</td>
<td>301.309.9090</td>
</tr>
<tr>
<td>Oriental Café</td>
<td>301.424.1688</td>
</tr>
<tr>
<td>Potomac Pizza</td>
<td>301.279.2234</td>
</tr>
<tr>
<td>Sushi Oishi</td>
<td>301.257.1177</td>
</tr>
<tr>
<td>Beale Street Grill</td>
<td>301-838-5590</td>
</tr>
<tr>
<td>Bukhara (North Indian Cuisine)</td>
<td>301-738-2000</td>
</tr>
<tr>
<td>Nantucket’s Reef</td>
<td>301-279-7333</td>
</tr>
<tr>
<td>Quench</td>
<td>301-424-8650</td>
</tr>
</tbody>
</table>

*Restaurants subject to change without notice*