Stanford University Medical Center

LIFE ON THE FARM

STANFORD HOSPITAL AND CLINICS DOES NOT ENDORSE ANY OF THE AGENCIES OR BUSINESSES LISTED IN THIS MANUAL
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INTRODUCTION

On behalf of the Medical Staff of Stanford Hospital and Clinics, I congratulate you on your accomplishments to date, and welcome you to our medical center. We are excited to have you participate in your post graduate training at Stanford. The mission statement for Stanford University Medical Center is as follows:

To Care, To Educate and To Discover.

Our faculty derives pleasure and a deep sense of pride in helping further your knowledge base and skills. You are a large part of why we exist. Most of us have quite vivid memories of our years in training.

As Chief of Staff, I will make myself available to you for questions or problems which may arise throughout your tenure at Stanford. Please let me know if I can assist.

Best of luck!

Lawrence M. Shuer, M.D.
Associate Dean for Graduate Medical Education
Medical Director, Graduate Medical Education
Chair, Graduate Medical Education Committee (GMEC)
Professor, Neurosurgery
**WELCOME**

On behalf of Stanford Hospital and Clinics, I am delighted to welcome you to our community. Our goal is excellent patient care and the best possible resident education.

The year ahead will be filled with long hours, hard work, and many challenges. Stanford University Medical Center understands the stresses of residency. To help residents succeed, we created the Office of House Staff Administration in the early 1960's. Nine years ago we became the Department of Graduate Medical Education. This change in title reflects our responsibility to program quality, but does not diminish our commitment to you as individuals. We have a variety of resources available to you and your families.

The 15th edition of the "House Staff Guide to the Farm" is made possible through the generosity of Helen and Peter Bing. We again dedicate this work to the Bings in appreciation for their support of our house staff and their role models.

The Bings adopted Stanford's house staff over a decade ago. Their initial gift of a new television for the residents' lounge led to the renovated on call quarters, the house staff gym, the 4th floor residents work room/library, and most recently complete renovation of the House Staff Lounge. They sponsor Halloween, Christmas, and Easter parties for you and your children. Helen and Peter Bing remind us of the importance of caring for each other as well as caring for patients.

Each year the Department of Graduate Medical Education spends months preparing for the arrival of new residents in the transition time of June-July. In ten all too short and often harried days we say goodbye to 300 residents and welcome even more new individuals. In each departing class go many good friends, just as new friends arrive.

Please feel free to seek me out in the coming months and years. Don't worry that I may be busy or have papers to push. You are the reason that I am still here, after 20 years, as the director. You are the best part of the job. No problem is too small to deserve consideration. Many of your concerns have simple solutions and sometimes it is nice to simply hear about your lives.

I wish you all the best in the coming year, and look forward to getting to know you.

Ann M. Dohn, Director  
Department of Graduate Medical Education
ADMINISTRATION, OFFICE OF GRADUATE MEDICAL EDUCATION

The Office of Graduate Medical Education is located on the fourth floor of the Stanford University Hospital (HC435), adjacent to the on-call quarters. The telephone number is (650) 723-5948. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

This office is responsible for orientation, contracts, payroll, initial California physician licensure, visas for foreign medical graduates, distribution of education benefits, maintenance of the on-call quarters, and oversight of 80 ACGME accredited training programs.

The staff will also assist with student loan deferments, and general questions/problems. The office staffs the Graduate Medical Education Review Committee and the Chief Residents' luncheons.

Director  Ann M. Dohn
Education Specialists  Nancy Piro and Bardia Behravesh
Office Manager  Robbin Bankston
Staff  Debbie Valdez, Tina Lari, and Brett Toensing

CALIFORNIA PHYSICIAN’S LICENSURE

Under current California law, graduates of approved U.S. medical schools must be licensed by the first day of their third year of residency training. They may apply for initial licensure upon completion of the internship year.

License applications are available on the Medical Board of California website: http://www.medbd.ca.gov. The L-3A (certification of internship for Stanford interns) and the L-4 (certification of training) forms are completed in the GME Office.

As of 7/2/2009, the cost of initial California licensure for a resident will be $909.50. This includes the $493 application fee, the $391.50 license fee (50% discount for residents), and the $25 PLRP fee. Residents are expected to obtain their initial license by September 1st of their PGY II year. The Office of Graduate Medical Education will reimburse $805 towards the cost after receiving a copy of your wallet license.

If you have completed 2 years of U.S. residency you must have a valid California MD license before you commence training at Stanford. There is no longer a year of grace period for individuals relocating to California training programs.

The licensure procedure can take six months once the application is received in Sacramento. Failure to obtain a physicians license in a timely fashion can jeopardize your residency. Don't delay. Please see House Staff Policies and Procedures for more information.
Graduates of international medical schools should contact the Office of Graduate Medical Education regarding license requirements.

*Note*  Every year a half-dozen residents wait until June to apply for a license, causing the Office of Graduate Medical Education problems, and inconveniencing fellow house staff who must take extra call for an unlicensed resident in July. There is no excuse for missing these deadlines.

The Medical Board of California  
2005 Evergreen Street, Suite 1200  
Sacramento, CA 95815  
http://www.medbd.ca.gov/  

YOU ARE RESPONSIBLE FOR THE TIMELY RENEWAL OF YOUR CALIFORNIA MEDICAL LICENSE. YOU WILL BE SUSPENDED FROM YOUR RESIDENCY IF YOUR CALIFORNIA MEDICAL LICENSE LAPSES. THE CALIFORNIA MEDICAL BOARD WILL SEND A RENEWAL NOTICE TO YOUR HOME WHEN IT IS TIME TO RENEW. MAKE SURE THEY HAVE YOUR CURRENT ADDRESS.

***

**CAMPUS FACILITIES**

House Staff are eligible to use the campus libraries, pools, and gym facilities. You can get your new Stanford I.D. cards at the Cashier's Office in the Encina Modulars, 630 Serra Street, Mon–Fri, 8 a.m. – 5 p.m. (closed 2nd Tues. of each month). Remember to bring a photo I.D., such as a driver's license or passport, to obtain your new Stanford photo I.D. Call 725-5331 if you need more information. There is no discount given on tuition for courses taken on campus. You *do not* have use of the golf course, with the exception of two months per year on a first come basis. Sign-up is in the GME Office. Stanford Hospital does not issue courtesy cards to resident spouses.

***

**CHIEF RESIDENTS LUNCHEON**

The Chief Residents meet for lunch quarterly at 12:00 p.m. in the Bing Dining Room, with the Chief of Staff and the Director, Office of Graduate Medical Education. Residents are encouraged to direct questions and problems to the group via the Chief Residents. As of 4/13/2009, the next two luncheons are scheduled for 07/14/09 & 10/13/09. Please contact the GME office for the latest details.

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**COUNSELING**

In addition to psychiatry benefits available through health insurance, house staff are eligible for 12 free counseling sessions via the Committee of Well-Being of House Staff. Confidentiality will be maintained. Your department will receive no information from any source regarding the counseling. For more information please call Dr. Janet Spraggins, at (650) 323-3875.
GYM, HOUSE STAFF
In June of 1991, Dr. & Mrs. Peter Bing presented Stanford Hospital with a gym for the use of its house staff. The facility is located on the fourth floor of the hospital in the on-call quarters. Showers are adjacent to the area.

Use of the facility is restricted to interns and residents. You may bring a spouse/guest to work out with you. They may only use the equipment when you are present. The door combination is available from the Office of Graduate Medical Education.

LAB COATS
Each resident is given one white lab coat during orientation. Clean coats may be obtained in Linen Service located in room H0540 in the basement level of the main hospital.

LIBRARY
In 1993, Dr. & Mrs. Peter Bing gave a library to the house staff, located in the 4th floor-on-call quarters. Reference texts and computers are available 24 hours a day.

LOAN DEFERMENTS
Student loan deferments are signed by the Director, Office of Graduate Medical Education. File copies of all completed deferments are maintained until the completion of your residency. Do not have your departments sign your loan forms; bring them to us in the GME office.

In the Spring of 1984, many of the banks and other lenders of student loans revised their deferment forms to reflect a special status for interns and residents. These criteria have been clarified by the Department of Education, and a school can not certify an intern or resident as a full-time student unless the school: (1) receives a registration payment from the student at the start of each term; (2) maintains a current transcript on the student; and (3) evaluates the student in some way reflected on the transcript. Since Stanford meets none of the three criteria, we are unable to certify interns and residents as students.

Different loans have different deferment terms (as should have been indicated to you in your exit interview from your medical school). Please note that grace/deferment periods begin when you cease enrollment as a full-time student; hence, this period may begin
prior to your date of graduation if you were enrolled less than half-time during your last term.

Guaranteed Student Loans - (GSL) (FISL)

7% loan disbursed before 10/1/81 - 9 month grace period
7% loan disbursed after 10/1/81 - 9 month grace period
8% loan disbursed after 9/12/83 - 6 month grace period
9% loan disbursed before 10/1/81 - 6 month grace period
9% loan disbursed after 10/1/81 - 6 month grace period

*Final Regulations of the Department of Education in connection with GSL loans, published November 10, 1986 and effective in 45 days, require not only a deferment form from the institution but also that the borrower holds at least a bachelor's degree.

National Defense Student Loans (NDSL)

3% loan disbursed before 10/1/90—9 month grace period, no deferment
3% loan disbursed after 10/1/80—6 month grace period followed by 2 year internship/residency
4% loan or 5% loan—6 month grace period followed by 2 year internship/residency deferment

Even if you received an NDSL loan which qualifies for deferment, this does not fall back upon earlier loans for which there was no internship/residency deferment.

Health professions Student Loans (HPSL) - Deferrable through internship and residency.

Health Education Assistance Loan (HEAL) - Deferrable throughout internship and residency up to 4 years; however, interest is constantly capitalizing to principal.

Student Loan Service (SLS) (formerly ALAS) - Those that borrowed prior to 7/1/87 are limited to 2 year deferments for internship/residency. Those that borrowed for the first time after that date are eligible for longer deferments.

Interns and residents fall into one of two categories. Here are the categories and how we must handle your deferment forms.

1) Interns and residents who have not yet completed their grace/deferment period: We will complete your deferment forms as long as your status is listed as "intern/resident", not as "full-time student." Please write the former in, if your form has no such box to check.

2) Interns and residents who should be in repayment status: Starting with deferment forms for the 07-08 residency year, we will not process any
deferments for house staff whose grace/deferment periods have expired, and suggest that you inform your bank/school immediately that your status has changed and you are ready to begin your grace period. If you have previously used up your grace period when you were neither a full-time student nor an intern/resident, you will be required to begin payment.

**ALL:** PLEASE NOTE THAT ULTIMATELY YOU ARE RESPONSIBLE FOR INFORMING YOUR BANK/SCHOOL OF YOUR STATUS. IF YOU FAIL TO DO SO, YOU MAY BE CHARGED PAST DUE PAYMENTS, EVEN IF YOUR BANK/SCHOOL HAS NOT NOTIFIED YOU.

**FORBEARANCE**
If you feel you are unable to begin repayment of your loans in the amount of monthly payment due, contact your bank/school concerning procedures for being granted forbearance. Generally, you need to prove why you cannot begin repayment (which generally takes an unusual circumstance, since you knew when you contracted the loans that you would be an intern/resident with a small salary). If granted forbearance, you will usually be required to pay a monthly payment, but a less than the full amount due. If granted this status, be sure you are totally reliable in making these payments on time. You are on a tightrope status, proving your reliability monthly. **IMPORTANT:** ask for forbearance before your payments become due, in order to demonstrate your reliability. Also, the loan must still be paid in the same number of total years, so a decrease in payments for a period means an increase in remaining payments.

**DEFAULT**
Most loans which reach default status are now reported to national credit bureaus, which generally affects your credit standing for 7 years. In addition, the IRS will be deducting defaulted loans from refunds due from the 2007 tax year to reimburse delinquent student loan accounts.

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**LOAN FUNDS**
A small number of emergency loan funds are available through the Office of Graduate Medical Education. The maximum available is $1,000. Loans take two days to one week to process. Call 723-5948.

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**LONG DISTANCE ACCESS CODES**
Each resident is assigned a long distance access code upon arrival at Stanford. The code is for **patient-care** calls only. Please do not use the access code for research or personal business. You will be asked to reimburse the hospital for all personal telephone calls.
PHOTO ID'S

Photo ID's are provided at orientation. You are required to wear your badge while on assignment at Stanford Hospital. Please make sure that it is visible at all times. Replacement name tags can be ordered from Security in the photo ID office in the basement of Stanford Hospital (Room H0258). You may not loan your badge to anyone.

NOTARY SERVICES

Robbin Bankston in the Office of Graduate Medical Education is a Notary Public. She can only notarize GME related documents, such as medical license applications and step three of the USMLE. Drop-ins are accepted, but it is best to call 726-7487 to make sure Robbin is in the office and available. The GME Office has a list of other Notary Publics who are available for all notary functions. Just ask.

OMBUDSPERSON’S OFFICE

The Office of the Ombudsperson’s for Stanford University School of Medicine is available to all residents and fellows. The Ombudsperson is a neutral and confidential resource for assistance with any workplace related issue. Further information about the office is available at www.med.stanford.edu/ombuds or by calling the office at 650-498-5744.

Ombudsperson: DAVID RASCH
Address:
Mariposa House
585 Capistrano Way
2nd floor, Room 210
Stanford, CA 94305
PHONE: 723-3682
FAX: 725-7288
Email: rasch@stanford.edu

ON-CALL MEALS

Residents receive $12.50 in credit for every 24 hour period spent on-call in Stanford Hospital. Call taken from home does not make a resident eligible for meal reimbursement. Your meal money may be accessed via a bar code on the back of your photo I.D. If you need to obtain a replacement ID badge you will also need to re-activate your bar code in the Dietary Office, Room H1209. NOTE: If the Dietary Office replaces the bar code, you must inform the GME office of the NEW number.
ON-CALL QUARTERS

The House Staff on-call quarters consist of 27 double and single rooms located on the fourth floor of Stanford Hospital. Access is available via the west stairwell adjacent to patient units "B" and "C".

Call rooms are assigned by service to residents required to remain in house overnight. At this time there are no extra beds. Combinations to the doors may be obtained from your Chief Resident or the Office of Graduate Medical Education. Please do not write the combinations on doors, walls, or in the bathrooms.

The on-call rooms adjoin the lounge, which has a pool table and color television. Additional facilities are two patios with furniture, an eating area with microwave and refrigerator, the Bing Gym, and the library, all adjacent to the call rooms. **We ask that you report any needed maintenance to Office of Graduate Medical Education.** The office stocks light bulbs and extra towels.

The entire on-call area is restricted to house staff only.

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PAGERS

Upon commencement of your training you will be issued a pager by Stanford Hospital. You will be asked to sign a "Responsibility Form" which guarantees return of the pager in the same condition as it was when received, with due consideration for normal wear. If the pager is damaged, lost, or stolen, you will reimburse Stanford Hospital and Clinics for the full replacement value at the time of replacement. The present cost of a pager is approximately $106. You may wish to find out if your personal property insurance will cover this, or add a rider if it does not. Replacement pager batteries can be obtained from Communication Services Room H1107 and Security Dispatch Center, Room H0258, after hours.

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PARKING

If you drive to work, you will need to purchase a parking permit to use while on rotation at Stanford Hospital and Clinics. Permits are valid from September 1\textsuperscript{st} through August 31\textsuperscript{st}. "A" permits are for parking located closest to the medial center. "C" lots are further away.

You will be able to purchase a parking permit at orientation. Please bring a check or cash **(exact change)**. As of 4/10/2009, monthly permits currently cost:

C: $23.50   A: $60.50
Special evening/night parking is available during rotations that begin after 2 PM. Please contact the GME Office one week prior to the beginning of the rotation. Escorts from security are available to walk you to your car after hours. Call 3-7222.

Residents on home call arriving at Stanford Hospital after hours should see the security guard at the emergency entrance for a parking escort.

**PAYROLL**

House Staff are paid every other Friday. There are 26 paydays in a year. All residents should use direct deposit for their paychecks. Confirmation of your direct deposits are mailed to your home address. Individuals without direct deposits should pick up their checks from the appropriate department residency coordinators. Sign up for direct deposit though [http://econnect.stanfordmed.org](http://econnect.stanfordmed.org). Click Pay and Direct Deposit, then fill out the e-form.

**LOST PAYCHECKS**

Replacement of lost paychecks can be obtained by signing a stop payment request in the Payroll Office (1520 Page Mill, Rm. P222) and ordering a new check.

**2009-10 PAYDAYS**

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**SEXUAL HARASSMENT**

Sexual harassment is not tolerated at Stanford Hospital and Clinics. Any and all cases should be reported to the Office of the Ombudsperson, Stanford University School of Medicine, Chief of Staff, Director of Human Resources at Stanford Hospital, or Director, Office of Graduate Medical Education.
SOCIAL EVENTS
Helen and Peter Bing sponsor dinner events three times a year: a Halloween party, holiday party, and Easter Party. These always have activities for small children, and yours are welcome.

BIOMEDICAL ETHICS CONSULTATIONS
The Center for Biomedical Ethics is available for clinical ethical consultations. Its role is to facilitate and to recommend, not to usurp the decision-making prerogative of attending physicians and patients (or their surrogates).

Requests for consultations may be made by patients, family members, staff nurses, medical students, house officers, attending physicians, or other health-care personnel. However, both as a matter of courtesy and to screen (in preliminary fashion) the calls to the Center, the following protocol is recommended:

Before inviting a consultation:

a. The relevant ethical issues should be identified and discussed on the unit by the various health-care providers and the family

b. both the attending physician and Clinical Nursing Coordinator should be advised that a consultation is being invited from the Hospital Ethics Committee.

Referrals to the Center should go directly to the Co-Chairs, at phone number 3-5760, or pager number 3-8222, then 16230 when you hear the prompt. The Co-Chairs (or an available member of the Committee) will respond in timely fashion, making a preliminary assessment of the situation. As is necessary and appropriate, other members of the Committee as well as consultants not on the Committee may be called into meet with the principals on the unit. When appropriate, the Committee's recommendations will be recorded in the patient's chart.

The Committee meets regularly to review recent referrals to identify and discuss issues of a recurring nature, make recommendations about their resolution to the Chief of Staff, and to educate its members and the hospital community about the role, responsibilities, limitations, and opportunities of clinical ethical consultations. The Co-Chairs are also willing and available, as time permits, to meet informally with house staff to discuss recurring ethical issues or to review difficult cases, either retrospectively or prospectively.
COMMUNITY AND PATIENT RELATIONS

The office of Community and Patient Relations offers a continually expanding range of activities that benefit the hospitals patients, medical staff, employees, volunteers, and the surrounding community. These include the Accommodations Program, the Art Program, Chaplaincy Service, Health Library, Home (Flora Hewlett Apartments), Interpretation Services, Lifeline, Patient Relations, Tours, and Volunteer Resources.

PATIENT RELATIONS

The patient relations staff offers a wide range of services to meet patient's non-medical needs.

Trained staff:

- work with patient families and hospital staff to resolve hospital related service or communications issues.

- provide limited financial assistance to patients for non-medical expenses such as housing, clothing, transportation and food through the patient relations fund and the transplant fund program.

- refer patients, hospital staff, and community callers to appropriate hospital and community programs and services.

- offer notary services for patients, family, and physicians on an appointment basis.

- provide advance directive documents such as the Durable Power of Attorney for Health Care and Natural Death Act Declaration, and answer questions relating to these documents.

- handle a variety of special needs and patient requests.

- provide a hotline for patient assistance 24 hours a day. The direct line from patient's room is 3-6000.

- support patients, family, and staff in a complex institution.

Call Patient Relations at 723-7167 for information or service. No request is too big or too small.

CHAPLAINCY

Our interfaith service respects each patient's religious convictions and does not attempt to convert a patient's beliefs. This service:
• provides comfort and support to family members.
• administers religious rites, such as the Sacrament for the Sick or Baptism.
• assists family members facing a decision to withdraw or continue life support systems.
• locates a specifically requested priest, rabbi, minister, or local congregation.
• conducts worship services such as weddings, funerals, and memorials.

Chaplains are on call 24 hours a day. Page beeper number 5683 (LOVE). Call 723-5101 for more information.

HEALTH LIBRARY

The Health Library is a community service of SHC and co-sponsored by local medical organizations. The library provides an array of up-to-date health and medical information in its three branches. Materials include:

• books, medical journals, health newsletters, clipping files.
• computerized journal indexes, including Medline.
• audio and video cassettes, and DVDs.
• information on local, regional, and national health resources.

The main library is located in donated space at Stanford Shopping Center, and is free and open to the public. Satellite libraries are the LaVerne Wilson Health Library and Business Center on the third floor of the main Hospital, room E303 (725-8100), and the Liautaud Family Health Library at Stanford Cancer Center, room CC1108 (736-1713). All branches create Custom Research Packets for doctors, nurses, and the public. Call 725-8400 to learn more, or e-mail healthlibrary@stanfordmed.org.

The satellite libraries also support business centers where patients and their loved ones can do research, photocopy, fax, print from the internet, and more. These services are free of charge. The library web-site is http://healthlibrary.stanford.edu.

The library sponsors a number of speakers, screening days, and other events that are free and open to the public. Their Calendar of Events is published in a pamphlet that is available in the libraries, or may be found on this web-site:

http://healthlibrary.stanford.edu/services/comed.html
**INTERPRETATION SERVICES**

SHC relies on staff, volunteer, and external agency interpreters. These interpreters come to SHC as requested to provide in-person interpretation during clinic business hours, and telephone interpreters can be accessed at any time. Translators for all languages are available, including sign language.

To request in-person interpretation, please call during business hours at least 48 hours in advance. Services offered include:

- Oral interpretation.
- Written translations of most medical documents.
- Translation of technical and non-technical documents.
- Assistance in bridging cultural gaps.
- Simultaneous interpretation for conferences.

Languages can be accessed through the hospital's language bank, 723-6940, or page beeper number 7726 (SPAN). For more information on interpretation services, visit:

http://portal.stanfordmed.org/depts/CulturalDiversity/Pages/interpreterServices.aspx

**LIFELINE**

Lifeline is a system for elderly, frail, medically vulnerable, and physically limited people. It allows them to live alone, yet confident that they are able to access emergency care at all times. Lifeline operates through an automatic dialer unit attached to the home telephone, and a wireless radio transmitter worn by the subscriber. When the button on either is activated, trained monitoring staff at Lifeline Central is notified and immediately responds. Some Lifeline subscribers living between Redwood City and Mountain View will be brought to Stanford Hospital and Clinics for treatment. For more information, call 723-6906, or visit:

http://stanfordhospital.org/forPatients/patientServices/lifelineGuestServices.html

**ACCOMMODATIONS PROGRAM**

Patients and their families traveling to Stanford receive information on places to stay in the area. Accommodations Program staff recommend hotels/motels and, at some facilities, can book reservations at discounted rates. To learn more, visit:

http://stanfordhospital.org/forPatients/lodgingFood/accommodationsProgram.html
**FLORA HEWLETT APARTMENTS**

Provides short-term accommodations at low-cost for patients, families of hospitalized patients, cancer outpatients, potential heart transplant recipients, as well as other out-of-town patients or family members accompanying them who come to Stanford Hospital and Clinics for treatment periods of weeks or months.

This project was funded by the William and Flora Hewlett Foundation of Menlo Park through the Assistance League of Santa Clara County. Access to this program is through the Social Services department. For information, call Social Services at 723-7424.

**VOLUNTEER RESOURCES**

Directs and develops the role of volunteers in the hospital to support staff functions. To request a volunteer service, please call 723-7424.

**TOURS**

Hospital tours are available to educate the public about the Center's many missions and services. The tours are approximately one hour in length and visit the Medical School, Clinic, Stanford Hospital, and Lucile Packard Children's Hospital. Special group tours must be arranged in advance by contacting the Tour Director. Tours for local second grade classes are offered by reservation only on a first-come, first-served basis. Please call Community and Patient Relations at 723-7167 for reservations and information.

**ART PROGRAM**

The Stanford Hospital and Clinics Art Program was established in 1986. It provides:

- art to create an atmosphere that enhances the emotional well-being of patients, their families, and the entire hospital community.

- a project that benefits the hospital and increases the cultural resources available to the community.

- the opportunity to identify and encourage artists by providing them the chance to participate in the Hospital's art program.

For more information, please call 723-7167.
**EMERGENCY DEPARTMENT**

**WORKING IN THE EMERGENCY DEPARTMENT**

The Emergency Department (ED) is a major gateway into Stanford Hospital and Clinics. It operates 24 hours a day, seven days a week, with 35,000 patient visits each year. Because of the physical constraints of the department and frequently hectic nature of the clinical program, it is important that all physicians who treat patients in this area be extremely efficient and collegial with other physicians and staff.

One or more faculty Emergency Physician is present 24 hours a day to direct patient care. The Medical Director expects all house officers called for consultation or to admit a patient from the ED to respond to a page immediately by telephone, and in person within 10 minutes of notification. It is not appropriate to interrogate fellow house officers prior to performing a consultation. Please act in a mature, professional manner.

**OVERVIEW**

The ED is divided into care areas based upon patient acuity. Each area has assigned primary nurses and technicians to assist in patient care. A status board is posted outside of Room 7. When a house officer engages a patient, he or she should immediately initial the board in the proper location. Both the resource (charge) nurse and faculty Attending Physician are available to resolve difficult clinical or administrative situations, including facilitating admissions and dealing with the complexities of adverse social and interpersonal situations. With rare exception, every patient seen in the ED is examined by a faculty physician.

The ED is an extremely important interface with the community, referring physicians, and paramedics. You will be challenged physically and mentally in your work, and should approach your clinical activities with enthusiasm and an open mind.

**DOCUMENTATION**

The medical record on each patient encounter must be completed in a legible fashion. All pertinent positives and negatives should be recorded, paying particular detail to documentation of procedures and indications for same. All discharge drugs and dosages should be noted. Incomplete or illegible medial records will be returned to house officers for completion.

**PATIENT FLOW**

The ED needs to move patients briskly through the system in order to keep beds available to incoming patients. Appropriate ED evaluation does not necessarily include lengthy ward work-ups and testing, which can be reasonable and safely performed after the patient is admitted to the hospital. Prolonged or non-urgent evaluations are expensive for the patient and disruptive to patient flow in the ED.

Similarly, the distinction between physician and nursing duties often overlaps. When it is busy, everyone is expected to help. House officers who assist with patient transport,
acquisition of electrocardiograms, starting IVs, covering patients with blankets, recording vital signs, and so forth, quickly win the admiration of patients and nursing staff. No one should rest when there is work to be done.

**PERFORMANCE AND ATTITUDE**

The faculty and nursing staff want house officers to succeed in the ED. Please ask questions. Never perform a procedure or order a test if you are unsure of what you are doing. The faculty and staff would all prefer to answer what seems to be a trivial question than to have a patient incur an inappropriate expense or unnecessary, even dangerous, intervention.

The ED is a stressful environment. Inappropriate behavior is detrimental to patient care. Outbursts of anger, rude or excessively loud conversation, and arguments which may be overheard by patients convey an uncaring and unprofessional attitude. The best patient care is delivered by teamwork, and physicians should strive to develop leadership skills. If you have a problem, ascertain the facts, and then ask the Attending or Resource Nurse to help you.

**CONSULTING AND ADMITTING**

When notified of a consult request to the ED, you are expected to respond within 10 minutes. If this is not possible, you must either arrange for someone else to respond or discuss the case with the ED house staff or Attending, and agree upon an alternative. No one is expected to leave the operating room or a critical patient on the floor to respond to a less acute patient in the ED; however, if you are not available, the ED should be informed so that other arrangements can be made. After ten minutes, the Chief Resident on your service will be called.

You must be properly attired to see patients in the ED. Acceptable attire includes clean scrubs or appropriate working clothing. Always wear a name tag. If you are inappropriately attired, you may be asked to leave the ED.

Do not order non-urgent tests which delay consultation. Unless otherwise requested, you are being asked to see the patient, not to direct care from afar. Always feel free to discuss care of the patient with the Attending.

Always chart your consultation on a properly stamped continuation sheet.

Writing orders only on the chart is not sufficient. Notify the nurse for that specific area. Do not assume that your orders will automatically be read.

The ED Attending is responsible for all patients. Discuss your evaluation with the Attending before leaving the ED to avoid being called back.

The final decision to admit a patient rests at the Attending level. If "turf battles" intervene with patient care, the ED Attending will make a final decision as to which service admits the patient. Please treat all co-workers with a professional level of respect, even if you do not feel. The ED is not a place for non-urgent work-ups. Once you have decided to
admit a stable patient and a ward bed is available, transfer the patient and defer non-urgent tests.

**LANE MEDICAL LIBRARY**  
Stanford University Medical Center  
Stanford, CA 94305-5323

<table>
<thead>
<tr>
<th>Circulation</th>
<th>723-6691</th>
<th>Renewals</th>
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</tr>
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<tbody>
<tr>
<td>Reference</td>
<td>723-6831</td>
<td>Ref. Email:</td>
<td>laneinfo@krypton</td>
</tr>
<tr>
<td>FLRC</td>
<td>723-5853</td>
<td>MITL</td>
<td>725-7275</td>
</tr>
</tbody>
</table>

**HISTORY**

Lane Medical Library was founded in 1906 by the directors of the Cooper Medical College. In 1908, Stanford acquired the Medical College, and in 1959, the Medical School and Lane Library moved to their present location.

**COLLECTIONS**

The library’s research collections cover clinical medicine and its specialties, basic sciences, public health, nursing, and related fields. With over 3,750 current journal titles and approximately 404,000 volumes, the collection ranks among the best in the West. The audiovisuals and microcomputer software are located in the library's Educational Technology Service (see separate description). Recommendations for additions to the collections are encouraged.

**SERVICES**

The library is open 104 hours/week during the regular school sessions and closes only for five holidays (New Year’s, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. For critical, clinical emergencies when the library is not open, access is available through Security, when authorized by the senior clinician on duty.

Information Services include general reference, library tours, in-depth consulting in all aspects of information research, training programs in bibliographic database searching (e.g., Medline) and file management, microcomputer/telecommunication based information access support, and training in general library skills. Classes and tours can be customized.

Lane-LOIS is Lane’s On-line Information System. It will tell you if the Library owns a book, journal, or audiovisual title, if it is on order or checked out, and the due date. Some book chapters are also in the database. The LOIS circulation module speeds checkouts and holds. LOIS is available 24 hours/day from ward or home.

Folio is the Stanford University information system. It includes Medline, Socrates (the campus-wide on-line catalog), PsychInfo, Inspec, and local databases on housing, jobs, faculty research interests, and other information. The number of available databases will continue to grow. Folio is also available 24 hours/day from ward or home.

http://jenson.stanford.edu

Medline is a computer database of periodical citations included in Index Medicus, Index to Dental Literature, and International Nursing Index. This database is the primary source of biomedical literature. Articles from over 4,000 journals are included in Medline. About half of the references contain abstracts. The library supports self-service Medline access, and provides training in search techniques. Check with the library staff for information on accessing Medline. Searching service on other databases are also available on a cost-recovery basis.

http://healthlibrary.stanford.edu/resources/references/reference_medline.html

The Library's trained, experienced search analysts specialize in various biomedical and health fields, from biochemistry to nutrition to nursing. Ask the Reference Desk for help with any questions or for a referral to a particular specialist, if needed.

LANE HOURS
M-Th  8:00 A.M. - 10:00 P.M.
Fri  8:00 A.M - 8:00 P.M.
Sat  10:00 A.M. - 8:00 P.M.
Sun  12:00 P.M. - 12:00 A.M.

M202 Student Lounge
24x7 key card access

LOAN PERIODS
Registration is required to borrow; see below. All materials are subject to recall.

Audio Digest tapes: 7 days
Books: 4 weeks
Core textbooks: 2 Hours / Overnight within one hour of closing
Course Reserves: periods vary
Exam Reviews: 3 days. Medical Students only.
Journals: 3 days
Special Collections and Reference Materials do not circulate.

IMPORTANT NOTICE: The borrower is responsible for returning or renewing all materials on or before the due date. A non-refundable processing fee will be charged once a bill is issued for an overdue item.
CONNECTING TO LANE LIBRARY SERVICES

- Register for a Lane library card at the Circulation Desk (ask about cards for spouse, and high school children, too).
- Obtain Folio account at Reference or Circulation Desk.
- Explore Folio for access to Medline, Socrates, PsycInfo, Inspec, Faculty Research, Interests, Housing, etc.
- Take the Wednesday library orientation tour, or ask for a custom, group orientation.
- Ask at the Reference Desk about
  - finding books and journals at Lane (use LOIS), or on campus (use Socrates)
  - doing your own on-line searching (Medline, PsycInfo, etc.)
  - requesting searches on other databases
  - managing your Medline records
  - obtaining material not available to Stanford through inter-library loans
- Purchase a photocopy card at the Copynet Center (downstairs in Lane).
- Visit the Educational Technology Service and the MITL (Medical Informatics Training Lab) in Room M202.
- Learn about the resources of the other seventeen libraries on campus (apply for a card at the Privileges Desk at Green Library, M-F 8 am - 5 pm).
- Return items to Circulation Desk inside Lane preferably, but book drops are available outside the library door and at curbside in front of the Medical School.
- Clear library records at the end of your house staff program.

The Lane Library Home Page may be found at http://lane.stanford.edu.

COMPUTER LABS

M202 PC Teaching Lab
Hours: Reservation Required:
http://med.stanford.edu/irt/classrooms/features/computer_labs_res.html
Description: Main Windows PC computer lab.
Location: Medical Center, Alway building, M202 room on 2nd floor above the Dean's Courtyard. Walk through the student lounge area to enter the room.

M202 Mac Teaching Lab
Hours: Reservation Required:
http://med.stanford.edu/irt/classrooms/features/computer_labs_res.html
Description: small teaching computer lab. Available 24 hours a day for students in the school of medicine curriculum
Location: Medical Center, Alway building, M202 room on 2nd floor above the Dean's Courtyard. Walk through the student lounge area to enter the room.
M202 Lounge
*Hours:* Available 24 hours a day for students in the School of Medicine curriculum.
*Description:* 10 Windows XP computers + 3 walk-up iMacs, first-come, first-served.
*Location:* Medical Center, Alway building, M202 room on 2nd floor above the Dean's Courtyard. Walk through the student lounge area to enter the room.

M230
*Hours:* Available 24 hours a day for students in the School of Medicine curriculum.
*Description:* 1 Windows XP computer + 2 iMacs + 2 scanners, first-come, first-served.
*Location:* Medical Center, Alway building, M202 room on 2nd floor above the Dean's Courtyard.

**AUDIO-VISUAL COLLECTIONS**

- audiocassettes, videocassettes, DVDs and slides, in basic science and clinical medical education
- assorted models and simulations
- pre-clinical required course lectures on videotape and DVD
- a set of teaching x-rays
- educational videodiscs and DVDs
- two screening rooms are available for group viewing and may be reserved a day in advance. Collections are non-circulating, unless the program is to be used for teaching purposes in a medical school course

**COMPUTER RESOURCES**

- a computerized classroom/computer lab, networked with 37 PCs and 19 Macintosh stations
- a computer lab with 6 networked IBM stations
- an extensive collection of Macintosh and IBM medical education software
- connection to SUNET, giving users a direct link to network computers at Stanford and at other campuses
- general application software to support Medical School curriculum
- lab sessions for medical school courses with computer components (such as Biostatistics, Anatomy, Physiology, Neurobiology, Pathology, etc.)
- the Slice of Life interactive videodisc of medical images, using Macintosh HyperCard
- Medline access on both IBM and Macintosh workstations through Melvyl-Medline and CD-ROM
- end-user training classes on techniques of searching on-line bibliographic databases, such as Medline
HEALTH INFORMATION MANAGEMENT SERVICES

The medical record is a very important document. The purpose of maintaining health records is to relay maximum information to those caring for patients. For records to be an effective communication tool, it is imperative that entries be prompt, accurate and legible. We cannot give you credit in the physician profiles unless we can read your signature. Always print your name below your signature.

Date entries serve a variety of purposes. They serve as a legal document to support the events of the patients course during the hospitalization. They are used during a review of records to verify that certain care and/or procedures have been provided to the patient. Outcomes of care for quality assurance are measured by the documentation in the record. Many outside agencies review the documentation in the record for both reimbursement and quality of care issues for their party payors.

Data entries are also translated into ICD-9 and CPT-4 codes for billing purposes. DRG's are generated from these codes for payment of Medicare patients. The omission of a complication or a co-morbid condition in the documentation of the patients records can cost the institution thousands of dollars. Please be accurate!

The date entries in the medical record build a data base of diagnoses and procedures which can be used for research purposes, as well as writing papers and grand rounds. Currently our computer system contains information on patients back to 1983.

REMEMBER.......IF IT IS NOT DOCUMENTED, IT IS AS GOOD AS NOT DONE

Records are legal documents. We feel we provide a good service for the patients, physicians, and our many other customers because of the quality of our records. We hope you will feel that way too. If not, give me a call at 723-5617, or stop by.

Rod Madamba
Director, Medical Records

PHARMACY SERVICES (room H0301)

Director of Pharmacy        Mike Brown, (5-5801)
Administrative Assistant     Denise Ramirez (5-5802)
Assistant Director of Pharmacy Systems Jeffrey Inokuchi (3-5445)
Inpatient Operations Manager Kathi Lucas (8-4144)
Operations Manager          Erika Boetius (5-1826)
Business Supervisor         Evelyn Talbert (8-6341)
Operations ON-CALL Pager    1-6059
Administrator ON-CALL Pager 1-6806

FORMULARY DRUG

A formulary drug is a therapeutic or diagnostic agent recognized by the Pharmacy and Therapeutics Committee as essential for inpatient care, and which has a well
established place in therapy. Such agents are listed in the inpatient Formulary and stocked in the pharmacy. An effort is made to avoid therapeutic duplication in the Formulary and to assist in controlling costs. Members of the professional staff should limit inpatient drug prescriptions to those listed in the Formulary.

**NON-FORMULARY DRUG**
Any agent other than those classified as Formulary or any investigational drug is a non-formulary drug. Only those agents listed in the Formulary will be stocked by the pharmacy.

If, in the opinion of the prescriber, the agents available on the Formulary would not meet the needs of the patient, non-formulary drug may be requested by paging the Chief of Staff for approval. The Chief of Staff will contact the Pharmacy Administrator on call to begin procurement of the drug.

The requested drug will be obtained as soon as possible; however, in some instances, several days may be required. If a specific non-formulary drug is ordered repeatedly by an individual physician, the physician will be requested to complete a "Request for Formulary Review" so that the drug can be considered for formulary admission by the Pharmacy and Therapeutics Committee.

**PUBLICATION OF FORMULARY CHANGES**
The Stanford Hospital and Clinics Formulary is online, and accessible from clinical workstations throughout the organization under reference methods. Interim admissions and deletions will be published in the Drug Information Service Newsletter. Literature reviews and clinical data on new drugs which are admitted to the formulary will also be published in this newsletter periodically.

For the Drug Formulary Handbook, go to http://www.crlonline.com/crlonline

For the Drug Information Service Newsletter, go to http://portal.stanfordmed.org/policies/ManualsReferences/Pages/drugInfo.aspx

**MEDI-CAL**
Not all of the medications contained in the Formulary are included in the Medi-Cal Formulary. The professional staff is encouraged to use, to the extent possible, the Medi-Cal formulary before prescribing drugs for patients eligible under this program.

**ONCOLOGY SATELLITE PHARMACY**
The Oncology Satellite Pharmacy is located in Cancer Center. The pharmacist maintains control over the storage and distribution of drugs used in the center, prepares the drugs for administration to patients, and serves as a source of drug information.
**INPATIENT PHARMACY SERVICES**

Satellites are currently located on D2, adjacent to the nursing stations, and in the O.R. and Cancer Center. This system includes the following features:

- Drugs are dispensed in individual, fully-labeled dosage units, ready for administration by the nurse - increasing safety and decreasing waste.
- Clinical pharmacists are decentralized and cover all nursing units. These pharmacists participate in multidisciplinary rounds, assist with drug therapy questions and monitoring.

**HOME PHARMACY**

For medically stable patients, a variety of home intravenous and nutritional services are available through the Home Pharmacy Service at Stanford. Referral to the Home Pharmacy Service allows for continuation or completion of intravenous therapy started in the hospital.

The Home Pharmacy Service staff of clinical pharmacists, nurses, and dietitians is experienced in assisting the referring physician with the following home therapies:

- IV Antibiotics
- Parenteral Nutrition (TPN)
- Parenteral Chemotherapy
- Hydration Therapy
- Pain Management
- Enteral Nutrition

The Home Pharmacy Service staff provide these therapies for infants and children, as well as for adults.

Other service features of the Home Pharmacy Service include:

- Patient Education
- Patient Monitoring
- Clinical Follow-up
- Pharmacy Prepared Solutions
- Infusion Supplies and Equipment
- Complete Insurance Billing
- Home Delivery
- 24-hour On-call Service

For more information about the Home Pharmacy Service, call 725-5087. You may also page the Home Care Pharmacist at 723-8222, pager ID#7563 (24 hours a day).

**DRUG INFORMATION SERVICE**

The Drug Information Center was created to answer inquiries, including general and patient-specific drug information, to assist in drug selection. The types of information available including general and patient-specific drug information in the areas of drug selection, actions and interactions, pharmacokinetics, side effects, product availability and identification (domestic, foreign, and investigational). The center analyzes and
maintains files of the most current drug-related articles and reference books. The Drug Information Center also makes use of computerized literature searches. All drug information questions are researched by pharmacists with training and expertise in computerized literature retrieval and the evaluation of medical and scientific literature.

**PRESCRIPTION WRITING MUST INCLUDE**

1. written name of the patient
2. patient's medical record number
3. date the prescription was written
4. clinic or origin
5. medication with proper indication of strength and quantity (drug names should not be abbreviated and prescribers are encouraged to write by generic name)
6. directions for use
7. numbers of refills
8. phone number of prescriber
9. signature of prescriber
10. prescriber's California license and DEA registration number

DEA schedule II controlled substances must be written on a California Triplicate Form and must conform to the regulations below. Omission of any one invalidates the prescription. All prescriptions must:

1. be written wholly in ink or indelible pencil, and in the prescriber's handwriting
2. be dated with the date on which they are written
3. contain the name and quantity of medications, with direction of use
4. contain the signature, address, and DEA number of prescriber

Any changes on the triplicate must be in the prescriber's own handwriting and the changes must be initialed. Triplicates are not transferable to another prescriber.

Vague instructions such as "Take as necessary" or "Take as directed" which are confusing to the patient are to be avoided.

All prescriptions are non-refillable unless specified. Scheduled II drugs are always non-refillable; other controlled substances can be refilled to a maximum of 5 times in 6 months. Statements such as "Refill prn" or "Refill ad lib" are discouraged. Triplicates can only be obtained from the DEA. Regular scripts may be ordered from GME. A copy of your DEA certificate must be delivered with the order. Orders take approximately three weeks.

**INVESTIGATIONAL NEW DRUGS**

The guidelines for the use of investigational new drugs have been established to help assure the safety of patients and staff, and properly control the distribution of these drugs within the hospital and clinics in conformance with legal and accreditation requirements. Clinical investigators, nursing and pharmacy personnel are responsible to work within these guidelines. Guidelines are available from the Drug Information Center.

1. It is the responsibility of the principal physician investigator to advise the patient when an investigational drug is to be administered and to complete and have
the patient sign an informed consent form approved by the Medical Committee for the Protection of Human Subjects in Research.

2. A summary of the Institutional Review Board approved protocol must be on file in the Department of Pharmacy Services.

3. The Department of Pharmacy Investigational Drug Service will prepare Investigational Drug Date Sheets (IDDS) for each investigational drug distributed through the pharmacy. These sheets summarize the study, and will be made available to physicians, nurses, pharmacists, and other personnel responsible for care of the patient.

4. The nurse is authorized to administer only medications which have been distributed through the pharmacy as indicated by the pharmacy label on the medication package or container. Investigational new drugs not containing such labeling may be administered to inpatients of Stanford University Hospital only by the responsible investigator.

5. Bedside medication: Investigational drugs may not be left at the patient bedside for administration by nursing or medical personnel or for self-administration by the patient. Any quantities of investigational drugs found at bedside are to be removed by the nurse and forwarded to the pharmacy for disposition.
COMMUNITY SERVICES

LEGAL SERVICES

The American Civil Liberties Union  Gives legal assistance in the protection of Constitutional rights and civil liberties. 415-621-2488.  
http://www.aclunc.org/

The Central Committee for Conscientious Objectors  Provides counseling information and legal referral for military personnel, especially those who are AWOL or who want discharges. 552-6433.  
http://www.objector.org/ccco/whoweare.html

Friends Outside  Gives emergency support for families of prisoners. (408) 295-6033.  
http://www.friendoutsideinscc.org/

Lawyer Referral Service  A service of the Palo Alto Bar Association, providing low-cost consultation with attorneys. 326-8322.  
http://www.sccba.com/legalconsumer/lawyerreferral.cfm

Legal Aid Society of Santa Clara County  Provides free legal assistance for low-income residents of Santa Clara county. (408) 998-5200.  
http://www.legalaidsociety.org/

Small Claims Court of Santa Clara County is where individuals may seek redress in cases not exceeding $1500. 324-0391.  
http://www.sccsuperiorcourt.org/smallclaims/

VOTER & TAXPAYER INFORMATION

The League of Women Voters  Promotes political responsibility through informed and active citizen participation in government. The LWV studies local, state, and national issues. Its non-partisan voter information service provides pros and cons about ballot measures, and sponsors debates. 327-9148.  
http://sclaraco.ca.lwvnet.org/

Center for Economic Conversion  Facilitates conversion of area defense industries into alternative production, such as transportation or energy systems. 968-8798.  
http://bapd.org/gceoon-1.html

For voter registration information  To register in person or by mail, call (408) 298-7400.  
http://www.sccgov.org/portal/site/rov
**CHILD CARE/SCHOOLS**

**Bing Nursery School**  Stanford University has infant, toddler and pre-school groups, an extended day program, and summer session day camp. Stanford affiliation not required. 723-4865.  
http://www.stanford.edu/dept/bingschool/

**WorkLife Office**  Stanford University, provides information and counseling to Stanford families who need day care or other programs for their children. Information about on-campus, off-campus, and summer programs is available. 723-2660.  
http://worklife.stanford.edu/

**The Rainbow School at Escondido Village**  Stanford University, the Rainbow School is a parent cooperative nursery school. Stanford students have priority. 723-0217.  
http://www.stanford.edu/group/rainbowschool/

**Palo Alto Community Child Care**  provides year-round care for infants through school-age, in various centers and day-care homes. Free subsidies are sometimes available. 493-2361.  
http://www.paccc.com/

**Palo Alto Unified School District Programs** include the **Bessie Bolton Children Center** for children from low-income families ages two and a half to eleven years (856-0876), the **Pre-school Family** for infants and children 24 months to five-year-olds (856-0833), and the **Parents Nursery School Cooperative** for children two and one-half to five years (856-1440).  
http://www.pausd.palo-alto.ca.us/
**FOOD**

**GROCERY STORES**
California produce tends to come in season a little earlier and stay on the shelves a little longer than in most of the country, but it is usually not significantly cheaper. The Tuesday night edition of the local newspaper carries advertised specials for most grocery stores. Advertised prices are usually good through the following week.

<table>
<thead>
<tr>
<th><strong>Palo Alto</strong></th>
<th><strong>Menlo Park</strong></th>
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<tbody>
<tr>
<td><strong>Andronico's</strong></td>
<td><strong>Safeway</strong></td>
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<tr>
<td>500 Stanford Shopping Center</td>
<td>160 First Street</td>
</tr>
<tr>
<td>327-5505</td>
<td>941-1208</td>
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<tr>
<td><strong>J.J. and F. Foodstore</strong></td>
<td><strong>Safeway</strong></td>
</tr>
<tr>
<td>520 College Avenue</td>
<td>2310 Homestead Rd.</td>
</tr>
<tr>
<td>857-0901</td>
<td>(408) 723-1541</td>
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<tr>
<td><strong>Albertson's Save-on-Food Center</strong></td>
<td><strong>Menlo Park</strong></td>
</tr>
<tr>
<td>2080 Channing</td>
<td><strong>Draeger's</strong></td>
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<tr>
<td>856-1707</td>
<td>1010 University Drive</td>
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<td><strong>Mollie Stone's Market</strong></td>
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</tr>
<tr>
<td>164 California Ave</td>
<td>525 El Camino Real</td>
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<td>323-8361</td>
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<td>2811 Middlefield Rd.</td>
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<td><strong>Whole Foods Market</strong></td>
<td><strong>Mountain View</strong></td>
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<td>774 Emerson Street</td>
<td><strong>Albertson's Save-on-Food Center</strong></td>
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<td>326-8666</td>
<td>715 East El Camino</td>
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<tr>
<td><strong>Los Altos</strong></td>
<td><strong>Safeway</strong></td>
</tr>
<tr>
<td><strong>Albertson's</strong></td>
<td>961-5444</td>
</tr>
<tr>
<td>2175 Grant Rd.</td>
<td>2585 California St.</td>
</tr>
<tr>
<td>948-8906</td>
<td>941-2505</td>
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<tr>
<td><strong>Draeger's</strong></td>
<td>Dairy products only</td>
</tr>
<tr>
<td>342 First Street</td>
<td><strong>Safeway</strong></td>
</tr>
<tr>
<td>948-4425</td>
<td>570 N. Shoreline Blvd</td>
</tr>
<tr>
<td><strong>Safeway</strong></td>
<td>961-4866</td>
</tr>
</tbody>
</table>

| **Redwood City** | **Safeway** |
| **Key Market** | 2580 California Street |
| 1063 Upton | 949-3324 |
| 365-5206 |

| **Mountain View** |
| **Albertson’s Save-on-Food Center** |
| 715 East El Camino |
| 961-5444 |

| **The Milk Pail Market** |
| 2585 California St. |
| 941-2505 |
| Dairy products only |

| **Safeway** |
| 570 N. Shoreline Blvd |
| 961-4866 |
## BAKERIES

**Palo Alto**

- **House of Bagels**
  526 University Avenue
  322-5189

- **La Baguette French Bakery**
  170 Stanford Shopping Center
  321-0535

- **Palo Alto Baking Company**
  381 California Avenue
  321-3234

- **Prolific Oven**
  550 Waverly Street
  326-8485

**Los Altos**

- **Los Altos Bakery Company**
  692 Rancho Shopping Center
  559-0382

**Menlo Park**

- **La Boulander, Inc.**
  720 Santa Cruz Ave.
  322-5528

**Mountain View**

- **La Boulander, Inc.**
  650 Castro Street
  961-1787

Many Safeway and Draeger’s stores also have bakeries.
## COFFEE & TEA

### Palo Alto

**Café Sophia Coffee Roast and Company**  
2706 Middlefield Road  
322-2906

**Eve Espresso**  
3400 Hillview Avenue  
493-5357

**Espresso Bettola Coffee House**  
155 Hamilton Avenue  
324-3113

**Lytton Roasting Company**  
401 Lytton Avenue  
324-4320

**Palo Alto Coffee Roasting Company**  
159 Stanford Shopping Center

**Peet's Coffee & Tea**  
153 Homer Avenue  
325-2091

**Peet's Coffee & Tea**  
77 Town Country Villages  
328-4771

**Peet's Coffee & Tea**  
3904 Middlefield Road  
433-0500

**Starbucks**  
1745 East Bayshore Road  
326-7786

**Starbucks**  
276 University Avenue  
321-8600

**Starbucks**  
180 El Camino Real  
330-0754

**Starbucks**  
4131 El Camino Real  
843-1376

### Los Altos

**Los Altos Coffee Shop**  
240 Second Street  
948-4251

**Peet's Coffee and Tea**  
367 State Street  
941-6722

**Starbucks**  
296 Main Street  
949-3565

### Menlo Park

**Peet's Coffee and Tea**  
899 Santa Cruz Avenue  
325-8989

**Starbucks**  
899 Hamilton Avenue  
328-7160

**Starbucks**  
693 Santa Cruz Avenue  
323-5118

### Mountain View

**Red Rock Coffee Company**  
201 Castro Street  
390-9638

**Starbucks**  
El Monte and El Camino Real  
254-8929

**Starbucks**  
2801 Middlefield Road  
369-5250

**Espresso Lane**  
865 Woodside Road  
299-1243
CONVENIENCE STORES
These stores are small and have a limited selection of items. Because they are open for longer hours than many grocery stores, they are great for off-hour needs.

Palo Alto
The Open House
2325 El Camino Real
326-0674

Seven-Eleven
77 Newell Road
324-8592

Seven-Eleven
401 Waverley Street
326-2614

Belmont
Seven-Eleven
400 El Camino Real
592-0859

Menlo Park
Seven-Eleven
525 Oak Grove Avenue
325-7007

Mountain View
Seven-Eleven
2640 California
941-7792

Seven-Eleven
276 North Wishman Road
961-8762

Seven-Eleven
615 Rengstorff
968-9077

Seven-Eleven
1905 Latham Street
965-3762

Redwood City
Seven-Eleven
1700 Broadway Street
365-7779

Seven-Eleven
400 El Camino Real
364-0200

San Carlos
Seven-Eleven
1080 Holly Street
592-1314

Sunnyvale
Seven-Eleven
1053 East El Camino Real
408-247-3007

Seven-Eleven
1002 West Evelyn Avenue
408-735-1711

Seven-Eleven
708 North Fair Oaks Avenue.
408-732-2505)
DONUTS

Palo Alto
Happy Donuts
3916 El Camino Real
843-0658

Belmont
Chuck’s Donuts
641 Ralston Avenue
592-6404

Los Altos
Lucky Donuts
108 State Street
941-0258

Menlo Park
Donut Depot
3383 Middlefield Road
364-8352

Mountain View
Donut Basket
2105 Old Middlefield Way
967-7752

Donut Field
1910 West El Camino Real
967-7752

Krispy Kreme Doughnuts
2146 Leghorn Street
254-1231

Redwood City
Chuck’s Donuts
801 Woodside Road
368-0161

Donut King
3123 Jefferson Avenue
369-4996

Happy Donuts
820 Veterans Boulevard
369-1359

Nuri’s Donuts
416 El Camino Real
365-1841

Santa Clara
Bernal Bagel & Donut
3560 Homestead Road
(408) 246-2021

Best Donut
24 Washington Street
(408) 243-8721

Donut Den
2482 De La Cruz Boulevard
(408) 748-1456

Donut Den
4300 Great America Parkway
(408) 727-2206

Maple Leaf Donuts & Bagels
1795 Scott Boulevard
(408) 296-3450

Stan’s Donut Shop
2628 Homestead Road
(408) 296-5982

Sunnyvale
Daily Donuts
708 South Fair Oaks Avenue
(408) 737-8697

Marty’s Donuts
350 West Maude Avenue
(408) 735-0690

Susan’s Donuts
1113 Tasman Drive
(408) 745-6002
**FISH**

**Palo Alto**
The Fish Market
3150 El Camino Real
493-9188

**Menlo Park**
Bay Area Seafood
3551 Haven Avenue
298-9127

Cook’s Seafood
751 El Camino Real
322-2231

**Santa Clara**
The Fish Market
3775 El Camino Real
246-3474

Union Seafood
2030 Martin Avenue
567-9819

**PRODUCE**

**Palo Alto**
Sigonas Farmer’s Market
Stanford Shopping Center
329-1340
Fresh produce, exotic fruits and vegetables

Palo Alto Produce Market
Corner of Hamilton and Gilman
Saturday mornings in spring and summer

**Los Altos**
De Martini’s Orchard
66 N. San Antonio
948-0881
Organically grown fruits, fresh produce, and exotic fruits, vegetables and nuts.

**Menlo Park**
Menlo Park Farmer’s Market
Parking lot between Crane and Chestnut Streets
Sundays 9 am - 1 pm
http://www.cafarmersmarkets.com/showMarket?marketid=233

**Mountain View**
Farmers Market
Spring and summer.
Sundays, 10 a.m. to 2 p.m.
Mountain View
Parking lot behind Castro & Villa Streets
EATING OUT
The Stanford area offers a rich selection of restaurants to satisfy most tastes.

BARBECUE
Menlo Park
Brix BBQ Grill
1246 El Camino Real
321-3300

Mountain View
Frank's House of Barbecue
2135 Old Middlefield Way
964-4476

BURGERS AND BEER
Palo Alto
Peninsula Creamery
900 High Street
323-3175

Menlo Park
Dutch Goose
3567 Alameda de las Pulgas
854-3245

Oasis
241 El Camino Real
326-8896

Chili's
700 W. El Camino Real
321-3300

Mountain View
Chili's
560 El Camino Real
941-2227

Tied House Café & Brewery
954 Villa Street
965-2739

Portola Valley
Alpine Inn
3915 Alpine Road
854-4004

CALIFORNIA CUISINE
Palo Alto
California Café Bar & Grill
700 Welch Road
325-2233

Los Altos
Los Altos Bar & Grill
233 3rd Street
948-3524

CHINESE
Palo Alto
China Delight
461 Emerson Street
856-3338

Hunan Garden
3345 El Camino Real
424-8168

Jing-Jing Chinese Gourmet
443 Emerson Street
328-6885

Ming's of Palo Alto
1700 Embarcadero Road
856-7000

Su Hong
4111 El Camino Way
322-4631

Wang's Chinese Restaurant
2209 El Camino Real
327-2888

Windy's Chinese Restaurant
168 University Avenue
325-3188

Los Altos
Chef Chu's
1067 El Camino Real
948-2696

Lucky Chinese Restaurant
140 State Street
941-0258
**Menlo Park**
Su Hong
1039 El Camino Real
323-6852

**Mountain View**
Fu Lam Mum
246 Castro Street
967-1689

Golden Wok
896 Villa Street
Mountain View
969-8232
They also deliver for a $2 charge

Szechwan Garden
124 Castro Street
969-5614

**Redwood City**
Delight Sichuan
2525 El Camino Real
701-0814

Great Wall Chinese Restaurant
670 El Camino Real
363-8888

**YAT Sing Restaurant**
3770 Florence Street
368-8888

**YAT Sing Restaurant**
38 Woodside Plaza
368-8888

**San Carlos**
King Chuan
1188 San Carlos Avenue
539-1035

**Sunnyvale**
Chef Lee Chinese Restaurant
1115 Tasman Drive
734-3878

Golden Dragon Chinese Restaurant
976 East El Camino Real
(408) 245-5161

Wok Express
156 West El Camino Real
(408) 773-9888

**FAST FOOD**

**Palo Alto**
Jack In The Box
2280 El Camino Real
856-0350

Jack In The Box
3885 El Camino Real
493-4136

McDonalds
190 Stanford Shopping Center
327-0560

McDonalds
3128 El Camino Real
494-7161

Subway
2717 Middlefield Road
330-0402

Taco Bell
1090 El Camino Real
856-9112

Taco Bell
910 East Charleston Road
424-8052

Taco Bell
1701 East Bayshore Road
325-8226

Quizno's Classic Subs
3924 El Camino Real
213-0003

Quizno's Classic Subs
180 University Avenue
321-8300

**Menlo Park**
Cook's Fish and Chips
751 El Camino Real
525-0604

McDonalds
1100 El Camino Real
321-1813

**Mountain View**
Burger King
665 San Antonio Road
948-1840
Dairy Queen
500 Showers Drive
941-1371

Kentucky Fried Chicken
696 W. El Camino Real
968-1166

McDonalds
950 West El Camino Real
964-3756

McDonalds
2693 El Camino Real
365-3156

**FILIPINO**
*Mountain View*
Bonars Pilipino Fast Food
260 Moffett
961-2187

Rene Rose Philippine Cuisine
873 Castro
210-9393

**Sunnyvale**
Boracay Tropical Grill
401 Town & Country Village
408-739-4300

**FRENCH**
*Los Altos*
Beausejour
170 State Street
948-1382

**Menlo Park**
Sultana
1149 El Camino Real
322-4343

**Mountain View**
Chez TJ
938 Villa Street
984-7466

**Woodside**
Bella Vista
13451 Skyline Blvd.
851-1229

**GERMAN**
*Sunnyvale*
Hardy's Bavaria
111 W. Evelyn Avenue
720-1531

**GREEK**
*Palo Alto*
Evvia Estiatorio
420 Emerson
326-0983

**GENERAL**
*Palo Alto*
Blue Chalk Café
630 Ramona Street
326-1020

Cook Book
855 El Camino Real
321-7500

Gordon Biersch Brewery
640 Emerson
323-7723

Hobee's
67 Town & Country Village
327-4111

Hobee's
4224 El Camino Real
856-6124

Macarthur Park
27 University Avenue
321-9990

Max's Opera Cafe
711 Stanford Shopping Center
323-6364

Spago
265 Lytton Avenue
747-0292

Sundance, the Steakhouse
1921 El Camino Real
961-1982
World Wraps
201 University Avenue
327-9777

Los Altos
Armadillo Willy's BBQ and Café
1031 North San Antonio
941-2922

Marie Calendeer's
4710 El Camino Real
941-6989

Menlo Park
Flea Street Café
3607 Alameda de las Pulgas
854-1226

Mountain View
Hobee's
2312 Central Expressway
968-6050

INdian
Palo Alto
Janta India Cuisine
369 Lytton
462-5903

Los Altos
Satkar Indian Cuisine
233 State Street
947-8729

Menlo Park
Gaylord India Restaurant
1706 El Camino
326-8761

Mountain View
Flavors Indian Cuisine
867 East El Camino Real
961-4030

Passage to India
1991 West El Camion Real
969-9990

Shiva's Indian Restaurant
800 California Street
960-3802

Sue's Indian Cuisine
216 Castro Street
969-1112

Redwood City
Flavor if India Cuisine
2415 Broadway
216-7777

Little India Restaurant
917 Main Street
361-8737

Suraj Indian Cuisine
2550 El Camino Real
369-8899

San Carlos
Saffron Indian Bistro
1143 San Carlos Avenue
593-4269

Sunnyvale
Badal Indian Cuisine
1625 Hollenbeck Avenue
(408) 245-7600

TAJ India Cuisine
889 East El Camino Real
(408) 720-8396

ITALIAN AND PIZZA
Palo Alto
Original Babbos Mediterranean Bistro
717 Sanford Shopping Center
321-1488

Ramona's Pizza
2313 Birch Street
321-9484

Round Table Pizza
263 University Avenue
322-2893

Los Altos
Italian Delicatessen and Gel Ateria
139 Main Street
949-6745

Menlo Park
Applewood Inn
989 El Camino Real
322-1211
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<th>Restaurant Name</th>
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<th>Phone Number</th>
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<tr>
<td>Kapp's Pizza Bar and Grill</td>
<td>191 Castro Street</td>
<td>961-1491</td>
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<td>Tony and Alba's Pizza and Pasta</td>
<td>619 Escuela Avenue</td>
<td>968-8150</td>
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<td>Redwood City</td>
<td>Siciliano Ristorante Italiano</td>
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<td>JAPANESE</td>
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<td>Palo Alto</td>
<td>Fuki Sushi</td>
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<td>Miyake</td>
<td>140 University Avenue</td>
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<td>Los Altos</td>
<td>Akane Japanese Cuisine</td>
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<td>Akasake</td>
<td>925 El Camino Real</td>
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<td>Dashi Japanese Restaurant</td>
<td>873 Hamilton Avenue</td>
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<td>Gombei Japanese Restaurant</td>
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<td>Juban Yakiniku House Japanese Bbq</td>
<td>712 Santa Cruz Avenue</td>
<td>473-6458</td>
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<td>Mountain View</td>
<td>Amici's East Coast Pizzeria</td>
<td>961-6666</td>
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<td>Frankie, Johnnie, and Luigi Too</td>
<td>939 West El Camino Real</td>
<td>967-5384</td>
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<td>Shogun</td>
<td>841 Villa Street</td>
<td>988-1108</td>
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<td>Satsuma Restaurant</td>
<td>705 East El Camino Real</td>
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<td>Redwood City</td>
<td>Higuma Japanese Restaurant</td>
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<td>Tokyo Star</td>
<td>238 Redwood Shores Parkway</td>
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<td>Yokayama Japanese Restaurant</td>
<td>1784 Broadway Street</td>
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<td>Rokko Japanese Restaurant</td>
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<td>Vaso Azzurro Ristorante</td>
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<td>Zucca Ristorante</td>
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<tr>
<td>Sunnyvale</td>
<td>Tarragon Restaurant</td>
<td>140 South Murphy Avenue</td>
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MEXICAN

Palo Alto

Andale Taqueria
209 University Avenue
323-2939

Baja Fresh Mexican Grill
3990 El Camino Real
424-8599

Celia's
3740 El Camino Real
843-0643

Compadres Mexican Bar & Grill
3877 El Camino Real
858-1141

Elasadero Mexican Restaurant
1760 West Bayshore Road
326-364

Los Altos

Casa Lupe
185 Main Street
941-7390

Mountain View

Chapala Mexican Restaurant
570 North Shoreline Boulevard
965-8019

Fiesta Del Mar
1005 North Shoreline Boulevard
965-9354

Redwood City

Amelias Mexican Restaurant
2042 Broadway
368-1390

Margaritas Restaurant
2098 Broadway Street
701-0706

Sunnyvale

Chipotle Mexican Grill
861 Middlefield Road
216-9325

SALAD BARS

Palo Alto

Fresh Choice
Stanford Shopping Center
365-1386

Menlo Park

Chill's Grill & Bar
700 El Camino Real
321-0330

Redwood City

Fifth Quarter Pizza
976 Woodside Road
369-2686

SEAFOOD

Palo Alto

Fish Market
3150 El Camino Real
493-9188

Scotts Seafood Grill & Bar
1 Town Country Village
323-1555

Menlo Park

Sultana
1149 El Camino Real
322-4343

Mountain View

Fiesta Del Mar
1005 North Shoreline Boulevard
965-9354

Redwood City

Arrivederci Italian Seafood Restaurant
487 Seaport Court
568-0211

Santa Clara

Union Seafood
2030 Martin Avenue
(408) 567-9819
STEAKS

Palo Alto
Sundance, the Steakhouse
1921 El Camino Real
321-6798

Mountain View
Sizzler Restaurants
1962 West El Camino Real
967-5574

Redwood City
Bella Prime Rib Steak House
487 Seaport Court
568-0211

Sizzler Restaurants
1011 Veterans Blvd
328-1904

San Jose
Outback Steakhouse
632 Blossom Hill Road
(408) 226-4922

Santa Clara
Arthur’s Restaurant
2875 Lakeside Dr
(408) 983-1666

Birk’s Restaurant
3955 Freedom Circle
(408) 980-6400

Sizzler Restaurants
2855 Augusting Drive
(408) 727-7907

Sunnyvale
Black Angus
740 East El Camino Real
(408) 245-4501

Cattleman’s Restaurant
502 Ross Drive
(408) 734-5566

Sizzler Restaurants
45 East El Camino Real
(408) 730-0287

SUBS and SANDWICHES

Palo Alto
Fratelli Deli
405 University Avenue
368-2921

Piazza’s Deli
3922 Middlefield Road
494-1542

Pommand Deli
3163 Middlefield Road
857-9339

Subway
4131 El Camino Real
494-7821

Quizno’s Classic Subs
490 North California Avenue
330-0111

Quizno’s Classic Subs
180 University Avenue
321-8300

Belmont
Old County Deli
1331 Old County Road
593-6376

Menlo Park
Lutticken’s Deli
3535 Alameda de las Pulga
854-6431

Mountain View
Togo’s Sandwiches
1911 El Camino Real
967-0514

Redwood City
Prima Deli
2115 Roosevelt Avenue
367-8553

Sunnyvale
Swan Deli Bakery
1296 Kifer Road
(408) 749-1981
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<th>Type</th>
<th>Location</th>
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<td>THAI</td>
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<td>Krung Siam Thai Cuisine</td>
<td>423 University Avenue</td>
<td>322-5900</td>
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<td></td>
<td>Siam Royal Authentic Thai Cuisine</td>
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<td>949-5259</td>
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<td>Belmont</td>
<td>Thai Table</td>
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<td>Menlo Park</td>
<td>Siam Garden</td>
<td>1143 Crane Street</td>
<td>853-1143</td>
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<td>Amarin Thai Cuisine</td>
<td>174 Castro Street</td>
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<td>702 Villa Street</td>
<td>968-2038</td>
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<td>Bangkok Bay Thai Cuisine</td>
<td>825 El Camino Real</td>
<td>365-5369</td>
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<td>Erawan Thai Restaurant</td>
<td>2639 Broadway Street</td>
<td>556-9966</td>
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<td>Sunnyvale</td>
<td>Barn Thai Restaurant</td>
<td>921 East Duane Avenue</td>
<td>(408) 732-3319</td>
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<td></td>
<td>Thai Pepper Cuisine</td>
<td>103 East Fremont Avenue</td>
<td>(408) 739-7717</td>
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<td></td>
<td>Sunnyvale</td>
<td>To Chau</td>
<td>853 Villa Street</td>
<td>961-8069</td>
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<td>Barn Thai Restaurant</td>
<td>921 East Duane Avenue</td>
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<td>Barn Thai Restaurant</td>
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<tr>
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<td></td>
<td>Barn Thai Restaurant</td>
<td>921 East Duane Avenue</td>
<td>(408) 732-3319</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thai Pepper Cuisine</td>
<td>103 East Fremont Avenue</td>
<td>(408) 739-7717</td>
</tr>
<tr>
<td>VEGETARIAN</td>
<td>Palo Alto</td>
<td>The Bay Leaf</td>
<td>520 Ramona Street</td>
<td>321-7466</td>
</tr>
<tr>
<td></td>
<td>Mountain View</td>
<td>Garden Fresh</td>
<td>1245 W. El Camino Real</td>
<td>961-7795</td>
</tr>
</tbody>
</table>
MOTELS AND HOTELS

The Stanford Linear Accelerator Guest House has a limited number of rooms available on a per-night basis.

- **112 Guest Rooms**
- **In-Room, High Speed Internet Access**
- **Laundry Facilities**
- **24-hour Gift Shop**
- **Fitness Center/Free Parking**
- **Complimentary Shuttle Within Campus**

All guests must be verified for academically-related business to SLAC, Stanford University, or Stanford Hospital. Phone (650) 926-2800 or go online to http://slacguesthouse.stanford.edu.

**Other near-by hotels and motels**

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Address</th>
<th>Area Code</th>
<th>Tel.#</th>
<th>Price*</th>
<th>Pool, Micro./Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PALO ALTO</strong></td>
<td>The Cardinal Hotel</td>
<td>235 Hamilton, 94301</td>
<td>650</td>
<td>323-5101</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coronet Motel</td>
<td>2455 El Camino, 94306</td>
<td>650</td>
<td>326-1081</td>
<td>$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>Country Inn Motel</td>
<td>4345 El Camino, 94306</td>
<td>650</td>
<td>948-9154</td>
<td>$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>Creekside Inn</td>
<td>3400 El Camino, 94306</td>
<td>650</td>
<td>493-2411</td>
<td>$$$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>Crowne Plaza</td>
<td>4290 El Camino</td>
<td>650</td>
<td>857-0787</td>
<td>$$$$</td>
<td>P, R</td>
</tr>
<tr>
<td></td>
<td>Days Inn</td>
<td>4238 El Camino</td>
<td>650</td>
<td>493-4222</td>
<td>$</td>
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</tr>
<tr>
<td></td>
<td>Dinah’s Garden Hotel</td>
<td>4261 El Camino</td>
<td>650</td>
<td>493-2844</td>
<td>$$$</td>
<td>P, K, M/R</td>
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<tr>
<td></td>
<td>Garden Court Hotel</td>
<td>520 Cowper Street, 94301</td>
<td>650</td>
<td>322-9000</td>
<td>$$$$</td>
<td></td>
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<tr>
<td></td>
<td>Palo Alto Travelodge</td>
<td>3255 El Camino, 94306</td>
<td>650</td>
<td>493-6340</td>
<td>$</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Quality Inn</td>
<td>3901 El Camino, 94306</td>
<td>650</td>
<td>493-2760</td>
<td>$</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Sheraton</td>
<td>625 El Camino, 94301</td>
<td>650</td>
<td>328-2800</td>
<td>$$$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>(Offers shuttle service from motel to Stanford)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sky Ranch Inn</td>
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<td>650</td>
<td>493-7221</td>
<td>$</td>
<td>K</td>
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<td></td>
<td>Stanford Terrace Inn</td>
<td>531 Stanford Avenue, 94306</td>
<td>650</td>
<td>857-0333</td>
<td>$$$$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>Townhouse Inn</td>
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<td>650</td>
<td>493-4492</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Westin Hotel</td>
<td>675 El Camino</td>
<td>650</td>
<td>321-4422</td>
<td>$$$$</td>
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<tr>
<td><strong>MENLO PARK</strong></td>
<td>Menlo Motor Lodge</td>
<td>1315 El Camino, 94025</td>
<td>650</td>
<td>326-7530</td>
<td>$</td>
<td>K</td>
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<tr>
<td></td>
<td>Mermaid Inn Motel</td>
<td>727 El Camino, 94025</td>
<td>650</td>
<td>323-9481</td>
<td>$$</td>
<td>P, K</td>
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<tr>
<td></td>
<td>The Red Cottage Inn &amp; Suites</td>
<td>1704 El Camino, 94025</td>
<td>650</td>
<td>326-9010</td>
<td>$</td>
<td>P, K</td>
</tr>
<tr>
<td></td>
<td>Stanford Arms</td>
<td>115 El Camino, 94025</td>
<td>650</td>
<td>325-1428</td>
<td>$</td>
<td>K</td>
</tr>
<tr>
<td></td>
<td>Stanford Park Hotel</td>
<td>100 El Camino, 94025</td>
<td>650</td>
<td>322-1234</td>
<td>$$$$</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>(Offers shuttle service from motel to Stanford)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MOUNTAIN VIEW</strong></td>
<td>American Inn</td>
<td>1012 El Camino, 94040</td>
<td>650</td>
<td>961-6720</td>
<td>$$$</td>
<td>M/R</td>
</tr>
<tr>
<td></td>
<td>Best Western Tropicana</td>
<td>2300 El Camino, 94040</td>
<td>650</td>
<td>962-9912</td>
<td>$$$</td>
<td>M/R</td>
</tr>
<tr>
<td></td>
<td>Best Value Inn &amp; Suites</td>
<td>200 E. El Camino, 94040</td>
<td>650</td>
<td>989-8200</td>
<td>$$$</td>
<td>Jac. M/R</td>
</tr>
<tr>
<td></td>
<td>Comfort Inn</td>
<td>1561 W. El Camino, 94040</td>
<td>650</td>
<td>967-7888</td>
<td>$$$</td>
<td>P, Jac. M/R</td>
</tr>
<tr>
<td><strong>REDWOOD CITY</strong></td>
<td>Best Western Executive Suites</td>
<td>25 Fifth Avenue</td>
<td>650</td>
<td>366-5794</td>
<td>$</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Days Inn</td>
<td>2650 El Camino</td>
<td>650</td>
<td>369-9200</td>
<td>$</td>
<td>P, K, M/R</td>
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<tr>
<td></td>
<td>Holiday Inn Express</td>
<td>2834 El Camino</td>
<td>650</td>
<td>366-8272</td>
<td>$</td>
<td>P, K, M/R</td>
</tr>
<tr>
<td></td>
<td>Holiday Inn Express</td>
<td>2834 El Camino</td>
<td>650</td>
<td>366-2000</td>
<td>$</td>
<td>M/R</td>
</tr>
</tbody>
</table>
**HOUSING**

Living in the Stanford area can be a great experience. Palo Alto is connected to San Francisco and Silicon Valley by two major freeways (Hwys. 280 & Hwy. 101). There is easy access into San Francisco and Berkeley for cultural events. City life may be combined with the pleasures of rural Woodside and Half Moon Bay. Rentals in the Palo Alto area are expensive but living in the Bay Area more than makes up for it.

Some of the older motels offer weekly rates, and make a good base while searching for permanent housing. There is a Residence Inn (650/940-1300) and Homestead Village (weekly studios) (650/962-1500) located in Mountain View. A list of motels/hotels in the area is also included for your reference. Reservations are advised especially around graduation in June. A car is essential to your search.

**TIPS**

Do not limit yourself to the immediate campus area. Many departments require house staff to rotate between Santa Clara Valley Medical Center, Kaiser, Santa Clara and Stanford. It may be more convenient to live in a centrally located house or apartment.

Rents tend to be less expensive in Mountain View and Redwood City than Palo Alto and Menlo Park.

**RESOURCES**

*University Housing Office* The University Housing Office is open from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m., and closed weekends. It is located at 565 Cowell Lane, on campus. A cardex file of rental listings is maintained, and University identification is required, such as a copy of your House Staff contract. This office does answer inquiries. Your department can get you access to a computerized list of their rentals. This is for interns and residents only.

The best apartments are handed down from resident to resident. If you like a particular area, drive up and down the streets looking for vacancy signs, since many apartment complexes do not advertise. On-line resources such as Craig’s List can be very helpful. Please note that we do not mail lists of rentals.

*Hospital/Medical Center* House, apartment and room listings are posted in a locked cabinet on the third floor of the stairwell adjacent to the West wing of the hospital. Office of Graduate Medical Education is reached by this stairwell, and is on the fourth floor (use door on the left of the landing).

*Short-Term Housing/Corporate Housing* For housing options call or e-mail Oakwood Worldwide: Diane Arballo or Nikki Roethler, 1-800-940-7909, or e-mail to darballo@oakwood.com or nroethler@oakwood.com.

*Prices as of April 2009* Apartment prices vary from one community to the next. Outlined below are average prices in Palo Alto as of April 2009. Most other communities are less expensive.
### Apartments

<table>
<thead>
<tr>
<th>Type</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio</td>
<td>$1,025 - $1,915</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>$1,225 - $3,395</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$2,110 - $3,770</td>
</tr>
</tbody>
</table>

### Houses

<table>
<thead>
<tr>
<th>Type</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bedroom</td>
<td>$2,000 - 2,850</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>$2,250 – 4,500</td>
</tr>
</tbody>
</table>

### Room in a House

<table>
<thead>
<tr>
<th>Type</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 room/shared kitchen</td>
<td>$800-1,025</td>
</tr>
</tbody>
</table>

### LOCATIONS

**Stanford Campus:** Interns and residents are not eligible to live on the Stanford campus in dorms, Escondido Village, or purchase condominiums and houses for sale on campus land. You are able to rent apartments at University owned apartment complexes (Welch Road Apartments) at the corner of Pasteur Drive and Welch Road and (Stanford West) located on Sand Hill road.

Applications for the Welch Road apartments are included in your registration packets and should be returned promptly to House Staff Administration. Incoming interns and residents are given top priority for any available units. Assignment is based on a lottery held on May 1-2 of each year. **Residents are allowed to live at Welch Road during their initial Stanford residency only.**

**Stanford West Apartments** were completed in the Spring of 2002. One, Two, and three bedroom apartments are within walking distance from the Medical Center. The complex has an on-site day care center. Some information is below. Further information can be obtained at [http://stanfordwest.stanford.edu](http://stanfordwest.stanford.edu).

Rental policies are described in a document entitled *Rental Rates and Lease Renewal Policies*. A PDF version of the document is located on the GME web-site, under Policies, pdf.

Monthly rates as of April 2009:

**Stanford Rates**

In order to qualify for the Stanford Rate, the Stanford affiliate must occupy the apartment as his/her principal place of residence. A premium of $150 per month applies to new leases and renewals with a duration of less than six months.

<table>
<thead>
<tr>
<th>Type</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom</td>
<td>Starting at $2,050</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>Starting at $2,750</td>
</tr>
<tr>
<td>3 Bedroom</td>
<td>Starting at $3,890</td>
</tr>
</tbody>
</table>
Non-Stanford Rates
A premium of $150 per month applies to new leases and renewals with a duration of less than six months.

1 Bedroom Starting at $2,280
2 Bedroom Starting at $3,050
3 Bedroom Starting at $4,325

Below Market Rates
No BMR applications are currently being accepted. These rates may be increased in accordance with BMR regulations.

1 Bedroom $883
2 Bedroom $1,089
3 Bedroom $1,494

Additional Carports, Garages, and Storage
Additional Carport $50 per month
Additional Garage $150 per month
Storage Unit $300 per month

Availability and rates are subject to change at any time. Source: http://stanfordwest.stanford.edu/rentalrates.html

Palo Alto Neighborhoods

**College Terrace**  (Stanford to California Avenue, El Camino to Amherst in Palo Alto)
Immediately adjacent to the campus to the southwest. Very pleasant area with many young University families. Rentals are in great demand because it is within easy biking distance; also about equal distance from the Medical Center and VA Hospital. This is a very mixed bag; houses, cottages, apartments, studios, and some courts with three or four small houses on good-sized lots. In general, there are more apartments toward El Camino; houses toward the hills.

**Barron Park**  (South of Stanford Industrial Park to Arastradero, and west of El Camino Real in Palo Alto). Some apartments are adjacent to El Camino and on Arastradero. Away from El Camino. This area has quite a rural feeling; there are some attractive older homes. The section toward the foothills is very close to the VA Hospital.

**Midtown**  The Shopping Center is on Middlefield Road between Oregon Expressway and Colorado. The Midtown area radiates from this for several blocks on each side; roughly bounded by Oregon, Alma and Louis Road south to East Meadow. This section is moderately priced for Palo Alto, with many two and three bedroom homes. In general, Oregon Expressway provides a dividing line price-wise; rentals are more expensive north and less so to the south and into Mountain View. Many house staff rent homes south of Oregon Expressway in Palo Alto and Mountain View.

**Older Palo Alto**  contains such a wide variety of rentals that it is impossible to describe it. From the Creek to University Avenue and between Middlefield and Alma, there are some small houses (mostly older) with small apartment buildings behind them. From University Avenue south, apartments yield to homes. Alma Street south of California
Avenue is lined with apartments. There are some very nice apartment buildings along Middlefield Road south of Colorado.

**Menlo Park** The area southwest of El Camino Real in Menlo Park (to Fremont, and from Santa Cruz Avenue to Middle) is a very pleasant area of smaller apartment buildings with a somewhat older population. There are few swimming pools and some of the complexes are quite small, 4, 6, or 8 units, and within biking distance of the hospital either by El Camino or the bike path from Sam Mateo Avenue. From Middle Avenue to the Creek and from El Camino Real to University Avenue there are many small, older homes, mostly with two bedrooms. They are more modestly priced and close to El Camino.

**Mountain View** Mountain View has extensive apartment complexes. There are blocks lined with them below San Antonio Road, California Avenue, Latham, Rock, Rengstorff, etc. Many medical families live in this area. There are several new complexes with pools and recreation facilities.

**Redwood City** is roughly the same distance from the Medical Center toward San Francisco as Mountain View is to the south. There are many apartment buildings, particularly on Woodside Road. On the whole, the prices are lower than in Palo Alto and Menlo Park. 15-20 minutes driving time, 5 minutes longer during commute hours.

**Sunnyvale-Cupertino** There are many apartments and townhouses in these communities, and many house staff members rent or own homes there. Prices are slightly less than in the Palo Alto/Menlo Park area. If your rotation will take you to the Santa Clara Valley Medical Center and/or Kaiser Foundation Hospital in Santa Clara, you may wish to investigate these communities. The Cupertino School District is said to be excellent. Access to Highway 280 is helpful.

**Atherton** Large expensive homes. Some cottages. Rents are high.

**Woodside and Los Altos Hills** This is about as rural as you can get. Watch for road conditions in western Woodside. Expect deer, raccoons, skunks, and other animals in your yard. Very few apartments. Some cottages. Very expensive, but very nice.

**BUYING A HOUSE**

Several residents purchase houses each year. Prices in Palo Alto are in the $1,550,000 range for single family dwellings. Condominiums and townhouses are around $837,000. If you are willing to commute, Sunnyvale and Santa Clara have less expensive homes.

**SANTA CLARA COUNTY HOUSING AUTHORITY** Santa Clara County offers rent subsidies for low income families, the elderly, and the disabled. Call (408) 275-8770, or visit: [http://www.hacsc.org](http://www.hacsc.org).

**PALO ALTO HOUSING CORPORATION** A private organization working to foster low to moderate income housing in Palo Alto. A list is maintained of federally subsidized low-income developments in Northern Santa Clara County. Call 321-9709 or visit: [http://www.paloaltohousingcorp.org](http://www.paloaltohousingcorp.org).
DISCRIMINATION If you think you are being discriminated against, contact:

- **MID-PENINSULA CITIZENS FOR FAIR HOUSING** Assists people who believe they have been refused housing due to their race, ethnic origin, religion, sex, age, marital status, or physical disability. Call 327-1718, or visit: [http://www.mcfhousing.org](http://www.mcfhousing.org).

- **CA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING** 888 N. First Street, Room 315, San Jose. Call (408) 277-1264, or visit: [http://www.csulb.edu/depts/oed/resources/fairhousing.htm](http://www.csulb.edu/depts/oed/resources/fairhousing.htm).

If you need information about legal issues or landlord-tenant mediation in Santa Clara County, contact the **Santa Clara County Human Relations Commission**. They provide information on tenant/landlord rights and responsibilities. Trained volunteer mediators are available to facilitate communication between tenant and landlord for the resolution of disputes. Their offices are at 70 W. Hedding, 5th Floor, East Wing, San Jose. (408) 299-2206. A similar group could not be found in San Mateo County.
RECREATION

COMMUNITY PARKS
The communities around Stanford offer dozens of parks ranging from small pockets on the corner of a block to huge wildlife preserves. All of them offer a nice way to spend your free time.

PALO ALTO parks are coordinated by the Palo Alto Recreation Department, which can be reached at 329-2261. Their web-site is http://www.city.palo-alto.ca.us/community-services/pk-index.html.

The Baylands Athletic Center at Embarcadero and Geng, a 12.3 acre park featuring lighted baseball and softball fields. Reservations are required for games.

Bol Park on Laguna between Barron and Matadero, has 4.5 acres.

Boulware Park at 390 Fernando, a 1.4 acre park with a basketball court, picnic facilities, and children's play areas.

Bowden Park at Alma and California, 2 acres.

Briones Park on Arastradero at Clemo, a 4.1 acre park with picnic facilities.

Byxbee Park is at the east end of Embarcadero, 1,800 acres which shelters a duck pond, 18 hold golf course (call 329-2101 for information), and a Nature Interpretive Center (329-2506).

Cameron Park, 2110 Wellesley, 1.1 acres.

Clark Park on Old Trade Road.

Cogswell Plaza at Lytton and Ramona, half an acre.

El Camino Park, 100 El Camino Real, 11.5 acres, including a lighted softball field and soccer field. Reservations are required, for use of the fields.

Eleanor Park, at 851 Center Drive, picnic facilities, play area, and tiny tot area.

Foothills Park, 3300 Page Mill Road, a 1500-acre park with hiking trails, and Interpretive Center, Boronda Lake (which offers fishing and boating), an overnight camp, and play facilities. Only Palo Alto residents and their guests are admitted. A Stanford I.D. will not get you in. Bring something that proves you live in Palo Alto, such as a driver's license or utility bill. Reservations are required for overnight camping (329-2423).

Greer Park, 1098 Amarillo, 4.9 acres with picnic facilities.
**Hoover Park**, 2901 Cowper Street, has picnic facilities.

**Hopkins Creekside Park** Palo Alto Avenue, from El Camino to Marlowe.

**Johnson Park**, Everett and Waverley, 2.5 acres.

**The Lawn Bowling Green**, Embarcadero and Cowper, 1.9 acres with 8 bowling greens. For information, call the Club House at 323-2575.

**Kellogg Park**, Waverley Street at Embarcadero Avenue.

**Mayfield Park**, 3200 Wellesley, 1.1 acres.

**Mitchell Park**, 600 East Meadow, 20 acres with a dog run, fire circle, picnic area, jog run, recreation room (329-2487), two paddle tennis courts, a tennis backboard, seven lighted tennis courts, handball, shuffle board, sculpture garden, outdoor stage, and a wading pool that is open in summer.

**Monroe Park** at Monroe and Miller, half an acre.

**Peers Park**, 1899 Park Boulevard, 4.7 acres, with a recreation room (329-2422) and playing fields.

**Ramos Park**, 800 E. Meadow, picnic facilities and a tiny tot area.

**Rinconada Park**, 777 Embarcadero, 19 acres with a jog run, nine tennis courts (six of them lighted), playing fields, swimming pools, and an outdoor stage.

**Robles Park**, 4116 Park Boulevard, 4.6 acres with a baseball court and softball field.

**Seale Park**, 3100 Stockton Place, 3.2 acres.

**Scott Park**, Scott and Channing, has a basketball court.

**Terman Park**, 655 Arastradero.

**Weisshaar Park**, 2300 Dartmouth, 1.1 acres.

**Werry Park**, 2100 Dartmouth.

**Wallis Park**, at Grant and Ash.

**MENLO PARK** Parks are under the jurisdiction of the Menlo Park Recreation Department, which can be reached at 858-3470. Many park tennis courts are locked. Keys cost $45 for Menlo Park residents, $100 for non-residents, and are available at the Menlo Park Recreation Center on Alma and Mielke Drive. Visit: [http://www.menlopark.org/departments/com/parks.html](http://www.menlopark.org/departments/com/parks.html)
Burgess Park, Alma Street and Mielke Drive, baseball fields, soccer fields, basketball and volleyball courts, swimming pool, gymnasium, and children's play areas.

Camp Fremont Memorial Park at Santa Cruz and University, a "pocket park" for relaxing.

Carlton Mini Park on Carlton Avenue between Newbridge and Ivy, has children's play areas.

Flood Park on Bay Road between Marsh and Ringwood, picnic areas, baseball fields, and basketball courts.

Joseph B. Kelly Park at 100 Terminal Avenue, baseball fields, basketball and tennis courts, and play areas.

Madera Mini Park on Madera Avenue between Newbridge and Hamilton, an outdoor place to relax.

Nealon Park, 800 Middle Avenue, a softball field, tennis courts (two of them lighted), a golf driving cage and chipping area, and children's play areas.

School View Park at Ivy Drive and Chilco, picnic and children's play areas.

Sharon Park at Sharon Drive between Klamath and Monta Rosa, an artificial lake with a fountain, nature trails, and picnic areas.

Stanford Hills Park at Branner Drive on Sand Hill Road, picnic and roller skating areas.

Willow Oaks Park on Coleman Avenue at Willow Road, playing fields, basketball courts, and children's play areas.

MOUNTAIN VIEW Mountain View parks and facilities are coordinated by the Mountain View Recreation Commission. For facilities reservations, call 966-6332. For information about the city's sports programs, call 966-6331. For general information call the Parks Department at 903-6413.

Bubb School Park at Barbara and Montalto, basketball court and children's play area.

Castro School, 505 Escuela Avenue, a basketball court and a softball field.

The Community Center, 201 South Rengstorff, softball field, tennis courts, and a swimming pool.

Cooper Park, 500 Chesley Avenue, basketball court, football and soccer fields, and tennis and volleyball courts.

Crittenden School Park, 1701 Rock Street, playing fields (including a lighted softball field), a basketball court, and tennis court.
**Cuesta Park**, 685 Cuesta Avenue, barbecue facilities, picnic areas, children’s play areas, and lighted tennis courts. Reservations are required for the barbecue (966-6331) and tennis facilities (967-5955).

**Eagle Park**, 650 Franklin Street, swimming pool, tot lot, and big lawn area. Daily lap swimming (Monday - Friday), noon swimming, and evening swimming. Summer lessons and recreational swimming.

**Fairmont Park**, Fairmont and Bush, children’s play areas.

**Huff School**, 253 Martens Avenue, basketball court and playing fields.

**Landels School Park**, 115 Dana Street, barbecue facilities, picnic area, basketball court, and softball fields.

**McKelvey Park**, Miramonte and Park: lighted baseball field, football and soccer fields.

**Monte Loma School Park**, Truman and Bryant, playing fields and tennis courts.

**The Rancho San Antonio Open Space Preserve** on St. Joseph Avenue, a natural preserve that presents environmental education and has picnic areas.

**The Pioneer Memorial Park**, Castro and Church, a quiet area for relaxing.

**Rengstorff Park**, Rengstorff and Crisanto: eight lighted tennis courts, a swimming pool, barbecue facilities, playing fields, and picnic areas. There is a sign-up list at the tennis courts to schedule playing time.

**Rex Manor Park**, Farley and Bonny, features children's play areas.

**San Vernon Park**, San Vernon and Middlefield: basketball court and children’s play areas.

**Shoreline Golf Links**, 2600 N. Shoreline Blvd. Open 7 days a week. 18 hole championship course. Golf clinic and lessons in the Spring. 969-2041.

**Shoreline Park**, Shoreline and Terminal, rental boats, bay side hiking trails, and snack bar.

**Stevenson School Park**, Montecito and San Pierre, barbecue facilities, playing fields, a basketball court, and children's play areas.

**Thaddeus Park**, Middlefield and Independence: children's play areas.

**Varsity Park** at Duke and Jefferson, basketball court and children's play areas.
STATE PARKS
The California State Parks System offers opportunities for hiking, camping, and picnicking in spectacular settings. Visit: http://www.parks.ca.gov/
Here are some of the closest:

**Angel Island State Park** is the largest island in the San Francisco Bay--about one square mile in area. Passenger ferries to the island leave from Fisherman's Wharf in San Francisco, daily throughout the year (call the Red and White Fleet, 546-2815), and from the main street dock in Tiburon (call the Angel Island Tiburon Ferry, 435-2131). You should call in advance for schedule information.

**The Big Basin Redwoods State Park** is the largest park in the Santa Cruz Mountains, offering over 80 miles of trails through the semi-wilderness, much of which is covered with redwoods. Take Highway 9 and turn west on Highway 236. For information call park headquarters at (408) 338-6132. For reservations call (800) 444-PARK.

**Butano State Park**, is a rain forest of redwoods and ferns, with coastal fog that rolls in most nights and during many days. There are miles of trails on its 2,200 acres. To get there, take Pescadero Road from Highway 1 through Pescadero. The park is about 5 miles south on Cloverdale Road. Call (415) 879-0713 for reservations.

**Castle Rock**, as its name suggests, is much favored by rock climbers. The Rock is an 80-foot sandstone outcropping in the midst of dry grasslands. Take Skyline Boulevard about three miles south from where it intersects Highway 9. Call (408) 867-2952 for information. Call (408) 338-6132 for reservations.

**The Forest of Nisene Marks State Park** is a semi-wilderness park. It is much less "developed" than most state parks, and offers fewer amenities. It is easy to get lost in this dense redwood forest if you are not careful about following the trails. For many, this wilderness is part of the park's appeal. Take the Aptos Creek Road north from Soquel Drive in Aptos. For information and reservations call (800) 777-0369.

**Henry Cowell Redwoods State Park** covers 1,760 acres and has camping sites and over 19 miles of hiking trails. It offers an easily-accessible redwood grove and picnic area, in addition to much more strenuous hikes. Take Highway 9 just south of Felton. For information, call (800) 777-0369.

**Mount Tamalpais State Park**, north of San Francisco, is near the famous Muir Woods, and offers wonderful opportunities for hiking. Go up Highway 101 and turn west onto Highway 1 at the Stinson Beach exit. After three miles, turn right on Panoramic Highway, then follow the signs to Mount Tamalpais. (415) 388-2070.

**Portola State Park** is favored for car and trail camping, picnicking, and hiking. Take Alpine Road west from Skyline Boulevard, and turn south on Portola State Park Road.
SPECIAL TOURS
The Bay Area offers dozens of interesting places to tour. Here are a few suggestions to get you started:

**Allied Arts Guild** is a local showplace with shops and a restaurant in an historic setting. It is located at Arbor Road and Cambridge Avenue in Menlo Park. Call 322-2405 for more information, or visit [http://www.alliedartsguild.org](http://www.alliedartsguild.org).

**The Ano Nuevo State Reserve** offers a guided two and one-half hour tour to the ocean to watch the annual return of the elephant seals. It is located on the coast of Southern San Mateo County. Call 879-2025 for information, (800) 444-4445 for reservations, or visit [http://www.parks.ca.gov/default.asp?page_id=523](http://www.parks.ca.gov/default.asp?page_id=523).

**Filoli Center**, the superb gardens and mansion in Woodside, is perhaps the most popular tour in the Bay Area; reservations must be made well in advance. Tours are offered at 10 AM and 1 PM Tuesday through Saturday from mid-February through mid-November. Call 364-2880 for more information, or visit [http://www.filoli.org](http://www.filoli.org).

**The Fitzgerald Marine Reserve** wildlife sanctuary offers a lecture tour of the tide pools at low tide. Drop-in walking tours are available on weekends. Group tours can be arranged on week-days. The Reserve is located at Moss Beach, off Highway 1, near Half Moon Bay. Call 728-3584 for more information, or visit [http://www.fitzgeraldreserve.org](http://www.fitzgeraldreserve.org).

**The Marine Ecological Institute** has half-day Bay tours to examine marine life aboard an 85-foot research vessel. Advance reservations are required. The Institute is located at 1200 Chesapeake Drive in Redwood City. 364-2760.

**NASA's Ames Research Center** will arrange free tours of the facility at Moffett Field in Mountain View. Call 694-6497 for more information, or visit [http://www.nasa.gov/centers/ames/home/index.html](http://www.nasa.gov/centers/ames/home/index.html).

**Ralston Hall**, on the campus of the College of Notre Dame, 1500 Ralston Avenue, in Belmont. This is a Victorian mansion with furniture from the period. Call 593-1601, ext. 201, for information and reservations, or visit [http://www.ralstonhall.com/home.html](http://www.ralstonhall.com/home.html).


**Sunset Magazine** offers tours of its editorial offices and gardens, Monday through Friday at 10:00 and 11:30 A.M., and at 1, 2, and 3 PM. It is located at Middlefield and Willow Road in Menlo Park. Call 321-3600 for information, or visit [http://www.sunset.com/sunset/web/Magazine/GardenTour/GardenTour.html](http://www.sunset.com/sunset/web/Magazine/GardenTour/GardenTour.html).
**ENTERTAINMENT**

**LIVE ENTERTAINMENT** Plan ahead to see popular plays, operas, rock concerts, and symphonies. Six-month waiting lists for popular San Francisco plays are not uncommon, and the season ticket holders often take the available seats very early in the season.

The **Tresidder Ticket Office**, on the first floor of Tresidder Union, (723-4317) has information about ticket availability for most commercial productions in the Bay Area. Other sources of information about upcoming events both on campus and off include the **Stanford Report** and the **Stanford Daily**. Campus events are also available from **Arts and Events** at [www.stanford.edu](http://www.stanford.edu). Log on and type ADMIN INFOR PUBLIC EVENTS.

The San Francisco Chronicle’s Sunday **“Datebook”** section is, a complete guide to current and upcoming Bay Area entertainment.

**THEATER** Palo Alto supports two theater companies, **TheatreWorks** and the **Palo Alto Players**. Theatre Works is a professional theater that performs a surprising number of premiers and musicals. The Players is a community theater. Both groups perform in the **Lucie Stern Community Theater**, 1305 Middlefield Road (near Embarcadero) in Palo Alto. Call CAPA Community Box Office, 329-2623, for information. Theatre Works main venue is the **Center for Performing Arts** in Mountain View. (650) 903-6000.

The Palo Alto Players web-site is: [http://www.paplayers.org](http://www.paplayers.org)
The TheatreWorks web-site is: [http://www.theatreworks.org](http://www.theatreworks.org)

San Francisco’s **American Conservatory Theater (ACT)**, performing at the Geary Theater, 450 Geary Blvd., is regarded as one of the country’s great regional theaters. Call 673-6440 or visit: [http://www.act-sfbay.org](http://www.act-sfbay.org)

**CINEMA**

**Palo Alto**

* **Aquarius Theater**, 430 Emerson. 327-3240

* **Cinearts Palo Alto Square**, 3000 El Camino Real. 493-1160

* **Stanford Theater**, 221 University Avenue. 324-3700

**Menlo Park**

* **Guild Theater**, 949 El Camino Real. 323-6760

**Mountain View**

* **Century Cinemas 10**, 1500 Shoreline. 960-0970

**Redwood City**
Century Redwood City, 825 Middlefield Road. Call 369-3456

Century Park 12, 557 East Bayshore Blvd. Call 365-9000

RECREATIONAL RESOURCES

Community Swimming Pools

Gunn Pool  780 Arastradero Road, 494-0183 (summer only)

Jordan Pool  750 N. California Avenue, 494-0189 (summer only)

Rinconada Pool  777 Embarcadero Road, 329-2351 (when pool is open)

Stanford (Wilbur) Pool  480 E. Meadow Drive, 494-0265 (summer only)

Palo Alto City Libraries

Main Library  1213 Newell Road, 329-2436

Children’s Library  1276 Harriet Street, 329-2134

College Terrace  2300 Wellesley Street, 329-2298

Downtown  270 Forest Avenue, 329-2641

Mitchell Park  3700 Middlefield Road, 329-2586
SHOPPING

There are many shopping areas and malls close to Stanford. While shops vary from place to place, most shopping centers include department stores, gift and specialty shops, banks, restaurants, record stores, clothing and shoe stores, drug stores, and sometimes book stores. Below is a list of the shopping centers that are the most convenient to Stanford.

**THE STANFORD SHOPPING CENTER**, next to the University on El Camino, Palo Alto, is one of northern California's largest shopping centers.

**DOWNTOWN PALO ALTO**, University Avenue and adjacent streets, Palo Alto.

**TOWN AND COUNTRY VILLAGE**, El Camino Real and Embarcadero Road, Palo Alto.

**DOWNTOWN MENLO PARK**, Santa Cruz Avenue and adjacent streets, Menlo Park.

**SAN ANTONIO SHOPPING CENTER**, El Camino Real and San Antonio Road, Mountain View.

**WESTFIELD VALLEY FAIR**, Stevens Creek Road, San Jose

**SANTANA ROW**, Stevens Creek Road, San Jose

BOOK STORES
Some bookstores have places to sit, relax, and read. Two include a cafe with coffee, tea and pastries.

**CAFE BOOKSTORES**

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<thead>
<tr>
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<tbody>
<tr>
<td>301 Castro Street</td>
<td>456 University Avenue</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Palo Alto</td>
</tr>
<tr>
<td>961-8500</td>
<td>326-3670</td>
</tr>
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**NEW AND DISCOUNT BOOKS**

<table>
<thead>
<tr>
<th>Books Inc.</th>
<th>Kepler's Books and Magazines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stanford Shopping Center</td>
<td>1010 El Camino Real</td>
</tr>
<tr>
<td>Palo Alto</td>
<td>Menlo Center</td>
</tr>
<tr>
<td>321-0600</td>
<td>Menlo Park</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Barnes &amp; Noble</th>
<th>Bell's Book Store</th>
</tr>
</thead>
<tbody>
<tr>
<td>1091 El Camino</td>
<td>536 Emerson</td>
</tr>
<tr>
<td>Redwood City</td>
<td>Palo Alto</td>
</tr>
<tr>
<td>299-0117</td>
<td>323-7822</td>
</tr>
<tr>
<td></td>
<td>(used books)</td>
</tr>
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</table>
**BANKING**

Setting up a local checking account is often at the top of the list of things to do for people new to this area. There are two places to bank at the hospital: the Stanford Branch of Wells Fargo and the Stanford Federal Credit Union.

Wells Fargo is convenient, and an account there will make it easy for you to cash a check at any of the half dozen or so branches within five miles of Stanford.

The Stanford Federal Credit Union has four locations: at Pampas Lane (near the fire station), in the Stanford Medical Center (in the basement), Tresidder Union, and at 1500 Page Mill Road (between Hanover and Peter Coutts). It is also a member of the Star, Cirrus and American Express automated teller systems. Call 694-1000 for information about starting a new account.

**TRANSPORTATION**

**AUTOMOBILES**

Hospital employees have two parking options: either an "A" or "C" parking permit. The basic differences between the two is price and the convenience of the parking lots. Parking permits can be purchased through Transportation Programs, 300 Bonair Siding, on campus. Hours: Monday through Friday, 7:30 to 5:00 p.m. You will be able to purchase a permit at registration/orientation. Please bring a check or credit card.

**Vehicle Registration**

The State of California requires that all motor vehicles be registered at the time of purchase or transfer of ownership. This applies to automobiles, trucks, motorcycles, motor scooters, and all other motor vehicles which require a license plate.

All recent model cars must pass a smog inspection at the time of registration. These inspections can be performed at many gas stations and garages. Prices are not regulated by the state, so shopping around for a service station would be advised. If a car is already registered in California, take the registration and proof of ownership (pink slip) and anti-smog certification to the Department of Motor Vehicles (DMV). If the car is from out-of-state, take the registration card, pink slip, the car itself, and anti-smog certification to the DMV. Upon payment of registration fees, a temporary registration will be issued. Ownership is recorded in Sacramento, and a registration slip will be mailed to you.

Whether or not residents from out-of-state will have to re-register their cars in California depends upon a number of factors, including the type of care they own, whether the car is legally registered in their name, and when the registration is due. Those who intend to become legal resident of California must re-register their cars. Call the DMV for more information.

The closest location of the DMV is 300 Brewster Avenue in Redwood City. Call (800) 777-0133, or visit www.dmv.ca.gov.

**Automobile Insurance**
Auto insurance is mandatory in California. Drivers of automobiles, motorcycles, and other motor vehicles have a financial responsibility in case of an accident that involves death, injury, or damage to property or another vehicle. In addition to legal penalties, an uninsured driver is required to show financial responsibility by posting a bond or cash of up to $35,000 and is personally liable for payments after the case is tried by a court of law.

The State of California requires the following minimum levels of insurance: personal liability insurance coverage of $15,000 for injury or death of one person in an accident, and $30,000 for injury or death of more than one person in an accident, and property damage coverage of $5,000 for damage in an accident.

If you are not already insured, an independent insurance agent will check several companies' prices for you. Check the Yellow Pages for a complete list of independent insurance agents.

**California Driver's License**
Non-residents over 18 can either use a California license or a license from their own state. California licenses have the advantage of being familiar to local business people, many help you get lower insurance rates in the area, and are required if you plan to establish California residency.

People who do not have a valid driver's license must take written, driving, and vision tests to get one. They must also submit birth verification (a passport or birth certificate). People with valid out-of-state driver's licenses (or those which expired less than a year ago) need only surrender their old licenses and pass written and vision tests.

Non-immigrant foreign visitors of at least 18 years of age may drive in California using a valid license from their home country, provided that they do not accept employment in California. If foreign visitors accept employment or change their status to a permanent resident, then they must obtain a California driver's license to drive here legally.

**BUSES**

*The Marguerite.* Stanford's shuttle service, departs every 10 minutes from stops circling the campus from 7:20 a.m. to 6:40 p.m. It also provides access to the Stanford Shopping Center, the Palo Alto CalTrain station during commuting hours, the Medical Center, the Oval, and Lytton Plaza in downtown Palo Alto.

A shuttle to the Stanford linear Accelerator Center leaves every half hour. The Marguerite also services the public bus stops at the Oval, the Med Cente .r, the Shopping Center, and Escondido Village.

The shuttle service runs week-days except University holidays. Maps are available to Tresidder Union.

*County Transit* (Santa Clara County) bus lines provide service between campus and neighboring towns as far away as San Jose. Exact change is always required. For route and schedule information, call 965-3100. The admitting desk in the hospital also has schedules. Their web-site is: [http://www.vta.org/](http://www.vta.org/).
SamTrans (San Mateo County) bus lines run as far south as Palo Alto and as far north as San Francisco. For fare information, call 367-1500, or visit: http://samtrans.com/.

**TRAINS**

The CalTrain line runs between San Jose and San Francisco, stopping in almost every city along the way. Although the train is more expensive than the bus, it is quicker and more relaxing to ride. The Marguerite Shuttle will meet your train and whisk you to Stanford Hospital.

For schedule information, call the Palo Alto depot at 323-6105 or the main San Francisco station at 495-4546. The information desk at Tresidder Union also has schedules. Their web-site is: http://www.caltrain.com/.

**BART**

The Bay Area Rapid Transit system, BART, travels from Millbrae through downtown San Francisco to East Bay cities such as Oakland, Berkeley, Dublin, and Fremont.

Motorists often take Highway 280 to the Millbrae or Daly City BART stations and park their cars there, rather than put up with the difficult driving conditions of San Francisco. Those without cars can take CalTrain or 390 SamTrans bus to Millbrae, and from there take BART to Oakland or Berkeley. For more information, call 788-2278, or visit: http://www.bart.gov.

**TO AND FROM THE AIRPORT**

**BY CAR** The following are directions to reach the campus from the three Bay Area airports:

- **San Francisco**: take Highway 101 (Bayshore Freeway) south to Palo Alto. Take the Embarcadero Road exit, and go west until you enter campus. Check the campus map near the entrance for directions to your destination.

- **Oakland**: take Highway 880 south towards San Jose. Take the Decoto Road/Dumbarton Bridge exit, and go right onto Highway 84. Cross the bridge. Turn left onto Willow Road. Enter Highway 101 south to the Embarcadero Road exit, then follow the instructions above.

- **San Jose**: take Route 101 north to the Embarcadero Road exit, then follow the instructions above.

**BY PUBLIC TRANSPORTATION** SamTrans buses will take you directly to or from the San Francisco airport, though the buses do not have room for luggage. The bus stops every few blocks along El Camino north from Page Mill Road. Check the schedule for route numbers and times. The Stanford Shopping Center stop is the one most people use.
You can reach the San Jose Airport on Santa Clara County buses, but the route is not as direct, and the buses do not have space for luggage. You must take a bus from Palo Alto to San Jose and then transfer in San Jose to a bus to the airport. Check schedules for exact route numbers and times. Allow about two hours transit time. CalTrans stops at the Millbrae BART Station, where you may catch a shuttle for the airport.

**BY LIMOUSINE SERVICES** Airport Connection offers shuttle bus service to and from the San Francisco and San Jose airports, and door-to-door limousine service to and from San Francisco, San Jose, and Oakland airports. Reservations are required for rides to the airports, and are recommended for rides from the airports. For information and reservations, call 363-1500, or toll free from outside California: (800) AIRPORT.

**BY AIRPORTER VANS** Many companies have vans with door-to-door airport service. The prices are lower than limousines and higher than public transportation. Some of these are listed below.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Airport Shuttle</td>
<td>(800) 235-8847</td>
</tr>
<tr>
<td>Silicon Valley Airporter</td>
<td>(800) 400-2365</td>
</tr>
<tr>
<td>South and East Bay Airport Shuttle</td>
<td>(800) 548-4664</td>
</tr>
<tr>
<td>Supershuttle</td>
<td>558-8500</td>
</tr>
</tbody>
</table>

If you have suggestions or corrections for future editions of *Life on the Farm*, please contact the GME office.