

## ACCOMMODATIONS

### House Resources

#### **Library**

Reference Works: some dictionaries and two or three encyclopedias are the principal reference tools in the library. Please use these books in the library and return them to their appropriate place.

Newspapers: (currently, The Scotsman, USA Today, The Observer and Scotland on Sunday). Please use these in the library and return them to the appropriate shelf. Do not clip from them. If you want information, photocopy it.

Magazines: (currently Time).

Texts: Copies of various texts used in courses taught at Dalkeith House in the past remain in the House.

Special Collection: Scottish collection (indexed variety of books - about 50 of them - donated to the House). Please use these books in the library only. Return them to the shelf from which you took them.

General Reading: Various novels and other books and periodicals are unindexed and shelved in the library.

#### **Photocopier**

You may make personal copies on the House photocopier in the faculty office. Each copy costs ten pence. Printing both sides of the sheet saves paper, which is praiseworthy, but it costs us virtually the same amount each time you make a copy. Put ten pence (for each copy) on the copier or give it to a faculty member that does the copying for you. You need not pay for faulty copies.

#### **Fax Machine**

The fax machine is located in the office of the Resident Director. Except for an emergency, you may fax material only when a staff member is in the office. The cost to send a fax internationally is £1.50 for the first page and 75 pence for each additional page to the same number. The cost to send a fax in the U.K. is 50 pence per page. There is no charge to receive a fax.

#### **Office Tools**

Computers in the faculty offices are for faculty use, but may be used by students with permission from the faculty.

If you need tape, scissors, a stapler, paper clips, etc., ask a staff member, and then return it promptly.

#### **Other**

If there are other services or materials you need to do your work in the House, please let the Resident Director or another staff member know.

## **Guests**

Guest rooms are available for relatives and friends depending on student enrollment. Reservations are required and are to be made with the Resident Director's office. Please be specific about dates and times of arrival and departure. Most guest rooms have only one double bed. We will accommodate as many requests as possible, but the number of guest rooms is limited. We can recommend bed and breakfast establishments nearby.

A charge of £20 per person per night includes bed, sheets, and towel (no washcloth). Payment must be paid in pounds sterling or in sterling traveler's checks and is to be made upon arrival. A self-serve breakfast is also included when program food service is in operation.

## **Electrical Appliances**

Hair dryers, curling irons, electric razors, and other U.S. appliances will not operate without plug adapters and (usually) voltage converters. (Note: Voltage converters rarely work well.) We recommend renting hair dryers and curling irons at Dalkeith House for a nominal fee or purchasing them in Scotland. Clothes irons will be available for use as well.