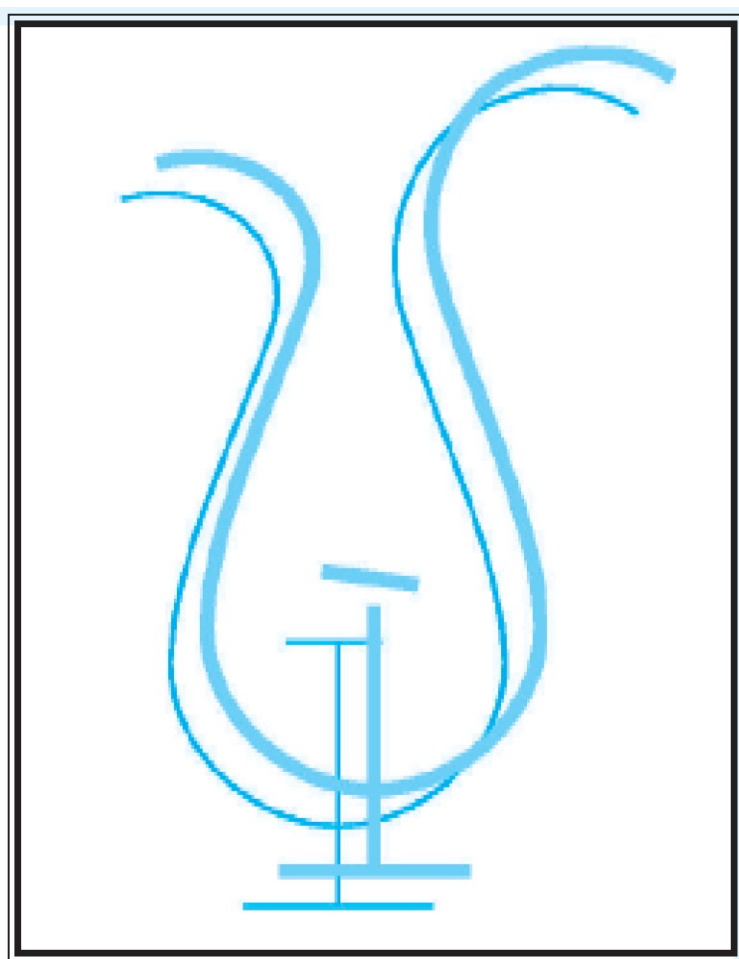


Quantum Theory Project



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University of Florida
Departments of Chemistry and Physics

WELCOME TO QTP

We're pleased that you have joined us and hope that your time at QTP will be rewarding to you. In an effort to help you become familiar with QTP, our resources, and expectations, we offer this booklet.

The Quantum Theory Project is a group of 12 faculty members of the Physics and Chemistry Departments. Additionally, there are 16-20 postdoctoral associates, 49 graduate students, and 6 undergraduate students who have one or more of these faculty members as supervisors and thesis advisors. The Project is served by an Administrator, JIM FOLKS in room 2234.

A long-standing hallmark of QTP is sharing of scientific initiatives, of research resources, and of responsibility for the functioning of the Project. Experience has shown this respect and shared responsibility to be a significant benefit to all group members. In order to make this sharing effective, QTP needs a few rules and procedures. These have evolved over many years. Thus, all are asked respectfully to abide by the following.

COMMON AREAS

These areas, such as the interaction area (2310 NPB) must be kept clean by those who use them. You are welcome to use the refrigerator, toaster, microwave, etc., but please, clean up after you use the facilities.

- If you eat at the table, wipe it off after you eat.
- If you use the "community" dishes, wash, dry, and put them away.
- If you take the last of the coffee, turn the burner off.
- If you leave food in the refrigerator, label it with the date and your name.
- If you use the last of the supplies, let the staff know.
- Unless you are cleaning the sink, be sure the strainer is in the drain.
- If something is broken or doesn't work properly, let the QTP Administrator know.

These areas are here for the entire project to use and enjoy, so please be responsible. Please keep the door to the interaction area locked except between 8 AM and 4 PM, Monday through Friday. Your # 42 key will open the interaction and printer rooms as well as the QTP reading room.

PERSONAL OFFICE AREAS

Everyone should keep his or her office in reasonable order. While we all have different working habits, differing degrees of clutter, it is important to keep piles of paper, journals, and other bulky materials off the floors. A reasonable amount of order will leave a favorable impression of our Project as well as help the housekeepers. Those in shared offices are reminded to respect the property of colleagues, and the space assigned to them.

LOCK UP

To minimize loss of books and other valuables, you are asked to lock your office when you leave (even for relatively short intervals). Theft of a laptop, backpack, or purse is not unheard of, and only takes a minute to accomplish. Outside of regular University business hours, all secretarial offices and the interaction room (2310 NPB) should be locked. The reading room (2228 NPB) should remain locked unless a meeting is being held. Please encourage your office partner(s) to follow this practice. Though locking and unlocking is a bit of a bother, a police report and replacing stolen equipment is much more so. Also, please turn out the lights if you intend to be away from your room for any length of time.

USE OF THE READING ROOM

All of the books and journals in the reading room (2228 NPB) have been bought from grant funds and other hard-earned money for your convenience. Many have been contributed by faculty. New book titles are posted for a short period of time after their arrival.

- Reshelf all books in their proper place when you are through using them.
- Borrowers must be members of QTP.
- No material may leave the QTP area

Do not remove any book from the reading room without signing for it. To sign a book out:

- print your name and the date you check out the book on the card located in the pocket on the back cover of the book,
- slip the card into an empty blue placeholder (located at the right end of each shelf of Books)
- place the blue placeholder into the space where the book was located.

Please help us keep our reading room up-to-date and easy to use.

Your 42 key will give you access to this room. Please be sure it is kept locked except when in use.

STAFF SERVICES

Project faculty members and visitors of faculty rank are the only persons with direct access to staff services. Graduate students and postdocs should submit work through the faculty member with whom they work. Except in an emergency (as decided by the Director), grant proposals will be given top priority and the remaining work will be done in the order that it is received or as deadlines dictate. Clear instructions are to be given in writing. Tests, quizzes and other departmental work, as well as purchases and travel on Chemistry or Physics accounts should be handled by the appropriate Chemistry or Physics staff.

OFFICE SUPPLIES

Chemistry members should check with the appropriate Chemistry staff to determine their rules regarding office supplies. Physics members should do the same with the Physics staff.

COMPUTING

All of QTP computer services are with CLASnet. To use a laptop computer at QTP you must log in with CLASnet. To get log in information, please see "Computing Services" on the QTP Web Site.

The CLASnet computing resources exist to complement the instructional and research missions at the University of Florida. Each user is obligated to use these resources in accordance with CLASnet policies and the UF Acceptable Use Policy (AUP), available at <http://www.it.ufl.edu/policies/aupolicy.html>.

Failure to adhere to this policy can result in notification of your computer contact or your supervisor. In case of potential violations of UF policy, the UF Administration may be notified.

Be civil & courteous to others.

All University of Florida rules and regulations regarding conduct apply in the electronic environment. Please refer to the [UF Acceptable Use Policy](#) for more information.

- If someone asks you to stop sending them email, then stop sending it. If the person files a complaint, your actions can be considered harassment.
- If you feel you are being harassed, your departmental contact can help you file a complaint.

Do no harm, even as a joke.

Do nothing on the system that may harm another user. Complaints will be investigated. Violations may result in criminal and/or disciplinary action(s), and ignorance is not an excuse.

- Do not email an excessive number of messages to another user (aka, "mail bomb").
- Do not send a message to a random number of recipients and/or newsgroups (aka, "spamming").
- Do not create a web page that deliberately "crashes" or compromises a remote web browser.
- Do not deliberately cause a denial-of-service attack (aka "ping flood" and/or "smurf attack").

One person per account.

Do not share your account or password with anyone. Each authorized CLASnet user should have their own account. Shared accounts are not allowed, as each account must have a single "responsible party."

- You will be held responsible for any destructive or illegal activity performed with your account. Ignorance of this policy is not a valid excuse.
- **Do not give your password to anyone else**, even people you trust. If you suspect that someone may have discovered your password, change it immediately.

- If you need someone to read/respond to your email while you are unavailable, contact your departmental contact to set up an email forward to the alternate person's account during the interim.

Electronic mail is not a secure medium.

Email messages may be forged. If you suspect a forgery, contact the supposed sender and ask for confirmation. If the message is a forgery, save the message and report the incident to your departmental contact.

Email messages are not encrypted. Thus, treat them as a "postcard" which unintended others can read without much difficulty. Don't send a message you don't want published on the front page of the Gainesville Sun.

You may not make a profit with your account.

You may not be paid, or otherwise profit from your CLASnet email account. Similarly, you cannot help another profit by forwarding emails to/from your account.

- You may not send chain letters.
- You may not send "MAKE MONEY FAST" offers.
- You may not send advertisements.
- You may not run or promote a business using your account.

At best, these messages merely offend or annoy people. However, some of them constitute wire fraud, a criminal offense. All of them are a violation of the UF Acceptable Use Policy.

Do not forward virus "warnings".

Many virus warnings (like "JOIN THE CREW" or "GOOD TIMES") are hoaxes, and we have to spend a lot of time debunking them. However, do not click any links in unexpected email messages, as they may actually be computer malware.

Do not falsify your identity in online posts.

All messages must correctly identify the sender. Any messages formatted to mislead the recipient into believing your message is from another person can be considered "theft of identity," which is a punishable offense. If you want to post without being identified as a UF employee, you should post using a [Google Mail](#) or similar off-campus account.

Do not attempt to bypass login restrictions.

Do not try to avoid login procedures or restrictions in order to gain access to computer systems where you aren't allowed. This is "computer cracking", or "hacking", and can result in serious legal consequences.

COPYING

Copy costs continue to increase, so please be frugal. All copying on the QTP and Chemistry try machines must be authorized by QTP faculty. The QTP copy machine is located in room 2308. Each QTP faculty member has an account number that will be used by his/her group.

KEYS

NEVER lend, give, etc., keys to non-members without prior permission of the Director. Return Physics Building keys to 2230 NPB or 2234 NPB when your stay at QTP has ended. All other UF keys should be returned to the person from whom they were received. If you should lose your keys, please see the QTP Administrator.

LONG DISTANCE PHONE CALLS

Long distance calls are limited to faculty and faculty-rank visitors and must be signed for. To make a domestic long distance call, press 9 (for an outside line) then 1 for long distance, the 10 digit telephone number. All international calls should be made using 9-011-country code-city code-phone #. PLEASE LOG ALL LONG DISTANCE CALLS. If you cannot find a log sheet by the telephone you use, please go to 2234 and request one.

FAXING

The fax machine is available for QTP use in room 2308. Receipts must be signed on the top 1/3 of the receipt with the sender's name, the faculty host name, and whether the fax is research, departmental, or personal. Please bring the receipt to the administrator in room 2234

MAIL

Each visitor and member of QTP is provided with a mailbox in the Physics departmental mail room. Check your mailbox regularly. Please do not have personal mail sent to the University address. Outgoing mail should be taken to 2326 or 2234. **PLEASE put your initials followed by your advisor's or host's last name in the upper left corner of the envelope. If you do not, your mail may be unsorted.**

The correct format for addressing business mail is all caps, no punctuation, and:

INDIVIDUAL'S NAME
UNIVERSITY OF FLORIDA
QUANTUM THEORY PROJECT
(ROOM NUMBER) NEW PHYSICS BUILDING
PO BOX 118435 (if courier or truck delivery: Gale Lemerand Dr, NPB 92)
GAINESVILLE FL 32611-8435

Mailing supplies are located in 2308 on the filing cabinets along the side wall - inked stamps for air mail, first class, etc. as well as campus envelopes, QTP regular and window envelopes, etc.

Please indicate the type of mail service desired (i.e. printed matter, air mail, first class, etc.). For domestic mail in a #10 (business) envelope you do not need a mail service stamp of any kind.

For domestic mail in larger envelopes to be sent first class you must use the “first class” stamp just above the recipient’s address. Any envelopes larger than #10 will be sent 3rd class unless otherwise marked.

All international mail other than #10 business envelopes must be stamped “air mail” or it will be sent as third class mail. If you need any help, please ask one of the staff or student assistants.

SEMINARS

QTP seminars (<http://www.qtp.ufl.edu/seminars.shtml>) are held on a weekly basis in 2205 and arrangements to present a seminar should be made with the Seminar Coordinator. After a date has been chosen for your seminar, information about your seminar (your full name and title, home institution, date and title of your seminar) should be sent to Jim Folks 2234 so it can be published.

LEAVING QTP

The week prior to your departure, please provide go to the QTP Members Links page, (<http://www.qtp.ufl.edu/internal/members-links/index.html>) scroll down to “Leaving QTP?”, complete the forms, and take them to the Administrator. If you are a Chemistry department employee, you need to complete their exit interview.

GENERAL

Please make an effort to get to know Project members. Faculty should make a particular effort to introduce new graduate students, postdocs, and visitors. We will try to announce visits and seminars on a regular basis.

Please let the QTP Administrator know if you have a problem with any QTP equipment - whether you have a paper jam, the machine is low on toner, etc. or a problem with something in the building.

It is also essential that everyone - new employees, visitors, and volunteers alike - meet with the QTP Administrator to complete the Welcome Packet. This will ensure that your paperwork is in order. Please notify the QTP Administrator of any address change during your stay.

These rules are not meant to be offensive or constraining but to make explicit some working relationships which have evolved over the years to help QTP continue to be the unusual professional community it has become. We count on your cooperation in making these procedures work.

Thank you and enjoy your visit!
Erik Deumens and Kennie Merz
Co-Directors, Quantum Theory Project

University of Florida & Gainesville Information List

Listing the following sites is neither an endorsement of them or of their services, nor is it necessarily all providers of these services in the Gainesville area.

LINKS FOR MEMBERS

The QTP home page is located at this URL: <http://www.qtp.ufl.edu/>
At this URL: <http://www.qtp.ufl.edu/internal/members-links/index.html>, accessible only within QTP, you will find a number of links that you may find helpful during your stay here at QTP. Check them out and if you see anything that is confusing, doesn't work, or have an idea for something you think would be a helpful addition, please let the office manager know.

FOR OUR INTERNATIONAL VISITORS

Board on International Scientific Organizations gives tips for obtaining visas
<http://sites.nationalacademies.org/pga/biso/visas/>

International Center
<http://www.ufic.ufl.edu/ifss.htm>

Visa Waiver Program - Electronic System for Travel Authorization
https://esta.cbp.dhs.gov/esta/esta.html?_flowExecutionKey=_c429D4DE8-C87B-4EB1-3760-3437FC124366_k3599C12E-F395-F78B-7934-F1EAADD436E0

NEED A PLACE TO LIVE?

Apartment Hunters
<http://www.apartmenthunters.com/>

Gainesville Apartment Guide
<http://www.gainesville-rent.com/>

Gainesville Junction Apartment Finders
<http://www.gvillejunction.com/>

BICYCLES

Florida law defines a bicycle as a vehicle. Because of this status, bicyclists are subject to many of the same responsibilities as operators of motor vehicles and subject to the same citations and fines for violating traffic law.

The University of Florida Police Department enforces all the laws of the State of Florida. Because of the University of Florida's commitment to the safety of the University Police Department places a strong emphasis is placed on the enforcement of traffic laws including bicycle traffic regulations. If you ride a bicycle, you must be knowledgeable of the rules of the road and the traffic laws that govern the operation of your vehicle, the bicycle.

Traffic violators on bicycles are subject to the same fines as violators in automobiles, \$154.00 for a moving violation, \$219.00 for running a red light, \$104.00 for a non-moving violation and \$52.50 for a violation specific to bicycle operation.¹

Florida traffic laws for bicyclists and motorists to know: http://www.dot.state.fl.us/Safety/ped_bike/laws/ped_bike_bikeLaws1.shtm

NEED HELP WITH ENGLISH?

English for Speakers of Other Languages (ESOL) is a program sponsored by the School Board of Alachua County and offers free classes taught by State-certified Teachers. For further information, please go to <http://www2.sbac.edu/~wpops/GED/index.html> You may also check with the Coordinator, International Faculty and Scholar Services at the International Center, 123 Grinter Hall, to see if they have any other information.

GAINESVILLE INFORMATION

City of Gainesville
<http://www.cityofgainesville.org/>

Gainesville Visitors Center
<http://www.visitgainesville.com/>

Gainesville News
<http://www.gainesville.com/>
Family Oriented Site About Gainesville
<http://www.gogainesville.com/>

Sperling's Best Places to Live <http://www.bestplaces.net/zip-code/Gainesville-Florida-32601.aspx>

US Census Bureau Information
<http://quickfacts.census.gov/qfd/states/12/1225175.html>

Gainesville Profile & Weather
<http://www.idcide.com/citydata/fl/gainesville.htm>

Gainesville Regional Transit System
<http://www.go-rts.com/>

THEATRE, MUSIC, AND DANCE

Dance Alive national Ballet
<http://www.dancealive.org/>

Gainesville Community Band
<http://www.gnvband.org/>

Gainesville Community Playhouse
<http://www.gcplayhouse.org/>

Gainesville Symphony Orchestra
<http://www.gainesvillesymphony.com/>

Hippodrome State Theatre
<http://www.thehipp.org/> UF
College of Fine Arts
<http://www.arts.ufl.edu/events.asp>

UF Symphony Orchestra
<http://www.arts.ufl.edu/orchestra/conductor.htm>

UF Performing Arts Center
<http://performingarts.ufl.edu/>

HEALTH CARE

UF Student Health Care Center
<http://shcc.ufl.edu/>

HOSPITALS

Shands Health Care
352.395.0111
<http://www.shands.org/>

North Florida Regional Medical Center
352.333.4000
<http://www.nfrmc.com/>

Veterans Administration Medical Center
352.376.1611
<http://www.northflorida.va.gov/>

WALK-IN CLINICS

North Florida Immediate Care
<http://www.northflimmediatecare.com/>

Solantic
<http://www.solantic.com/>

POLICE

Alachua County Sheriff's Office
Emergency - 911
Non-Emergency
352.955.1818

**UF Police
Department**
392.1111

Gainesville Police Department
Emergency - 911
Non-Emergency 352.955.1818
<http://www.gainesvillepd.org/index.php>

WEATHER *National
Weather Service*
<http://www.noaa.gov/>

NOAA Gainesville Weather
<http://forecast.weather.gov/MapClick.php?zoneid=FLZ036>

National Hurricane Center
<http://www.nhc.noaa.gov/index.shtml?>

UF Physics Department Weather Station
<http://www.phys.ufl.edu/weather/>

The Weather Channel
<http://www.weather.com/weather/today/Gainesville+FL+32611>

LIGHTNING

CNN recently called Florida the “lightning capital of the world” and Alachua County is situated in the heart of lightning alley. Newcomers to our area should be aware of the following safety tips (excerpts from the National Weather Service web site at <http://www.lightningsafety.noaa.gov/overview.htm>)

Lightning research at the University of Florida
<http://www.lightning.ece.ufl.edu/>

Outdoors

If you can hear the thunder, you are close enough to the storm to be struck by lightning. Get inside a building or an all-metal vehicle with the windows rolled up. Avoid leaning against vehicles. Get off bicycles and motorcycles.

Do not take shelter in small sheds, under isolated trees, or in convertible automobiles.

Get out of the water, off the beach and out of small boats. If caught in a boat, crouch down in the center of the boat, away from metal hardware.

When there is no shelter, avoid the highest object in the area. Your best option is to crouch in the open, feet apart.

Do not use metal objects like golf clubs, tennis rackets and tools.

Do not work on fences, telephone or power lines, pipelines, steel, antennae, or on roof tops or other high places.

Stop work on heavy tractors and heavy construction equipment.

Do not seek shelter under the equipment.

At construction sites, move to a location under a solid roof...avoid openings such as windows or doors.

Don't take shelter under a carport or in an open garage.

If you feel your skin tingle or your hair stand on end, lightning may be about to strike nearby. Immediately squat low to the ground on the balls of your feet, place your hands on your knees with your head between them, make yourself the smallest target possible, and minimize your contact with the ground.

Indoors

Stay away from open doors and windows, metal pipes, sinks, and plug in electrical devices.

Stay out of the shower or bathtub and stay off the toilet.

Do not use a corded telephone or a computer.

Unplug major appliances such as televisions.

Turn off air conditioners - power surges from lightning can overload the compressors.

FIRST AID FIRST AID

Persons struck by lightning carry no electrical charge. Any person struck lightning by needs PROMPT medical attention.

UNIVERSITY OF FLORIDA

Disability Resource Center

<http://www.dso.ufl.edu/drc/>

Campus Life

Check out the many things available to you on campus from the Arts, Athletics & Recreation, Health & Safety, Housing & Dining, Student Organizations, and Student Services

<http://www.ufl.edu/campusLife/>

The Reitz Union

The Reitz, as UF's Welcome Center, offers a wide array of services:

Hotel

Arts and Crafts Center

GameRoom

Leisure Courses

Cinema

Bank

Copy, Fax, and Pack Service

Notary Service

RTS Bus service Information

Student Legal Services

Custom Framing Service

Hair Cuts and Styles for Men & Women

Outdoor Equipment Rental and Purchase

Food Court.

<http://www.union.ufl.edu/>