

# Facilities

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## Use of College Facilities

Students presenting a SurgeCard may use facilities such as the gymnasium, pool, game room, weight room, library, auditorium, and meeting rooms. Such use is restricted to hours set aside for student use for free time recreation. These hours will not conflict with previously scheduled events, and may be subject to change because of scheduling of intramurals, athletics, community use, or other purposes.

Students or student groups may lease on-campus facilities through the Facilities Office (<http://www.cincinnati.edu/about-cs/facilities-services>), phone (513) 569-4123 or email [eventscheduling@cincinnati.edu](mailto:eventscheduling@cincinnati.edu). The use of facilities is outlined in the Facility Usage and Rental Guidelines (<http://www.cincinnati.edu/about-cs/facilities-services/images/facility-usage-and-rental-guidelines.pdf/view?searchterm=Facility>).

## Bakery Hill

Bakery Hill (<http://www.midwestculinary.com/eat-create-enjoy/bakery-hill/bakery-hill>) is a retail bakery on the second floor of the Advanced Technology & Learning Center (ATLC). Bakery Hill is operated by students and instructors at the College on both an educational and entrepreneurial basis.

Bakery Hill on Main is a retail outlet in Main Building near the Welcome Center that sells pastries, coffee, snacks and other items. Bakery Hill at the Overlook is a kiosk that sells dessert items in the Overlook cafeteria on the first floor of the ATLC. For more information about Bakery Hill, phone (513) 569-4697 or email [bakeryhill@cincinnati.edu](mailto:bakeryhill@cincinnati.edu).

## Bookstore

The Cincinnati State Bookstore (<http://www.cincinnati.edu/on-campus/bookstore/?searchterm=bookstore>) is located on the lower level of the ATLC. A complete supply of new texts and a limited supply of used books are available, covering all the courses offered at the College. A textbook rental program is also available for certain courses. The store also carries a complete line of classroom supplies, calculators, and course-related equipment and supplies.

Used books are purchased by the bookstore at any time during the year.

Books for which an exchange or refund is requested must be accompanied by the original receipt and presented to the College bookstore within one week after the beginning day of each semester. If a student drops a course and wishes a refund within the established time frame, the student must show bookstore personnel a copy of the drop/add form. Only books on approved book lists can be returned as used books and refunded accordingly.

Regular hours of the bookstore are Monday, 8 a.m. to 7 p.m., Tuesday through Thursday, 8 a.m. to 6 p.m., and Friday 8 a.m. to 2 p.m. During registration periods, hours are extended. For more information about the Cincinnati State Bookstore, phone (513) 569-1507 or email [cincist@bkstr.com](mailto:cincist@bkstr.com).

## Child Development Center

The William L. Mallory Child Development Center (<http://www.cincinnati.edu/on-campus/child-development-center/?searchterm=mallory%20center>) is located on the Fourth Floor of the Main Building. It provides outstanding childcare on Cincinnati State's campus while serving as a learning lab for Cincinnati State students — particularly those in the Early Childhood Education (ECE) programs. Enrollment priority is given to children of currently enrolled students and staff and faculty of the College.

The Mallory Center daytime program is designed for children ages three months to five years who are not yet eligible for kindergarten. This is a full-time, year-round program operated Monday through Friday, 7 am to 5:30 pm. There is typically a waiting list for this program. The preschool classrooms also offer Head Start Enhancement. The Mallory Center also operates a summer program in conjunction with the daytime program for children five to 10 years of age. The Mallory Center serves breakfast, lunch, and snack, thus supplying two-thirds of a child's daily needs. Menus are posted regularly on the center's parent bulletin board.

Parents are welcome and encouraged to visit their children at any time. There are observation booths for most of the classrooms if parents wish to observe without being seen. Parents are also welcome to help in the classroom: reading books, eating lunch, or going on field trips.

All teachers at the Mallory Center have achieved at least a high school diploma, and all lead teachers have some type of formal training, including an associate's degrees in Early Childhood Education or a Child Development Associate (CDA) credential, or are working towards that goal. Teachers also have training in CPR, first aid, common childhood illnesses, and child abuse recognition. All staff and volunteers have been fingerprinted and have had a complete background check.

The Mallory Center is licensed by the City of Cincinnati's Department of Health and the State of Ohio's Department of Job and Family Services. It is accredited by the National Association for the Education of Young Children (NAEYC). This voluntary achievement was initially awarded in 1998. For the NAEYC accreditation, the center volunteered to be measured against new program standards that assess the program's level of quality. The Mallory Center was one of the first childcare centers in Ohio to earn the mark of quality represented by the reinvented NAEYC accreditation system.

For more information about the Mallory Center, phone (513) 569-1504 or e-mail [ask@cincinnati.state.edu](mailto:ask@cincinnati.state.edu) or Beverly Mcglasson , Director of the William Mallory Early Learning Center.

## Computers/Computer Labs

The College provides access to computers at open labs in both the Main Building and the ATLC. In addition, computers are available for student use in the Johnnie Mae Berry Library and at kiosks at several locations within the ATLC. In addition, the entire campus in Clifton has wireless access that is free and open to Cincinnati State students, faculty and staff. For more about the computers and computer labs please see Technology on Campus ([http://www.cincinnati.state.edu/on-campus/technology/technology-on-campus-1/copy\\_of\\_technology-on-campus/?searchterm=computer%20lab](http://www.cincinnati.state.edu/on-campus/technology/technology-on-campus-1/copy_of_technology-on-campus/?searchterm=computer%20lab)).

## Fitness Center

The Fitness Center (<http://www.cincinnati.state.edu/on-campus/health-fitness-recreation-sports/?searchterm=fitness%20center>) in the Main Building provides a full range of Nautilus equipment, free weights, cardio machines and resistance equipment, as well as a gymnasium (at designated times) and swimming pool. Racquetball courts are available in the ATLC. Fitness classes are regularly scheduled, and students, faculty and staff have access to the services of personal trainers as well as personal evaluations.

A SurgeCard is required for use of the Fitness Center and a liability waiver must be on file. Children, food and drinks, and loitering are not permitted in the Fitness Center. For more information regarding the Fitness Center, please contact Mike Combs , Fitness Center Director, phone (513) 569-8693 or (513) 569-1592.

## Game Room

A Game Room (<http://www.cincinnati.state.edu/on-campus/student-activities/student-activities/?searchterm=game%20room>) is located in Room 135 of the ATLC. Table tennis, billiards, board games, and equipment are available free with a SurgeCard. Racquetball courts are also available for use by currently enrolled students. Racquets and balls can be checked out in the game room with a SurgeCard. For more information about the game room please contact Student Activities , located in the ATLC - Room 204, phone (513) 569-5747.

## Gymnasium

The gymnasium (<http://www.cincinnati.state.edu/on-campus/health-fitness-recreation-sports?searchterm=gymnasiu>) is located in the Main Building, behind the Welcome Center. It is open at designated times (generally when it is not being used for team practices or classes); a SurgeCard is required to check out equipment. No food or drink is allowed in the gym. Gym shoes must be worn when using the gymnasium (street shoes with soft soles are not permitted).

## Library

The Johnnie Mae Berry Library (<http://www.cincinnati.state.edu/library/library/?searchterm=Johnnie%20Mae%20Berry%20Library>) , named for the College's first librarian, provides library services to the College community. The library is open from 7:30 a.m. to 10 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. on Friday and 8 a.m. to 4 p.m. on Saturday. A trained staff member is available during these hours to assist library patrons in locating information and using the College's reference, circulation, and periodical collections. Along with standard print resources, the library has a wide array of resources available electronically.

The library's homepage is available online at [www.cincinnati.state.edu/library](http://www.cincinnati.state.edu/library) or by clicking on the word "Library" from the College's homepage. It provides access to: BLINK, the library's online catalog; full-text articles via our databases and Electronic Journal Center; subject and class-specific LibGuides to assist with research 24/7; and video tutorials to help students find books and articles and avoid plagiarism.

Students may check out circulating books for a three-week period or audio books for a two-week period by presenting their SurgeCard. Books may be renewed up to six times provided no one has placed a hold on the item. Audiobooks may be renewed once. Items not returned within 30 days of being overdue will be billed at a rate of at least \$100 per item to cover the replacement and processing costs. Upon return the charge is reduced to \$25 per item.

Cincinnati State is a member of the Ohio Library Information Network, also known as OhioLINK. This network provides access to a central catalog of the colleges and universities throughout Cincinnati and Ohio. Students can request books from any other OhioLINK libraries through this system. Items are usually delivered within three days and are checked out for three weeks and renewed up to six times. Overdue fines of 50 cents per day are charged for books borrowed from other libraries. A fee of \$50 per item is charged for books overdue for 30 days.

Cincinnati State students also have access to a number of libraries in the area through the SWON Libraries (Southwest Ohio and Neighboring Libraries). To use the member libraries, students must obtain a SWON Common Patron ID card at the Circulation Desk in the Berry Library. These IDs expire at the end of each academic term and must be renewed every term. SWON's website, [www.swonlibraries.org](http://www.swonlibraries.org) (<http://www.swonlibraries.org>) , provides access to a member directory and lending policies.

The library's media collection provides a variety of popular and instructional media items which are available for students to view in the library during open hours. Media items in the Fiction and Biography sections are now available for a one-week check-out by students.

The library has four group study rooms which can be 'checked out' for two hour periods. It also has a variety of tables, desks, and carrels for individual study. Two coin-operated copiers are available.

Laptops are available for students to check out for two hours for use in the library. A SurgeCard is required for checkout. The laptops contain the software found in the computer labs and connect to the Internet via a wireless network. Students with overdue laptops are subject to \$5 fines for each hour they are late.

## Lockers

The College has a limited number of lockers available for student use; students must provide their own locks. Cincinnati State assumes no responsibility for any loss, theft, or damage to lockers, locks, or contents due to fire, trespassers, etc. Each year, at the end of the Spring semester, students must remove locks and contents from their lockers so that general cleaning and maintenance can be performed.

## Overlook Café

The Overlook Café (<http://www.cincinnati.state.edu/on-campus/dining/?searchterm=the%20overlook>) is located on the first floor of the ATLC. It offers a wide selection of wholesome foods and refreshments, including hot breakfasts and daily lunch and dinner specials, soups, a custom Deli station, a salad bar, a fruit bar and a full range of drink and "grab and go" options.

Vending facilities are located on the second floor of the ATLC, the first and third floor lounges in the Main Building, and on the second and third floors of the Health Professions Building. If necessary, refunds from vending facilities can be obtained from the cafeteria cashier.

## Pool

The pool (<http://www.cincinnati.state.edu/on-campus/health-fitness-recreation-sports/?searchterm=pool>) is open to students and staff for free swimming at designated hours. A SurgeCard is required for pool usage and must be presented to the lifeguard. For the safety of all swimmers, no loud or disruptive behavior is tolerated. No street clothes are allowed in the pool area; locker rooms are available before and after swimming in the Fitness Center. Swimsuits are not allowed in other areas of the College.