

**The Mises Institute**  
518 West Magnolia Ave.  
Auburn, Alabama 36832

MANUAL FOR VISITING SCHOLARS AND STUDENTS

We are pleased that you have applied to be a student guest or fellow at the Ludwig von Mises Institute. The opportunity to spend time with great economists and historians, and doing research in the Mises Institute's library, is an investment that will pay high intellectual returns for years to come. The following tells you a bit more about the Institute and provides some general guidelines concerning what is expected of you during your time here.

The Mises Institute, founded in 1982, is a non-profit research institute that publishes scholarly books and journals, sponsors teaching and professional seminars, and otherwise serves as an infrastructure of support services to further Misesian economics and social theory. The Institute is funded entirely through the generosity of individual donors.

Institute personnel are divided into four categories: staff, faculty, visiting fellows, and students.

- The staff handles administration and Institute management, from accounting and mailing services to publications and editorial services.
- The faculty oversees the academic side of the Institute's work, including the academic supervision of ongoing scholarly projects, and are otherwise granted maximum freedom in research and writings.
- Visiting fellows (those staying for the summer or the year) are responsible to the faculty.
- Students are responsible to the faculty for their academic work and to the staff for all other matters. If you are staying beyond a two week period, your main job is research and writing under the guidance of your primary research.

If there is something about your fellowship, visit, or this manual that you do not understand or that is bothering you, it is best to settle the matter before you begin your fellowship term. Bring your concerns to Pat Barnett ([pat@mises.org](mailto:pat@mises.org)). If you are not satisfied with the way your question has been answered or your problem handled, speak to the president Douglas E. French, or write him at [french@mises.com](mailto:french@mises.com)

**Confidentiality**

The financial arrangements made between the Mises Institute and each student or fellow differ according to circumstance. These are private matters between you and the person on the staff with whom you have been discussing your arrangement, and the financial administrator. The precise financial terms and details of your particular arrangement are confidential and may not be discussed with other staff, faculty, or students.

You have no obligation to report to others the terms of your contract with the Mises Institute, and, indeed, you have a positive obligation to be discreet about such matters. Neither should you seek such information from others. If you desire changes in your status, whether amount or composition of fellowship or length of stay, speak to the president of the Institute.

## **Hours and holidays**

Normal business hours are 8am to 5pm Monday through Friday. These are the times that Institute personnel are at work on research or writing. The doors are locked after hours. The offices are often available at other times, and you are welcome to be here any time that a supervising member of the staff or faculty, or some student who is authorized as such, is present.

If you need to leave town or are too sick to come, let a member of the staff know. Official holidays at the Mises Institute are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas Day. Other requested holidays that involve particular religious traditions or other circumstances are respected. If you must be out of the office a notable length of time, prior arrangements need to be made with Norma Willock (norma@mises.org).

Extended absences without permission during normal hours of operation are not permitted. If you do not fulfill the terms of your agreement with us (by choosing, for example, to leave earlier than expected) you may be liable for financial reimbursement for any costs the Institute incurred to provide for your full stay.

## **Drug or alcohol abuse**

Institute personnel are prohibited from possessing, using, selling, or purchasing illegal drugs. Be advised, too, that Alabama law prohibits anyone under the age of 21 to consume alcoholic beverages on Mises Institute property or during the course of an event sponsored or hosted by the Institute.

## **Policy regarding discrimination and harassment**

The Mises Institute is committed to providing an environment of equal opportunity for employment and study. Accordingly, hiring and fellowship decisions are made without regard to the applicant's age, sex, color, race, national origin or any other category protected by law. The Mises Institute has adopted a strict no discrimination and no harassment policy.

The Mises Institute will not tolerate the harassment of applicants, employees, students, or vendors. Any form of harassment relating to an individual's race, color, religion, national origin, sex (including same sex), pregnancy, childbirth, or related medical conditions; age, disability or handicap, citizenship status, veteran status, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter. Violation of this policy will result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, discuss the questions with your immediate supervisor or one of the contacts listed below. At a minimum, the term "harassment" as used in this policy includes: Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; veteran status; or any other category protected by federal, state, or local law; Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including email, faxes, and copies pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; veteran status; or any other category protected by federal, state, or local law; offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

The Mises Institute also absolutely prohibits retaliation, which includes but is not limited to threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this

policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers, and all staff, are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Non-employees are also covered by this policy. The Mises Institute prohibits harassment, discrimination, or retaliation of our employees in connection with their work by nonemployees.

Immediately report any harassing or discriminating behavior by nonemployees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below. If you have any concern that our No Harassment policy may have been violated by anyone, you should report the matter. First, discuss any concern with Norma Willock. If you are not satisfied after you talk with her, or if you feel that you cannot talk to her, with the president, Douglas French.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem. We will investigate the report and then will take prompt, appropriate, remedial action. The Institute will protect the confidentiality of employees, students, or faculty reporting suspected violations of this or any other Institute policy to the extent possible consistent with our investigation. You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

Persons who violate this or any other Institute policy are subject to discipline, up to and including immediate termination of your fellowship. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

### **Community relations**

During your stay in Auburn, Alabama, you may have the opportunity to meet some of the people who have made your fellowship possible. Expressions of gratitude are entirely appropriate.

Students and visiting fellows bear a grave responsibility and obligation to treat others in the greater Auburn community with utmost courtesy, humility, and respect at all times. This includes not only treatment of Institute personnel, but also university and dormitory staff, students, and employees; public and private employees in local institutions, including banks, bars, restaurants, stores, libraries, and real estate companies; as well as all residents of this community.

Remember that you are implicitly representing the Mises Institute in all your interactions with others, and thus your behavior must at all times be beyond reproach, legally and morally. At the same time, students and fellows are not permitted to speak officially on behalf of the Mises Institute, and may not claim to be doing so in any verbal or written manner, whether in email correspondence, public writings, or private conversation.

You may answer questions about where you work in a simple way: I'm a visiting student at the Mises Institute. It is a private economics research institute that publishes academic journals and books, and gives scholarships to economics students. Any careless or malicious mis-characterization of the Institute's mission or work in public or private will be treated as a violation of our agreement with you.

Students and visiting fellows may not call on extraordinary favors from Auburn residents or otherwise

borrow sizeable sums of money from private individuals without the Institute's permission. You may not write letters to the editor of the newspaper or involve yourself in any local political activities, sign any petitions, or stir up or weigh in on any local political and ideological controversies during the term of your fellowship.

### **Other general rules**

**Attendance.** Because you are here on scholarship, your attendance at daytime lectures and sessions is mandatory. You are strongly encouraged to attend all sessions made available to you during your time at the Mises Institute. Attendance at social functions is not required. If you seek an exception to this, speak to your research director.

**Book Purchases.** Fellowship and scholarship students are eligible for discounts on certain books. Books may be purchased with cash or credit card at the bookstore. For books to be mailed, charges apply. For more information, contact Willard Sitz ([willard@mises.com](mailto:willard@mises.com)).

**Computers.** Some computers in the offices are private and others are for general use. Limit the time you spend on general use computers if others are waiting. All computers are to be used for research, writing, and checking email. They may not be used for playing games, indulging in entertainment, chatting without limit, or viewing unseemly material. If you have questions, talk to a member of the technology staff. If a computer has been assigned to you, it is on loan and remains the property of the Institute at all times, and is always open for inspection.

**Courtesy.** Obey all common rules of courtesy. Speak in a soft voice in the library. Do not yell or speak too loudly anywhere on the premises. Dispose of your trash. Refrain from talking during lectures. Do not use cell phones during lectures. Turn off all cell phones during lectures. Leave kitchens clean. Do not smoke anywhere in the building. Clean up all messes.

**Envelopes and Stamps.** They are available for purchase at the front desk. Outgoing mail deadline is 2:00pm.

**Families.** If you have family members with you, the Institute will hold you accountable for their well-being and behavior while you are on scholarship.

**Health Coverage.** Unless special arrangements have been made, you are responsible for all medical expenses. The Institute will gladly direct you to physicians or clinics in the area as the need arises. For the Institute to obtain medical assistance for you, in the event you are unable to do so yourself, the Institute requires a written, signed release from you.

**Kitchens.** The catering kitchen near the bookstore is primarily for conferences. The staff kitchen near the front desk is available for your use anytime. Clearly mark any food or drink that you consider your personal property. Do not eat or drink items that are not yours. Food that is available for your consumption is generally placed on the counter and marked. Vending machines are available near the restrooms adjacent to the staff kitchen. Clean up any mess you make, and that includes washing cups and dishes.

**Library.** The Ward and Massey Libraries are not lending libraries. No books or journals may be taken from the premises of the Mises Institute. Do not hoard books or materials that others might need. You should return all materials to the library carts for re-shelving once you have used them. If you have check-out privileges at the Auburn University library, you must never return books late. You are responsible for paying any fines, should they arise, to the university. Get a receipt for the book you have returned so that you will not be held liable for them at some later date. Keep Mises Institute books, your own books, and Auburn University books separate.

**Personal appearance and grooming.** The Mises Institute does not have a formal dress policy and prefers to rely on everyone's best judgment to dress appropriately, neatly, and modestly. Students and fellows must present a well-groomed appearance at all times. Extremes in hairstyles and dress are not permitted. Body odor, including that produced by an overuse of perfumes, is not tolerated. If you have questions about what may or may not be appropriate, please discuss this with a member of the staff.

**Phones.** In-house telephones can be used for local phone calls, although use for purely personal reasons is limited. The phones may not be used for long-distance or international calls, unless you are using a pre-paid phonecard, available at many local stores, or some other phone card that makes you, or some other party with whom you have made an agreement, responsible for the charges.

**Photocopying.** Use copy machine adjacent to the Wolf Lecture Hall. The copier in the mail room is also available for use. The cost is 5 cents per page for black and white and 10 cents per page for color. Deposit payment in the containers provided. Clear any paper jams before leaving machine. Ask a staff member for assistance if necessary.

**Piano.** The Bösendorfer Imperial Grand is a treasure, and must be treated as such. No food or drink are allowed anywhere near it. Do not lean on it or set books on it. It must not be played during work hours. It can be played after hours provided others do not object, and that it is treated with utmost respect.

**Residences.** If you are the lessee, you are responsible for the terms of contract, including those pertaining to damages. If the Institute is the lessee, you are responsible for damages, and the Institute reserves the full right to enter your room or apartment at will or otherwise supervise the upkeep of your residence.

**Smoking.** There is no smoking allowed in the building. There are designated outside smoking areas, and notice that they are all placed far from entryways, so that the smoke does not waft into the building. Dispose of any smoking waste in the receptacles provided.

**Social Time.** It is fine to enjoy after-hours social time at the Institute. But be aware that this is not a party house. Its primary function is research, and a quiet atmosphere must be preserved in the libraries and study areas. There may be no after-hours guests without prior approval. All inappropriate behavior should be reported immediately to the after-hours supervisor.

**Solicitations.** Apart from the Mises Institute's book and gift store, the selling of goods or services to Institute personnel is prohibited on the property of the Mises Institute.

**Staff Offices.** Staff offices are work areas and should not be entered unless a staff member is present. Do not pick up, move, or otherwise examine items on the desks of staff members.

**Termination.** Some conduct can result in an immediate termination of your status with the Mises Institute: theft of Institute property; deliberate or careless damage to property; excessive tardiness or absenteeism; arguing and fighting with Institute personnel; using or possessing illegal drugs; failing to carry out reasonable expectations concerning your research, writing, or other work; making false statements concerning your student status or other professionally relevant matters; violating a house rule; discrimination and harassment; abuse of property; or illegal or uncivil behavior in or outside the office.

## **Disputes**

Any dispute of a legal nature arising under federal, state, or local law between you and the Institute--including any claim regarding Institute property, discrimination, harassment, or any other legal dispute relating to your fellowship under any labor, employment, or civil rights law--will be subject to final and binding arbitration in accordance with the Institute practice to arbitrate all such disputes.

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I have read, understand, and agree to adhere to all the rules and provisions of the Mises Institute's Manual for Visiting Scholars and Students, and I understand that visiting the Mises Institute amounts to "at will" agreement. Just as I may terminate my relationship with the Institute at any time, the Institute may terminate its relationship with me upon the violation of any of the above, and terminate as well all financial obligations and arrangements, insofar as this is possible, from the date on which the relationship is severed.

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Signature

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Printed Name

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Emergency Contact

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Date (Month/Day/Year)

**The Mises Institute**  
518 West Magnolia  
fax 734-448-8148  
contact@mises.org  
Auburn, Alabama USA 36832-4528