

**Faculty Board of Oriental Studies  
Committee of the Curators of the Oriental Institute and Clarendon Institute  
Building**

**CLARENDON INSTITUTE BUILDING  
(INSTITUTE FOR CHINESE STUDIES  
AND THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS)**

**NOTES FOR CHINESE STUDIES ROOM HOLDERS**

**Introduction**

These notes are intended for all members of staff who work in the Clarendon Institute Building. The document is updated annually, and contains information about health, safety, security, etc. as well as information of a more practical nature about the building.

More detailed information about the remit and membership of the committees of the Faculty of Oriental Studies may be obtained from the Standing Orders, a copy of which is available from the Faculty Administrator. The Faculty has also published a new Handbook for Academic Staff, which is available on the Faculty website.

**Opening Times**

<b>Front Gate</b>	8.30 a.m. – 7.00 p.m. Mon. – Fri in Term (5.00 p.m. in vacation)
<b>Office Staff</b>	7.20 a.m. – 2.50 p.m. Mon., Tue, Thu, Fri. 7.20 a.m. – 3.30 p.m. Wed
<b>Institute Library</b>	9.15 a.m. – 7.00 p.m. Mon. – Fri. in Term 10.00 a.m. – 1.00 p.m. Saturdays 0 week – 8 week 9.15 a.m. – 5.00 p.m. Mon. – Fri. in vacation only

**The Common Room**

The Common Room is open to room holders, students and visitors. Refreshments are served from 10.30 - 11.30 a.m. from Monday to Friday during term time, and prices are posted in the Common Room.

**Computing facilities and services**

There is a computing room on the ground floor which can be used by members of the Institute for Chinese Studies, and a computing room on the first floor which can be used by members of the Faculty of Linguistics, Philology and Phonetics. Both rooms contain computers and printers which are available for the use of academic staff who are room holders and Faculty graduate students. The facilities of those rooms are not available to undergraduate students, who should be referred to their college.

The Institute's computers are registered under the Oxford University Micro computer maintenance Service. In the event of a problem with a Chinese Institute machine please contact Stephen Cox, the IT-Support Officer, who should be provided with details of the faulty machine, including its serial number.

The IT Support Officer is based in the Oriental Institute, in the Crow's Nest on the fourth floor. He is employed by Oriental Studies (including Chinese Studies). He can be contacted by telephone (88201), email ([it-support@orinst.ox.ac.uk](mailto:it-support@orinst.ox.ac.uk)), by leaving a written message in his pigeon-hole, or by calling in to the Crow's Nest.

Contact Mr Cox for information on purchasing, renewal, and shared provision, of IT and AV equipment. Mr Cox has discretion in prioritising his workload, and that of his assistant, Dr Zoe Lu, who works one day per week during term time. Please note that the **only** people authorised and insured to provide IT support are Mr Cox or his assistant, Dr Zoe Lu.

## **Mail**

Mail to be posted through the Institute of Chinese Studies should be left with the Administrator. The sender's name should be marked on the envelope. Please note that very large and expensive mail which might require special funding should be discussed with the Director of the Institute for Chinese Studies. Personal and private correspondence cannot be posted through the Institute.

## **Messenger Service**

During term and vacation letters and communications to colleges and university departments in the prescribed area (which does include most colleges and departments) are delivered by the University messenger, who collects from the Institute daily at approximately 9.00 a.m. and 2.00 p.m. (these arrangements may vary during vacations). Items for the University's messenger service should be placed in the tray at the reception window by the front door. Large packages, parcels and videotapes cannot be sent by the messenger service.

**The cost of sending parcels abroad is significantly lower if it contains printed matter of an educational nature, e.g. books, leaflets, texts, etc. Please use this service when posting appropriate items abroad. You may enclose a cover note, but not a letter. The package may be sealed and must have the words "PRINTED PAPERS" written on it before being taken to the Post Office.** This is an area where savings can be considerable.

## **Accessible Entrance**

The Clarendon Institute Building has steep steps leading up to the front door with two more flights of stairs inside the building leading to teaching and seminar rooms.

Unfortunately the Institute is not at all suitable for wheelchair users unless they require access to the Library (please phone in advance to gain entry via the access ramp to the rear of the building tel 80430). Any classes or lectures may be relocated if and when required.

## **Telecommunications**

Every room holder is provided with a telephone and personal number within the University network. These telephones can make outgoing and receive incoming calls. Room holders are asked to minimize their use of long-distance calls. The Institute's fax machine is situated in the Secretary's office. The number is (2)80435. The Chairman of the Curators' Committee will contact any room holder whose telephone use seems excessive.

## Clarendon Institute non-academic staff and Directors

**Janitor:** Allen Miles, the part-time Janitor is based at the Oriental Institute and is responsible for overseeing the maintenance and security of the building. However, general enquiries and problems relating to any part of the building (including cleaning, lighting, heating, furniture, etc.) should be addressed to the Administrator in the first instance, tel. (2)80387.

**Administrator for the Institute for Chinese Studies:** Rosanna Gosi (Room 101) is the Administrator for the Clarendon Institute Building. Rosanna is responsible for the running of the Institute for Chinese Studies office and carries out a wide range of departmental duties including the running of the Institute for Chinese Studies building (she sits on the Committee of Curators of the Board of Oriental Studies). Contact 80387, or by e-mail on [enquiries@chinese.ox.ac.uk](mailto:enquiries@chinese.ox.ac.uk).

**Director of the Institute for Chinese Studies:** This position is currently held by Professor Barend ter Haar (tel 2-80394).

### **Director of the Faculty of Linguistics, Philology and Phonetics:**

The present Curator for the Faculty of Linguistics, Philology and Phonetics is Professor Aditi Lahiri.

**Secretary of the Centre for Linguistics and Philology:** Kate Dobson (Room 213) is Secretary of the Centre of Linguistics and Philology, and PA to the Professor of Linguistics. She provides secretarial support to the Faculty members of the Centre and is also Graduate Studies Assistant for the Faculty. Kate can be contacted on 80400 between 9.00 a.m. and 2.30 p.m. E-mail [kate.dobson@ling-phil.ox.ac.uk](mailto:kate.dobson@ling-phil.ox.ac.uk)

Please see below for details about the Curatorial Administrator, Mrs Trudi Pinkerton, who is responsible for administrative liaison between the Chinese Institute and the Faculty Office in the Oriental Institute, and has overall responsibility for the administration of the buildings.

## **Oriental Studies non-academic staff**

The Chinese Institute is also administered by the following staff, all of whom are based in the Oriental Institute on Pusey Lane:

**Faculty Board Secretary:** Thomas Hall (tel. 78210; email [thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk)). He also deals with matters relating to academic personnel and research grants. His room number is 311 in the Oriental Institute.

### **Assistant Administrators:**

- 1. Finance Administrator:** Chris Williams (tel. 78225; email [chris.williams@orinst.ox.ac.uk](mailto:chris.williams@orinst.ox.ac.uk)) is based in Room 315 in the Oriental Institute and has responsibility for day to day financial matters connected with both the Oriental Institute and Institute for Chinese Studies and is primarily responsible for processing and overseeing all financial transactions. He also deals with a number of trust funds and in that respect works closely with the Faculty Administrator.

**2. Assistant Administrator (Resources):** Trudi Pinkerton (tel. 88202; email [trudi.pinkerton@orinst.ox.ac.uk](mailto:trudi.pinkerton@orinst.ox.ac.uk)) is located in Room 315 in the Oriental Institute. She is the Assistant Administrator with responsibility for the Sub-Faculty Committees and the Committee for the Curators of the Oriental Institute and Clarendon Institute Building. Trudi services the committees and standing committees of the sub-faculties and the Curators' Committee, and is responsible for administrative liaison between the Chinese Institute and the Faculty Office staff. She acts as the Faculty Board Secretary's deputy in curatorial matters connected with the Oriental Institute, including Health and Safety matters.

**3. Graduate Studies Administrator:** tbc (tel. 88203) is located in Room 316 in the Oriental Institute and acts as secretary to the Graduate Studies Committee. The Graduate Studies Administrator is available from 9.30 a.m. to 4.30 p.m. Monday to Friday to deal with graduate studies matters.

**4. Admissions/Undergraduate Studies Administrator:** Daisy Quinn (tel.78312; email [daisy.quinn@orinst.ox.ac.uk](mailto:daisy.quinn@orinst.ox.ac.uk)) is located in room 317 in the Oriental Institute. She has specific responsibility for undergraduate admissions and related activities, such as open days, and acts as the Faculty Administrator's deputy in academic matters connected with the Oriental Institute.

**5. Examinations Administrator:** tbc (tel. 88365) This post covers all examination matters and student administration including elementary teaching, undergraduate tuition, study tours and study abroad, JCC, student training and some admissions work. As Examinations Administrator, the Assistant Administrator provides clerical and secretarial support to the Chairman of the Examinations Committee; and to the Chairman of the Examiners.

**Faculty Office Secretary:** Elizabeth Cull (tel. 88200; email [elizabeth.cull@orinst.ox.ac.uk](mailto:elizabeth.cull@orinst.ox.ac.uk)) types examination papers, carries out a range of other secretarial and clerical duties connected with examinations and supports various committees under the aegis of the Oriental Studies faculty board. She also does some official correspondence for members of the faculty and prepares teaching materials. Time permitting, she can type articles (this is usually only possible in vacation) but not books.

**Receptionist:** Liliane Morton (tel. 78200; email [reception@orinst.ox.ac.uk](mailto:reception@orinst.ox.ac.uk) ) supervises the Lodge in the Oriental Institute and assists the Administrator with curatorial matters connected with the Oriental Institute building including room bookings. She also oversees and co-ordinates the work of the Janitor of the Oriental Studies buildings.

### **Stationery**

Stationery is available from the Faculty for official Institute business. Members of the Institute for Chinese Studies may obtain stationery from the Administrator in Room 101.

### **Business Cards**

University business cards should be ordered through the faculty office (Liz Cull). Approval should be sought in advance from the Curatorial Administrator, and reimbursement is normally only possible for permanent members of staff in the Faculty of Oriental Studies.

## **Purchasing and ordering**

No member of staff should purchase or order any item (e.g. stationery, IT equipment, travel) for which they expect reimbursement from or payment by the Faculty without obtaining (a) the advance approval of the appropriate budget holder and/or (b) a Financials Purchase Order Number. Information about budget holders in the Faculty is available from the Finance Administrator in the Faculty Office (tel. 78225), or from the Faculty Board Secretary.

## **Photocopying**

The photocopier, which can be found in a small room facing room 106, requires the use of pin numbers. Room holders from the Institute for Chinese Studies can obtain a pin number from the Administrator. It is Institute policy to pay for normal research and academic-related photocopying, however visiting scholars will be asked to pay for any photocopying they undertake.

## **Shredding**

There is a small shredder in the photocopier room. Allen Miles makes arrangements for large quantities.

## **Teaching and seminar rooms**

The Administrator is responsible for all room bookings and details of facilities in the teaching rooms are available from the Administrator in the Institute for Chinese Studies. See also 'Notes for Room Holders in the Oriental Institute' for information about facilities and room bookings in the OI, as rooms there are also available to staff of Chinese.

## **Card-swipe system**

Entry to the building is by means of a card-swipe system managed via a database operated from the Chinese Institute library. In addition to monitoring access to the library, it protects the front and side doors to the Institute. University cards must therefore be carried at all times. New room holders will require a University card to be validated by the library on instruction from the Administrator. The gate on Walton Street is locked outside office hours, at which time access is via the north entrance of the building.

## **Keys and Security**

All keys to the Clarendon Institute building are issued at the discretion of the Curators. They may not be transferred to anyone else, and may not be copied. They must be surrendered to the Curators on request. If a key is lost, the Administrator must be told immediately. You may be liable for the cost of replacement locks. All room holders are reminded that they should **never leave their rooms unlocked**, even for short periods. **The computer room and language laboratory are to be locked at all times when not in use.**

## **Car and Bicycle parking**

An application form for a University peak-time and off-peak car parking permits is available for download from the University website and completed forms should be submitted to the Curatorial Administrator. There are currently twelve peak-time permits available jointly to room holders of the Oriental Institute, the Clarendon Institute Building and all other faculty premises, for use in any University car park.

One parking space is allocated to the Faculty of Oriental Studies, and is located immediately adjacent to the Clarendon Institute Building, marked "CK". This space is reserved for visitors to the building, and University parking regulations forbid the use of departmental spaces by regular permit holders, who are liable to be clamped if they use this space. One-day visitor permits are issued by the Administrator in the Institute for Chinese Studies. Bicycles must not be parked on the pavement at the front of the building, or against the side of the building. Cycle-stands and a shelter are provided at the far end of the car-parking area and should be used in preference to anywhere else.

### **Smoking**

Smoking is not permitted anywhere in the building or on the front steps.

### **Lavatories**

There are lavatories for students and staff on the main staircase. There is a lavatory for disabled users of both sexes in the Library, and lavatories for staff only on the top floor of the building.

### **Cleaning**

The building is cleaned by a firm on contract, Absolutely Cleaning Services. Any problems should be brought to the attention of the Administrator in the Institute for Chinese Studies.

### **First Aid Provision**

In the event of an accident or incident in the Clarendon Institute building, please contact the Administrator in the first instance (tel. 80387). She is the designated member of staff to respond to an emergency. Other first aiders in the building are Minh Chung and Trevor Langrish (Library).

There are three first aid kits in the building: one in the main foyer, one in the Library and one in the kitchen on the first floor. Please let the Administrator know immediately if any supplies are used from any of the boxes so that the incident book can be completed and the supplies replenished.

### **Emergency numbers**

The following numbers may be used twenty-four hours a day:

University Police	<b>FIRE/Security emergencies only</b>	<b>89999</b>
	<b>Routine Security</b>	<b>72944</b>

University Surveyors 75716/78750

Security Services are the key holders for the Clarendon Institute Building and have a list of the staff who may be called out in an emergency. Security Services should be contacted first if there is any emergency out-of-hours, including a failure of the swipe card system.

**CLARENDON INSTITUTE BUILDING, WALTON STREET**

**Faculty of Linguistics, Philology and Phonetics and  
Institute for Chinese Studies**

**PLEASE READ THIS CAREFULLY**

**1. FIRE PREVENTION AND SAFETY**

- (a) In order to diminish fire risks, members of staff may **not** use any electrical cooking apparatus other than kettles in their rooms. Heaters must not be left on when rooms are empty.
- (b) Doors in the corridors are there to prevent the spread of fire and particularly **smoke**. It is therefore important that they are kept **SHUT**. It is also important not to obstruct corridors which would serve as escape routes in the event of a fire.
- (c) Please note the position of fire extinguishers and report any signs that they are missing, faulty or have been let off.
- (d) You should be aware of the positions of fire exits, escape routes and fire alarm break glass units.
- (e) You are reminded that no smoking is allowed in the public areas of the building. It is prohibited in line with general University policy to smoke in academic and other offices.

**2. IF YOU DISCOVER A FIRE**

- a) **EITHER**, if it is a minor fire which is immediately extinguishable, put it out using extinguishers available. **DO NOT USE WATER EXTINGUISHERS FOR FIRES WHICH ARE ELECTRICAL IN ORIGIN**. Report the incident to the Departmental Administrator (extension 78210);
- b) **OR**, if it is not immediately extinguishable, ring 9-999 and report fire at 'The Clarendon Press Institute, Walton Street, Oxford (2)80387'. Set off the automatic alarm by breaking the glass of the alarm boxes. Then follow the procedure below.

**DO NOT TAKE UNDUE PERSONAL RISKS.**

**3. ON HEARING THE ALARM BELLS, PLEASE ACT AS FOLLOWS:**

- a) Leave the building by the shortest route available closing all fire doors behind you.

There are directions near the door of each room. If you are in charge of a lecture or seminar you should try to ensure the safe evacuation of all those in the lecture or seminar room by advising them that the alarm sounding is a fire alarm and ushering them to the safest exit. Similarly, the person on duty in the library is responsible for its safe evacuation. If you are in the library you must obey the instructions of library staff as they evacuate the library.

**DO NOT DELAY TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING until advised that it is safe to do so**

If there is smoke in the corridors, keep your head low and crawl if necessary.

- b) **REPORT** to the assembly point (Walton Street footpath on the northern side of the building).
- c) **REMAIN** there until further instructions are issued.

**4. ACTION OUT OF OFFICE HOURS**

The activation of the alarm system automatically triggers the summoning of the emergency services. However, the fire brigade must be summoned by making a '999' call if a fire is obvious, suspected or known.

If the fire is genuine, take the action described in 2 and 3 above.

The following internal number in the University's Security Centre is answered 24 hours a day and is for both fire and security emergencies: 89999.