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AGRICULTURAL
EXPERIMENT
STATION.**

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PRESS OF W. F. HUMPHREY, GENEVA, N. Y

STATION POLICY AND REGULATIONS

The New York Agricultural Experiment Station is sustained by a community effort and its work imposes a common responsibility upon all who are connected with it. The Station, like all institutions established for the purposes of research, is, therefore, not a place for discipline but for the cultivation and exercise of those qualities that make authority unnecessary and that are essential to earnest, mutual endeavor in the service of the State.

For these reasons, the statements herewith presented, outside of certain business regulations to which a strict adherence must be given, are not to be regarded as rules. Their purpose is to establish a point of view as to the policy and practices which best promote the welfare and efficiency of our institution.

PURPOSE OF THE STATION

The purpose of the New York Agricultural Experiment Station as declared in the fundamental law, is "promoting agriculture in its various branches by scientific investigation and experiment." This declaration must necessarily be interpreted to include whatever activities are necessary to making the results of the Station's work available to agricultural practice. The terms of the law clearly and most wisely imply that all the efforts of the Station staff shall relate to, or in some manner promote, the main purpose of inquiry, and shall not be too largely dissipated in activities that are general in their character.

A STATEMENT OF POLICY

It is of great importance to farm practice that the conclusions reached by Station investigations shall be sound, otherwise the Station fails to exercise safe leadership. It is essential, therefore, that scientific enthusiasms and ambitions so necessary to

efficient work shall be tempered with patience and a conservative spirit.

In order to stimulate within the institution, both the spirit of inquiry and the development of research ability on the part of the younger members of the staff, it is desirable that, whenever possible, each assistant in the various departments shall be given some problem for study which, under the advice and direction of the head of the department, shall be his own, and for the solution of which he shall feel the prime responsibility and shall receive due credit.

The maintenance of studious habits by the members of the staff is essential to the performance of work of a high character and to individual progress in efficiency and influence. This is especially important to those who are in the early stages of their professional career and who are ambitious to rise to positions of greater responsibility and larger remuneration.

Many of the problems which the Station undertakes to study require the attention of more than one department. For this

reason it is essential that not only departments but individuals shall, when necessary, enter into the most sympathetic co-operation in the prosecution of any given inquiry. Co-operation should always be arranged through the heads of departments.

Because of administrative reasons, the lines of work to be pursued must be finally determined by the Director of the Station. It is expected, however, that the head of each Station department will feel the responsibility of keeping in touch with current agricultural problems so far as they relate to his special field and will largely take the initiative in suggesting desirable investigations and experiments. Such immediate supervision as is essential to the successful prosecution of the work that is undertaken naturally must come from the heads of departments.

It is proper that information relating to the administration and policy of the Station shall be given to the public only by the Director. Public discussion of our work is wisely confined chiefly to what has been

accomplished. It is not expedient to make many statements as to plans that, for unavoidable causes, may fail of execution.

USE OF TIME

It is obvious that men engaged in research work, who must give much time to observation, study and reflection, and upon whose intellectual fitness so much depends, should enjoy a large personal liberty in the application and distribution of their energies so far as times and seasons are concerned. It is true, also, that personal welfare and family and social responsibilities should always receive due consideration. On the other hand, the need of a well organized use of time, the frequent necessity for consultation between members of the staff, the influence of example, and the attention which must constantly be given to visitors, are important reasons why, without any strict accounting of time, it is extremely desirable for all the members of the staff to observe a reasonable regularity in being present at the institution during the main working hours of the day,

even though their duties are not of a stated character. With those persons having stated duties, laboratory, clerical, or otherwise, there is likewise no question about the necessity for full and regular attendance upon their work.

STATION PUBLICATIONS

The publications of the Station consist of annual reports and three classes of bulletins designated as technical, complete and popular. Circulars are also issued from time to time when the exigencies of the situation seem to demand it.

The technical and complete bulletins are written by the person or persons who conducted the investigations of which the bulletins set forth the results. It is intended that these shall present complete data, fully discussed, upon which the theories or conclusions are based. It is held as unwise, excepting when exigencies arise, to set forth conclusions that are not based upon sufficient accompanying, or previously published, data.

The popular bulletins, which are intended to present in a reasonably simple form the practical bearings of the conclusions reached in the complete bulletins, are prepared by the Station editor subject to the advice and criticisms of the persons responsible for the complete bulletins.

The Station publications are the medium through which all the results of Station work are to be given to the public. The discussion of important work in the columns of scientific journals is occasionally desirable. It does not appear to be consistent with the duties of the Station staff for its members to engage extensively in newspaper correspondence.

The printing of bulletins and all other matter outside of certain office supplies, is done under the supervision of the Station editor to whom all copy should be submitted for revision and editing before it goes to the printer.

BUSINESS REGULATIONS

When a member of the staff proposes to sever his connection with the Station, notice of this intention should be given a reasonable length of time before his resignation is to take effect. In no case other than for reasons of an imperative nature, should a resignation be tendered when its acceptance would be disastrous to a piece of work that has been undertaken and is well under way.

Arrangements for vacations and leaves of absence should always be made with heads of departments and in all cases with the Director also. It is important that vacations shall be so adjusted within each department as to leave someone in attendance at all times.

Purchases and other expenditures are allowed only upon the authority of orders signed by the director, except that local purchases, not exceeding \$2, may be made after filing an unsigned order. Each order should specify clearly the items to be bought or the nature of the expenditure and should not cover purchases made at more than one date

or of more than one dealer. Care should be taken to state the exact name of the dealer or business firm. All orders for books should first be submitted to the Station librarian and by him to the Director. It is desired that all other orders shall come to the Director in the name of the head of the department for which the purchase is to be made.

Traveling bills are allowed only when they are incurred in the performance of official duty. They must itemize all expenditures and must specify the points between which the official travels. Subvouchers must be secured for all livery bills and for hotel charges covering more than one day. Charges for mileage books, laundry fees and tips are not allowed. An affidavit executed before a notary must accompany each traveling bill.

When it is actually necessary, loans will be allowed from the Director's petty fund for the purpose of meeting necessary Station traveling expenses. It is required, however, that traveling bills shall be promptly rendered and that any indebtedness to the petty

fund shall be met when the traveling bill is paid on account of which a loan is made.

Salaries and bills are paid on the fifteenth of each month for the month preceding. It is necessary that all matter relating to pay-rolls and bills shall be in the hands of the financial clerk on the first day of each month.

GENEVA, N. Y., April, 1907.