The Khalili Research Centre

Information for Room Holders

We hope you enjoy your time as a room holder at the Khalili Research Centre. This document contains practical information about facilities and procedures at the KRC. Should you have any questions please do not hesitate to ask.

Support at the KRC

Tricia Davies is the KRC Administrator. She is generally available Monday to Friday, 9am to 5pm. Should you need to discuss any important matter at length, it would be courteous and helpful if you would make an appointment with her in advance.
Office location: ground floor
Phone (external): 0044 (0)1865 278222
Phone (internal): 78222
Email: patricia.davies@orinst.ox.ac.uk

Daniel Burt is the KRC Computing Officer. Should you wish to discuss any IT issues please Email Dan in advance to make an appointment.
Office location: first floor
Phone (external): 0044 (0) 1865 288355
Phone (internal): 88355
Email: daniel.burt@orinst.ox.ac.uk

Security and access

All members of the KRC have access to the building twenty-four hours a day, seven days a week. You will have been given a front door key and a room key, and your University card should have been set up on the swipe card reader. You should also have been provided with the burglar alarm code. If these things have not happened, please contact Tricia Davies.

The front door has a swipe card system, buzzer entry phone, deadbolt, burglar alarm, and touch screen entry/exit system. Depending on the time of day, some or all of these will be activated.

Disabled Access

The Khalili Research Centre, 2-4 St John Street, is an old, previously residential building. There are steps up to the front door, narrow corridors and narrow winding staircases inside the building. Unfortunately the KRC is not suitable for wheelchair users. Any classes or lectures may be relocated if and when required.

Accessing the building during normal office hours

- Swipe your card through the reader,
- Open the door and enter the building
- Make sure that the door securely closes behind you
- Log yourself into the building using the touch screen system

Accessing the building outside normal office hours

- Use the front door key in the top lock to release the deadbolt.
- Swipe your card through the reader.
- Open the door and enter.
- Make sure that the door securely closes behind you.
- Open the grey security alarm control panel to the right of the door and enter the alarm code. The beeping should stop.
- Log yourself into the building using the touch screen system.

If you are alone in the building after hours please set the front door deadbolt from inside the building to provide extra security.

- Should the alarm sound, enter the alarm code to silence the alarm.
- Reset the alarm by pressing the illuminated red button marked 'A', followed by the button marked 'Yes'.
- IF YOU INADVERTENTLY SET OFF THE ALARM, YOU MUST TELEPHONE SECURITY SERVICES ON 01865 289999 TO INFORM THEM OF THE FALSE ALARM. SHOULD YOU FAIL TO DO SO, NOT ONLY WILL SECURITY SERVICES BE CALLED OUT UNECESSARILY, BUT ALSO ANOTHER MEMBER OF KRC STAFF WILL BE OBLIGED TO ATTEND THE ALARM.

Leaving the building during normal office hours

- Lock your office door and windows as you leave
- At the front door, log yourself out of the building using the touch screen system.

Leaving the building outside normal office hours

- Lock your office door and windows as you leave
- At the front door, log yourself out of the building using the touch screen system.
- If the touch screen system indicates that there is no one else in the building and, if you are sure that there is no one else in the building (remember to check that the cleaners are not in the building) the flap on the security control panel and enter the code to set the alarm. A repeated beeping sound will commence.
- Leave using the front door and make sure that the door securely closes behind you. The beeping should become a continuous beep that will stop after 30 seconds. The alarm is now set.
- IF YOU INADVERTENTLY SET OFF THE ALARM, YOU MUST TELEPHONE SECURITY SERVICES ON 01865 289999 TO INFORM THEM OF THE FALSE ALARM. SHOULD YOU FAIL TO DO SO, NOT ONLY WILL SECURITY SERVICES BE CALLED OUT UNECESSARILY, BUT ALSO ANOTHER MEMBER OF KRC STAFF WILL BE OBLIGED TO ATTEND THE ALARM.
- Use the key in the top lock to set the deadbolt

Should you accidentally set off the alarm

When the burglar alarm sounds Security Services are automatically contacted. Should you inadvertently set off the alarm, you MUST immediately complete the following three point recovery procedure.

1. Enter the alarm code to stop the alarm.
2. Phone Security Services on 01865 289999 and inform them that the alarm is false
3. Unless Security Services instruct you to wait for them to arrive, reset the alarm by pressing the illuminated red button marked 'A', followed by the button marked 'Yes'.

If you are having trouble setting the alarm then don't panic – simply leave the building, ensure you lock the deadbolt behind you, and inform Tricia Davies the following morning. Only ring Security Services in an absolute emergency.

Should you notice anyone suspicious in the KRC, i.e. someone you feel shouldn't be in the building, do not approach them. During office hours, alert Tricia Davies or, as a last resort call Security Services on 89999. Outside of office hours, lock yourself in your room, or leave the building, and call Security Services.

You should also call the Security Services on 89999 in the event of any other out-of-hours emergencies, e.g. major plumbing leaks, broken windows that present security risks etc.

Do not leave any valuables unattended at any time in the KRC. The KRC can take no responsibility for personal belongings left unattended in the building.

Fire safety

If you discover a Fire:

- Do not take undue personal risks.
- **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 Tricia Davies – extension 78222
- **If it is not immediately extinguishable**, break the glass of the nearest red alarm box to set off the automatic alarm and exit the building. Ring 9-999 and report fire at `The Khalili Research Centre, 3 St John Street, Oxford. telephone 278222'

On hearing the fire alarm:

- Leave the building by the shortest route available closing all fire doors behind you.
- If you are in charge of a lecture or seminar, ensure the safe evacuation of all attendees by ushering them to the safest exit.
- 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.
- Report to the assembly point by the community notice board on the pavement opposite the front door of the KRC.
- REMAIN there until further instructions are issued.

The fire alarm is usually tested on a Friday afternoon. A yearly fire drill will normally be held in October. Upon hearing the alarm please make your way to the gathering point.

Should you encounter any problems with the fire alarm when no-one else in the building can help you, please call Security Services. Only ring Security Services in an emergency.

It is not permitted to smoke anywhere in the KRC or in the Sackler Courtyard. If you must smoke near the building, please collect and dispose of your rubbish safely and where it does not make mess or an offensive odour.

First Aid

Your nearest first aider is Liliane Morton who can be found in the Lodge at the Oriental Institute. In the case of more serious injury, please call the ambulance service by dialing 9-999 using any phone. In all instances, please notify Tricia Davies as soon as possible, so she can complete an accident report form and contact the Health and Safety Office.

Facilities at the KRC

Common Room

The common room is for the use of all KRC staff, researchers and students. It is **NOT** to be used for meetings, tutorials etc. Please clean up after yourself and leave the room as you would hope to find it.

Kitchen facilities

There is a kitchen in the basement of the KRC that you are welcome to use. Small perishables may be left in the fridge and you may store your own consumables on the shelves to the right of the fridge – please mark them clearly with your name. Please do not abandon perishable items to moulder in the fridge or elsewhere in the kitchen.

The kitchen is stocked with tea, coffee, milk etc and there is a kitty system in operation. If you consume tea/coffee please pay a contribution per week into the KRC kitty (the bowl to the side of the coffee machine).

Please clean up after yourself and do not leave dirty dishes in the sink.

The canteen in the common room at the Oriental Institute serves lunch, morning and afternoon refreshments during term time.

Telephones

There is a telephone in your office that is connected to the University network. If necessary, dial '9' to access an outside line. Calls, other than local calls, must be paid for, unless they are on University or Faculty business. A fully itemised print out of calls is obtainable; please see Tricia Davies for advice about this.

Emails should be used rather than International calls whenever possible.

Please do not use mobile phones outside of your own office, i.e. in the hallways or communal areas. Please ensure visitors to the centre, i.e. attendees at lectures and classes, also abide by this rule.

Toilet facilities

There are two unisex toilets in the basement. Please leave them in the condition in which you wish to find them. Additional toilets can be found in the basement of the Oriental Institute or in the lobby of the Sackler Library next door.

Cleaning

Your office will be cleaned every week. Should you have any problems or concerns relating to the cleaners please contact Tricia Davies in the first instance.

Lecture room

Please see Tricia Davies with your room booking requirements.

Photocopier

Please note that the photocopier in the KRC is designed for short runs only. It is slow and is not very good at advanced options such as double sided printing and resizing etc.

Post holders under the Oriental Studies Board have unlimited access to photocopying for teaching and research purposes.The photocopier in the Oriental Institute requires the use of a PIN number which may be obtained from the Faculty Office.

Business Cards

Business cards may be ordered from the University through the Faculty Office from the Faculty Office Secretary, Liz Cull. Approval should be sought in advance from the Faculty Board Secretary, and reimbursement is normally only possible for permanent members of staff in the Faculty of Oriental Studies.

Recycling and Confidential Shredding

There is a recycling box in the Sackler courtyard. There are also confidential shredding bags.
It is essential that we shred unwanted confidential papers. These may include copies of student references, contact details, bank details etc. For further information please visit http://www.ukssa.org/gde1.htm.

Insurance

Room holders are reminded that the contents of the KRC are covered by the University in respect of fire, lightning and explosion risks only.

Contents include for this purpose books owned by staff and used for teaching provided that the value is declared to the University Chest (via the Secretary of the Institute) and personal effects up to a value of £250. There is **no cover** for theft, accidental or malicious damage and room holders should make their own arrangements for such cover if considered appropriate.

Travel
If you are travelling on University business you must give Tricia Davies a completed travel form and risk assessment prior to travel. The forms are available on the Faculty website or can be obtained from Tricia Davies. Details of how to carry out a risk assessment and a risk assessment template are also available on the faculty website. The same forms are used to apply for University travel insurance scheme.

IT Information

The KRC offers a wide range of I.T. facilities which can be used by staff and students, including network laser printing, audio visual equipment, and scanning equipment.

The centre's central IT systems are predominantly Apple Macintosh, with most staff using iMacs or Macbook laptops. The centre offers an Eduroam wireless network, allowing students & staff to use their own laptops for study and research within the centre. For more information about Eduroam please refer to the following webpage: http://www.oucs.ox.ac.uk/network/wireless/services/eduroam/

Users who wish to share files with other computers, be they home computers, computers in other departments or libraries, or laptops, are advised to purchase USB memory sticks, as they offer a cheap and robust way of moving files between machines. Users are also advised to keep regular backups of their important documents, using an external hard drive or USB stick.

Should you wish to arrange a meeting to discuss any IT issues please email the centre's IT officer, Dan Burt: daniel.burt@orinst.ox.ac.uk

Please contact Daniel Burt should you need to use larger scanners.

Additional IT support can be provided by the OUCS Help Centre (email help@oucs.ox.ac.uk, ring 73200).

Finally, please ensure that you abide by the University's rules and regulations for I.T. use, which can be viewed at: http://www.admin.ox.ac.uk/statutes/regulations/196–052.shtml. Failure to adhere to these rules can result in your IT privileges being withdrawn or, in the worst instances, your status as a member of staff being revoked.

Stationary & Printer Cartridges

Tricia Davies has a stationery store in reception – please feel free to take stationery items and consumables and let Tricia know if anything needs replenishing. Also let Tricia know should you require anything that isn't in the KRC stationery store.

Printer Cartridges are kept in the plant room in the basement. Empty Cartridges are recycled, please put them in the box in the plant room.

Please let Tricia know when you have taken the last of your type of printer cartridge so that she can reorder supplies.

Post

All staff members have their own mail tray in reception. Post that has been delivered to the Oriental Institute will be brought over and put into individual mail trays.

Incoming messenger post arrives once a day and can be addressed to the Khalili Research Centre. Outgoing messenger post should be placed in the tray in the entrance hallway.

Outgoing letters on Faculty should be put in the mail tray in reception. All letters will be sent second class unless first class posting is specifically requested and is essential. If first class mail is required, please mark this in the top right hand corner and initial your request. Should you require a special delivery please see Tricia Davies. Personal mail must not be put in the mail tray.

Please always use airmail envelopes when sending mail abroad. The savings resulting from using airmail envelopes are considerable, particularly when mail is sent to destinations outside Europe.

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 another area where savings can be considerable.

Personal and private correspondence unrelated to KRC business cannot be posted through the KRC.

The incoming mail address is:
The Khalili Research Centre
University of Oxford
3 St. John Street
Oxford
 OX1 2LG

Any problems

Should you require help or advice regarding anything not included in this document please contact Tricia Davies on 78222. Alternatively, email patricia.davies@orinst.ox.ac.uk