



Idaho State University Meridian

2024–2025 Student Resources



Meridian Building Information

Basic Information

Address: Sam and Aline Skaggs Health Science Center
1311 E Central Drive
Meridian, ID 83642

Phone: (208) 373-1700

Website: www.isu.edu/meridian

Building Hours: Monday–Friday 7:00 am – 12:00 am*
Saturday 8:00 am – 4:00 pm*
Sunday Closed

*Students cannot enter the building before 7:00 am. **It is mandatory that you use your Bengal Card to access the facility through the front doors during the following times:** Monday–Friday from 7:30 pm–12:00 am and Saturday from 8:00 am–4:00 pm. **Staff will not open the doors at any time during these hours.**

Building Entrances/Exits

Main Entrance/Exit:

Open	7:00 am – 7:00 pm	Monday–Friday
Card Access Only	7:00 pm – 12:00 am	Monday–Friday
	8:00 am – 4:00 pm	Saturday

Clinic Entrance:

Open	7:00 am–8:00 pm	Monday–Friday
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TVAPL (East) Entrance:

Open	7:00 am–5:00 pm	Monday–Friday
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Idaho State students are prohibited from entering and/or exiting through any of the Renaissance High School entrances/exits.

While using your Bengal Card to access the building, do not allow another person to walk in behind you. Each person is required to use his/her own Bengal Card. Anyone caught letting people in the building risks having their door access suspended.

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Front Office

The following services are provided by the front office cashiers: fee payment, parking permits, and citation payments. All cashiering services can also be completed online through MyISU. Visit the front desk for more information.

Front Office Hours:
Monday–Friday, 7:30am–5:00pm

Cashier Hours:
Monday–Friday, 8:30am–4:30pm, Fall Semester
Monday–Friday, 8:30am–4:30pm, Spring Semester
Monday–Friday, 8:00am–3:30pm, Summer Semester

*Summer semester, the Meridian Front Office will close at 4:00pm.

Bengal Cards and clinical badges are obtained at the front desk with proper identification.

Faxing and Scanning Documents

The front office staff will fax or scan documents to Financial Aid, Admissions, and the Registrar for you. See your department administrative assistant for all other faxing or scanning needs, including scholarship applications, assignments, resume, etc. The front office will not be responsible for confirming that documents have been received.

Graded Course Assignments &/or Exams

Graded papers and exams will be returned to your department's administrative assistant for distribution. Those students who are taking online classes or do not have a department in the facility can pick up their graded papers or exams at the front office. Your Bengal Card is required to pick up papers. Your graded paper will not be given to someone else without written permission.

Bengal Cards/Student ID Cards

Due to the nature of the open campus with Renaissance High School, Idaho State students must carry their Bengal Cards on their person at all times and produce them when asked.

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Bengal Cards may be obtained from the front office. Bengal Cards will be valid for the time period a student is enrolled in an Idaho State program and provide identification for students using the Boise State University Library and Unity Health Center. The cost of a replacement card is \$20.00.

Classroom Policy

1. Drinks and small snacks are allowed in the room as long as students pick up after themselves. If the rooms are not left clean, this policy will no longer be in effect.
2. All students are to respect their classmates. This means that students will not talk and be disruptive during class time. Any student being disruptive will be asked to leave. If a student continues to be disruptive, Academic and Student Affairs will get involved.
3. There will be no unnecessary noises made over the intercom system or the microphones in distance learning classrooms. This is very disruptive to all distance learning locations and will not be tolerated.
4. If a student has concerns regarding the behavior of another student, he/she should speak to the Idaho State Meridian Executive Director.
5. Please do not remove chairs from any classrooms. If you move furniture within the classroom, please move it back.

Traditional Classrooms: Schedules are posted outside each classroom door. Classrooms may be used by students for studying, but please check the schedule for availability. Schedules are subject to change without notice.

Distance Learning (DL) Classrooms: Equipment in the DL classrooms is not for student use unless it is used during a class. Students may use the DL classrooms for studying, unless a class is scheduled. If you would like to have a class recorded, please contact the instructor. Classes are encoded and uploaded to Moodle at the discretion of the instructor.

Computer Labs & Access

There are computers, printers, a scanner, and a telephone available for student use in the Meridian computer lab room 680. All registered students have a computer account. IT Technicians are available to advise and troubleshoot with students. The IT Service Desk is located in room 686C.

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To place a telephone call, dial 8 for an outside line to make a local or toll-free call. Students may make university-related calls to the Pocatello campus using a direct line in the computer lab. To call the Pocatello campus, dial the last four digits of the campus telephone number. Some departments have provided 800 numbers for Meridian students to use when making university-related calls. Please check with your department for these numbers.

Absolutely no food will be allowed in the computer labs.

There are Chrome Books available for students to check out if needed. They can be checked out at the Front Office through Student Services.

Collaboration

A **Collaboration Table** is available for student use by room 611, the Student Activity Board office. A large screen display with laptop or device connections allows for groups to work together on digital projects. Currently, the table is available on a first-come, first-served basis and cannot be reserved.

Two **Group Study Rooms** are also available for students. They include a height-adjustable table and a large screen display with laptop connections for easy collaboration. The rooms may be booked via [YouCanBook.me688](#) or [YouCanBook.me689](#). Maximum booking time is three hours with preference given to groups. No food or drink is allowed.

Public Safety Information:

Emergency Evacuation Plan

1. Everyone must EVACUATE the building when a fire alarm sounds and proceed to the emergency assembly location near the southeast parking lot. There will be NO EXCEPTIONS. Monthly fire drills will be held in conjunction with Renaissance High School and West Ada School District.
2. In the event of an emergency, students are to vacate the building immediately through the nearest exit. If any of the clinics are in session, staff and students will be responsible for escorting their clients out of the building. Clinic supervisors will be responsible for conducting a physical count of their respective students and clients. Persons needing special assistance and not able to exit directly from the building are to proceed to and remain in stairwell vestibules located by the Bengal Den and the 24/7 stairwell.
3. Emergency response personnel will evacuate occupants needing special assistance from the building.

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4. Please remain calm and leave the building from the nearest exit. Use handrails in stairwells and stay to the right.
5. Upon exiting the building, DO NOT LEAVE the premises so that everyone can be accounted for, unless extreme life-threatening circumstances exist.
6. Please assemble on the grass near the southeast parking lot, as follows, to allow fire and EMS vehicles clear access to the building. Follow the directions of the evacuation monitors at the assembly area.
 - i. **Primary Assembly Area:** The grassy knoll area at the southeast corner of the parking lot, where Idaho State and ICOM parking lots meet.
 - ii. **Disabled Assembly Point:** In the grassy area directly across from the Main Entrance. This area is for anyone who is disabled and their caregivers and/or instructors.
 - iii. The Alternate Assembly Area is the southwest corner of the parking lot under the freeway signpost. This area should ONLY be used when the primary area is unavailable.
7. The Fire or Emergency Department will give clearance to re-enter the building to Idaho State administration officials. An Idaho State administrator will announce ALL CLEAR to re-enter the building.

Active Shooter/Violent Intruder Event Procedures

An Active Shooter or Violent Intruder Event is any time an individual is actively shooting or seriously attempting to harm individuals. If these situations occur, you will be notified as quickly as possible to take **RUN/HIDE/FIGHT** actions. Each action should be considered independently and used to your best advantage. You must decide what course of action you will take until law enforcement arrives.

Lessons learned from tragic events such as Columbine, Virginia Tech, and Sandy Hook have led the country into what is now being taught and used nationwide by police departments throughout the United States. This national program is called **RUN/HIDE/FIGHT** and is being adopted by countless universities, public schools, and private businesses across the country.

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RUN/HIDE/FIGHT is a training solution that increases our faculty, staff, and students' odds of survival during a violent intruder event. **RUN/HIDE/FIGHT is exactly what it says** and is a set of proactive strategies that increase chances of survival during an armed intruder event. These are options for you and are not designed to be used in order. While no one can guarantee no casualties or injuries, we can guarantee that passing on knowledge will empower people with options of survival through lessons learned.

Additional information can be found at [Active Shooter and Information](#)

Weapons Policy

Weapons are prohibited for all persons, including holders of the enhanced concealed carry permits, on all Idaho State Meridian property as well as Renaissance High School and West Ada School District properties. A weapon is any firearm, any knife with a blade longer than four inches, or any other deadly or dangerous weapon.

Only certified City, County, State, Federal, and retired police officers, with appropriate identification, and Idaho State Public Safety personnel are authorized to carry a weapon on campus. **ISUPP 9000**

Smoke and Vape Free Campus Policy

Smoking and vaping are prohibited on all Idaho State property, as well as Renaissance High School and West Ada School District properties. Smoking is prohibited on all grounds, including exterior open spaces, parking lots, and sidewalks.

Idaho State is committed to promoting a healthy and safe environment for students, faculty, staff, and visitors. This policy is intended to reduce the health risks related to smoking, secondhand smoke, and vaping for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy environment in all communities.

Smoking is hereby defined as the burning of tobacco or any other material in any type of smoking equipment, including but not restricted to vaping, cigarettes, cigars, pipes, or e-cigarettes. **ISUPP 2370**

Drug and Alcohol-Free Workplace Policy

Idaho State University is committed to maintaining a safe and healthy environment for members of the University community. The University recognizes the health risks associated with Drug and Alcohol Abuse and is

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committed to supporting employees who seek treatment for these conditions. Policy violations may result in disciplinary action, but will also be an opportunity for the University to help Employees find appropriate services and treatment for Drug and/or Alcohol Abuse. All members of the University community have a personal responsibility to adhere to all applicable laws, policies, and regulations concerning the use of Alcohol or other Drugs.

ISUPP 3180

Parking

Student parking permits are **\$116/year** or **\$83/semester**. Permits may be purchased online, with a credit card or debit card, or at the front office, with cash or check only, during cashier hours. If purchasing online, please bring identification to the front office to receive your permit. Parking permits are required for ALL faculty, staff & students in all ISU parking areas.

Students who do not require a parking permit can now purchase a **\$7 day-use pass** using a credit/debit card by scanning the **QR code** below:



Parking permits are required from 7:00am–10:00pm, except on Sundays and legal holidays when classes are not in session. Signs indicating Faculty/Staff, General Permit, Visitor, Reserved, Clinic, and Motorcycle lot designations are posted at each parking area. Anyone with a valid Idaho State permit can park in any **Idaho State faculty/staff lot after 4:00pm and on weekends, unless otherwise posted.**

No parking is allowed in the Renaissance High School, West Ada School District, or ICOM parking lots.

Parking areas are as follows:

General Permit Parking: General Student parking where Idaho State signs are posted on most entrances (this entrance is one-way in) off E Central Drive and the Idaho State student parking will be immediately to your right after the roundabout. Park only in the designated Idaho State areas. For safety, please use one of the crosswalks to cross the one-way exit lane in front of the high school before walking to the south side of the building. **(DO NOT ENTER OR EXIT THE BUILDING THROUGH THE HIGH SCHOOL ENTRANCE ON THE WEST SIDE.)** When exiting the west lot, please be patient and utilize the proper lane to proceed east or west.

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South Side Lot: Clinic, Faculty/Staff, Motorcycle, Reserved, and Visitor parking areas. *Students with a valid permit may utilize the General Permit Faculty/Staff lots only after 4:00pm on weekdays and on holidays or weekends.* Please access this area from the west side of the building.

No Parking: **Students, faculty & staff may not park in the Clinic area** (without an accommodation), **Handicapped spaces** (without proper placard or pass), or **Visitor spaces**.

THE SPEED LIMIT IN ALL PARKING AREAS IS 15 MPH. Keep in mind that the high school students and buses use the west side routes.

Citations will be issued for violation of the parking policy. Citations can be paid at the front office cashier window with cash or check or online at <https://www.isu.edu/parking/>. **Please keep in mind that the front office staff and ticket writers are not able to assist in negotiating or appealing any citations.**

Parking spaces on the north side and northeast/east side of the building are reserved for the West Ada School District.

Complete Parking Regulations can be found at [Parking Services | Idaho State University \(isu.edu\)](#)

Meridian Student Services

I. Supporting Idaho State Students

WELCOME TO A “CARING” IDAHO STATE COMMUNITY!

“A caring community is a place where the well-being of each member is sensitively supported and where service to others is encouraged.” -Ernest Boyer

The faculty and staff at Idaho State are here to support students in a holistic way. Please share concerns for Idaho State students who might benefit from available support services to assist with academic, career, financial, and/or other personal matters by reporting a concern.



Early warning signs may include

- Class absences;
- Behavior that suggests feeling overwhelmed;
- Isolation;
- Depression; or
- A difficult situation that places a student in need of additional support.

Help us, help you, help friends.

Submit your notice at <https://www.isu.edu/deanofstudents/report/>

II. Title IX Notice of Non-Discrimination

Idaho State University does not discriminate on the basis of sex, in its education programs or activities. Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads, *“No person in the United States shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”* -Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation, 34 C.F.R. Part 106 (Title IX).

Title IX protects all people, from discrimination on the basis of sex.

Sex Discrimination refers to a disparate treatment or disparate impact based on sex. This includes sexual harassment. Conduct that would constitute sex discrimination is prohibited by Title IX of the Education Amendments of 1972 and its implementing regulations.

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Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking as defined by law.

Other Offenses: Any behavior based on sex that makes it hard for a student to participate, even if it doesn't fit the exact definition of sexual harassment, likely goes against what is expected at ISU. Report this information to the Title IX Coordinator to discuss options for resolving the issue.

Retaliation: Any person who makes a report, brings forward a complaint, or participates in any way in an investigation is protected from retaliation to the full extent of the law.

Who to Contact with Complaints: While compliance with the law is the responsibility of all members of the Idaho State community, the staff members listed below have primary responsibility for Title IX compliance. Concerned parties may choose to contact any of the following individuals and make a complaint under the grievance procedures at Idaho State. Idaho State is committed to resolving issues through our internal processes. We have programs designed to support persons who experience harm. Individuals also have the right to file a complaint directly with the Office of Civil Rights under the complaint process of the Office of Civil Rights.

Ian Parker

Title IX Coordinator
Office of Equity and Inclusion
(208) 282-1439
ianparker@isu.edu

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III. Counseling and Career Services

Idaho State students have two options for free and confidential mental health counseling on the Meridian campus. When currently enrolled, students can seek services at the:

Disability, Counseling and Career Services Suite
ISU-Meridian First Floor, Room 647
208-373-1732
Monday-Friday 8:00am-5:00pm

Or, students can seek services at the Meridian Counseling Clinic, for a nominal fee of \$5.00 per session, which serves ISU students and local community members:

Meridian Counseling Clinic
First Floor Clinics
208-373-1719
Hours vary per semester

Career services are also available in Meridian through the Disability, Counseling & Career Services Suite. Cliff Rone provides the career services for students in Meridian and can be contacted here:

Cliff Rone, Ph.D.
Disability, Counseling & Career Services Suite
ISU-Meridian First Floor, Room 647
208-373-1732
cliffrone@isu.edu

Please become familiar with the following services and resources that will help you with your journey from current student to future employee! To learn more, please visit the [Career Center](#).

- **Handshake:** This is a free job searching resource that can be found at [Handshake for Students and Alumni](#). This site advertises full-time jobs, part-time jobs, internships, etc. Other career-related events are posted as well.
- **FOCUS2:** This free career guidance program can be found at www.isu.edu/career/focus2. This resource can help make college and career decision-making easier.

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- **Resumes:** Have your resume reviewed or use our excellent resume resources/samples.
- **Interviewing:** Schedule a practice interview or use our excellent interviewing resources/samples.
- **Career Counseling:** Schedule an appointment with a Career Counselor to help you with your decision-making.
- **Presentations:** Professors can schedule career-related presentations for their classes.

IV. Disability Services

Disability Services is committed to increasing access to all programs and services sponsored or funded by Idaho State through the provision of accommodations and other disability-related services. Further, we are committed to ensuring equal opportunity for all employees and students with disabilities. If you have a diagnosed disability or if you believe you have a disability that may require a reasonable accommodation, please contact the Disability Services office. Students and employees need to self-identify and disclose to Disability Services in order to start the interactive process, which is a dialog between a designated Disability Services staff member and the student or employee.

Information and applications for services are located on the Disability Services website at www.isu.edu/disabilityservices.

MERIDIAN
Disability, Counseling & Career
Services Suite
1st Floor, Room 647
Front desk: 208-373-1732
VP for ASL: 208-530-6505
dsmeridian@isu.edu

POCATELLO
Rendezvous Complex, Room
125
Front desk: 208-282-3599
VP for ASL: 208-530-6505
ada@isu.edu

Karina Rorris – Director
Office: 208-282-2294
henskari@isu.edu

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V. **Benny's Pantry**

Benny's Pantry offers free food and personal item assistance. The Pantry is located in Room 512 and is available during the following hours: Monday – Friday 11:00am - 2:00pm. If the pantry isn't staffed, students are asked to come to the front office for assistance.

VI. **Email Accounts**

Students admitted to Idaho State are issued an Idaho State email account. We strongly encourage you to use this email for all Idaho State correspondence. If you must use a personal email account, please forward your Idaho State email to your personal account. Most departments (Admissions, Registration, Financial Aid, etc.) will communicate via email, using your Idaho State email address. Your Idaho State email is provided by Gmail.

Access [MyISU](#) and enter your Idaho State username and password.

To access email take the following steps:

1. Visit www.isu.edu
2. Click on Quicklinks
3. Click on Google Apps
4. Click on Log In under the Gmail icon
5. Enter your Idaho State email address and password

VII. **Financial Aid, Scholarships, & Registration**

There are enrollment professionals on site to assist students with financial aid, scholarships, registration, etc. See the front office staff for assistance.

VIII. **Fitness Services**

Idaho State supports the total health of our students and has several options for exercise on or near campus.

- **Basketball Court:** West Ada School District has allowed Idaho State students use of their basketball court, which is located in the east parking lot. Idaho State students must provide their own basketball. The hoops are not break-away hoops, so do not hang on them. Students from West Ada School District and Renaissance High School have first priority.
- **Fitness Center:** Idaho State Meridian shares fitness facilities with Renaissance High School. It is available to ISU students Monday–Friday from 3:45-7:00 PM. Early access from 5:30-7:00 AM is available by request only. Students may complete this [early access request form](#).

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Hours are subject to change. A Bengal Card is required to use the Fitness Center.

- **Soccer Field:** There is a soccer field west of the building which is available for student use.
- **Wellness Center:** Idaho State offers wellness classes in the Wellness Center, room 837 on the second floor. The schedule of classes is posted outside the Center and on Meridian Events Boards. The schedule is subject to change throughout the semester. There is also some cardio equipment for your use.

Recreation is allowed only in the designated areas listed above. No activities will be allowed in any other area of the building.

IX. **Food Services**

There are several food options located in the building. There may be changes, so please be aware of signs and information regarding the different food service options.

- **Bengal Den:** Located on the east side of the second floor above the east entrance, the den has a variety of vending machines, a microwave, a Keurig coffee maker, and a sink available for use. The area also provides the display for the Spirit Store, ample outlets for electronic devices, and a comfortable seating area. No eating or food prep items are supplied.
- **Cafeteria:** Located in Renaissance High School, the cafeteria serves coffee in the morning and full-service lunch options. Lunch hours open from 11:30am-1pm. Accepts cash or check only. The cafeteria is closed during the summer semester.
- **Café Renaissance:** Run by the West Ada School District culinary students, the café is open from 11:30am–12:00pm on select Thursdays and Fridays. Limited items are offered each day. Café Renaissance is typically open from October through May.
- **Food Trucks:** Various food trucks are scheduled regularly during the lunch period. The schedule is posted on the Meridian Events Boards and at the front desk.
- **Vending Machines:** Machines with multiple food and drink options are located in the student mall areas on the first and second floors and in the Bengal Den.

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Students, faculty, and staff who order food from any type of delivery MUST meet the delivery person at the front office waiting area at the time of delivery. Delivery people are not allowed to wander around the building because of our co-location with the high school. **Front office staff will not call you when your food delivery arrives and are not allowed to sign for purchases.**

X. Health Services

ISU Meridian Health Care

ISU Meridian Health Care serves as the student health center for ISU-Meridian students. Students can receive care on campus at ISU Meridian Health Care from Monday - Thursday, between 8:30 AM and 5:00 PM. Office visits are covered by University Health, with no charge to the student. However, additional services such as laboratory tests, TB tests, drug screenings, office procedures, and immunizations will incur charges that can be billed to the student's private insurance or offered at a discounted cash pay rate for those without insurance. Students are responsible for any co-pays, co-insurance, or deductibles associated with these additional services. ISU Meridian Health Care accepts most insurance plans.

The clinic is located in the main clinic lobby located at the southwest entrance of the building. Walk-ins are welcome from Monday - Thursday, based on availability. To schedule an appointment, call (208) 373-1734.

ISU Meridian also offers a variety of health care services including:

- Counseling
- Dentistry
- Hearing Evaluations and Hearing Aids
- Mental Health Medication Therapy Management
- Psychological Assessments
- Physical Therapy
- Speech Therapy

<https://www.isu.edu/clinics/>

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Unity Health Center

Unity Health Center is a medical clinic that will see Idaho State students if students aren't able to be seen at the ISU Meridian Health Care Clinic. Unity Health Center is located at 1130 E Fairview Avenue. Appointments are required. To make an appointment, you may call 208-895-6729.

To obtain services at Unity Health Center under the Idaho State agreement, Idaho State students must present a valid student Bengal Card.

Students will be billed per usual and customary practices of Unity Health Center. It is advisable to contact your insurance provider in order to verify your coverage and financial responsibility. Contact Unity Health Center for more information regarding financial assistance.

<https://uhcidaho.com>.

XI. Library Services:

Yes, you have a library! The ISU Library - Meridian is located on the 2nd floor in Room 844. Operating hours are posted on the [library's website](#). The library offers open study space, [two reservable study rooms](#), and two computers, as well as a staffed research help desk and a specific collection of books that support the programs taught on this campus.

You may also access the larger University Libraries' collections, resources, and services. Request physical items free-of-charge and pick them up at the ISU Library – Meridian. Our online resources are also extensive! Visit the library's website for access to e-books, journals, and databases: isu.edu/library

Our librarians are also eager to help! Ask us about...

- Refining your research topic
- Choosing the right databases to search
- Tracking down books and articles
- Requesting materials from the Pocatello campus or from other libraries (Interlibrary Loan)
- Using research managers
- And more!

ISU has librarians specially trained in health sciences information ready to help you with questions about research, finding sources, and evidence-based practice. Contact them with questions or to set-up an appointment.

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MERIDIAN
Laura Gleason
Health Sciences Librarian
lauragleason@isu.edu
208-373-1817

POCATELLO
Benjamin Bolin
Health Sciences Librarian
benbolin@isu.edu
(208) 282-4582

You can also chat with a librarian during operating hours by visiting the library homepage. We hope to see you soon!

Leisure reading in the main hall

Want a book? Take one! Have a book? Leave one!

There are books in the main hall designed to promote literacy and a love of reading along with a sense of community as we share skills, creativity, and wisdom across generations. This is a free book-sharing system where anyone may take or share a book. You don't need to share a book in order to take one. After you've read it, return it to our shelves or pass it on to a friend. If you have a book you'd like to share, please leave it on our shelves.

Please follow these rules when taking a part in the book exchange.

- Appropriate for a State Agency
- Gently used or like-new
- Leisure reading books please!
- No textbooks or other education specific books

Students should read and refer to the Idaho State University Student Handbook for additional policies and procedures, which is located at

<https://www.isu.edu/deanofstudents/student-conduct/>

NOTE: This Idaho State University Meridian Student Handbook is not an exhaustive list of Idaho State policies and procedures at this campus.