

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

CLARENDON INSTITUTE BUILDING
HEBREW & JEWISH STUDIES (ORIENTAL STUDIES AND OCHJS)
& THE FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

NOTES FOR ALL 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.

Opening Times

Front Desk	9.00 a.m. – 7.00 p.m. Monday – Friday (during Term)
Office Staff	9.00 a.m. – 5.00 p.m. Monday – Friday

Muller Library	9.00 a.m. – 7.00 p.m. Mon. – Friday (during Term)
	11.00 a.m. – 5.00 p.m. Saturdays 0 week – 8 week
	9.00 a.m. – 5.00 p.m. Mon. – Fri. (vacation) No Saturdays

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 suitable for wheelchair users unless they require access to the Leopold Muller Memorial Library. (Please phone in advance to gain entry via the access ramp to the rear of the building, tel.(6)10444.)

Organisers of Seminars open to a wide audience should note that they are responsible for providing access for visitors to the building; and for finding an alternative venue if a wheelchair user wishes to attend a seminar.

Card-swipe system

Entry to the building is by means of a card-swipe system managed via a database operated from the Leopold Muller Memorial Library in the basement. 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 Faculty administration staff. The gate on Walton Street is locked outside office hours, at which time access is via the side entrance of the building.

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 of the Faculty:

<http://www.admin.ox.ac.uk/estates/travel/carparking/parkingforms/>

The Faculty of Linguistics, Philology and Phonetics has the **YJ** parking space next to the one marked **CK**. These spaces are reserved for visitors to the building, and University parking regulations forbid the use of departmental spaces by regular permit holders.

OCHJS has one parking space next to the wall, marked **CK**.

One-day visitor permits are issued by the LPP Asst Administrator, the OCHJS Registrar or Academic Administrator as appropriate.

Bicycles must not be parked on the pavement at the front of the building, nor against the side of the building. Cycle-stands and a shelter are provided at the far end of the car-parking area. Please be aware that cycles have been stolen from this area, and ensure that you have an impregnable lock!

Cleaning

The building is cleaned by a firm on contract, Absolutely Cleaning Services. Any problems should be brought to the attention of the OCHJS Registrar.

Cloakrooms

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

Emergency numbers

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

University Police	FIRE/Security emergencies only	89999
	Routine Security	72944

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.

First Aid Provision

In the event of an accident or incident in the Clarendon Institute, please contact the OCHJS Registrar, Martine Smith-Huvers (tel. [6] 10421) who is a qualified First Aider. The other First Aider in the building as of October 2014 is Zsófia Buda (Muller Library).

There are three first aid kits in the building: one on the north-side landing off the main foyer, one in the Library and one in the kitchen on the first floor. Please let the OCHJS Registrar or LPP Assistant Administrator, as applicable, know immediately if any supplies are used from any of the boxes so that supplies can be replenished. All accidents that result in personal injury should be recorded in the Accident Book (kept in Room 101).

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. General enquiries and problems relating to any part of the building (including cleaning, lighting, heating, furniture, etc.) should be addressed in the first instance to the LPP Assistant Administrator tel. (2) 80400 or the OCHJS Registrar tel. (6)10421 depending on where the problem exists.

Keys and Security

All keys to the Clarendon Institute 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 on request. If a key is lost, the OCHJS Registrar or Academic Administrator or the LPP Asst Administrator (as appropriate) should 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. Thefts do occur and unauthorised people do enter the building. If you see anyone who should not be inside, speak to one of the Admin staff or ring Security (2) 72944.

Messenger Service

Internal mail for the University Messenger Service should be deposited in the "Out" tray on the hatch in the foyer. Mail can be sent to colleges, departments and university offices.

During term and vacation letters are delivered by the University messenger, who collects from the Institute daily at approximately 2.00 p.m. (These arrangements may vary during vacations). Very large packages and parcels cannot be sent by the messenger service.

Recycling

We have good recycling facilities with 'Select Environmental Services'. The receptacles in the building can take paper, cardboard, all plastic containers, cans, and glass bottles. Please do not place items for recycling in black bags.

Please give any used printer cartridges to the LPP Asst Administrator.

Smoking

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

HEBREW AND JEWISH STUDIES (Oriental Studies and OCHJS)

Room 101	Mrs Martine Smith-Huvers Mrs Sue Forteath
Room 102	Professor Martin Goodman
Room 103	Mr Gil Zahavi
Room 104	Dr Miri Freud-Kandel Prof Derek Penslar Dr Jeremy Schonfield
Room 105	Dr Stephen Herring Dr Khayke Beruriah Wiegand
Room 106	Dr Sara Hirschhorn
Room 107	Professor Jan Joosten
Room 108	Dr Adriana X Jacobs
Room 109	Dr Garth Gilmour
Room 110	Dr Zehavit Stern
Room 111	Mrs Sheila Phillips
Room 201	Professor Glenda Abramson Ms Priscilla Lange Professor Sir Fergus Millar Mr Ron Nettler Professor Tessa Rajak Dr Norman Solomon
Room 203	Visiting Fellows
Room 204	Visiting Fellows
Room 205	Visiting Fellows
Room 208	Mrs Margaret Vermes
Room 210	Dr Alison Salvesen
Muller Library	Dr César Merchán Hamann Ms Milena Zeidler Ms Jane Barlow Dr Zsófia Buda

President of the Oxford Centre for Hebrew & Jewish Studies: Professor Martin Goodman
martin.goodman@orinst.ox.ac.uk
Tel. (6)10423

Bursar: Mrs Sheila Phillips
sheila.phillips@ochjs.ac.uk
Tel. (6)10436

Registrar: Mrs Martine Smith-Huvers
registrar@ochjs.ac.uk
Tel. (6)10421

Academic Administrator: Mrs Sue Forteath
sue.forteath@ochjs.ac.uk
Tel. (6)10422

IT Support: Richard Carpenter (based at the Oriental Institute)
richard.carpenter@orinst.ox.ac.uk

NOTES FOR H&JS STAFF

Classrooms for teaching and seminars

There are two classrooms on the first floor, the largest of which (207) can accommodate a maximum of 23 people. The other (206) is the main classroom used by LPP. The Lecture Room on the ground floor can accommodate 60. Administration of the building as a whole falls to the Oriental Studies Faculty. Requests for H&JS room bookings should be made through the OCHJS Registrar or Academic Administrator.

Common Room

The Hebrew and Jewish Studies Common Room on the lower ground floor is open to all users of the building. Only vegetarian food may be prepared and eaten in the kitchen and Common Room. Users are requested kindly to clear up and put away their crockery etc after use. **There is no one employed to do this, so please leave the kitchen clean and tidy!**

Mail

Mail to be posted through Hebrew and Jewish Studies should be left in the basket on the counter by the pigeonholes in the front office.

Incoming mail: If for any reason staff have the slightest suspicion that a letter or package may contain an explosive device they should put it down gently, evacuate the immediate area, then inform security services. (There is a notice in Room 101 indicating what signs staff should look for if they believe a package is suspicious, and what steps to take to establish the origins of the package.)

Photocopying

The OCHJS photocopiers are located just outside Room 101 on the ground floor and in Room 205 on the upper floor. These machines require a pin number for access.

Stationery

Stationery is available from the Registrar or Academic Administrator.

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 limit their long-distance calls to essential business or use SKYPE facilities. Please contact the IT Support staff for the installation of SKYPE.

FACULTY OF LINGUISTICS, PHILOLOGY AND PHONETICS

Room 112	Dr Ash Asudeh
Room 113	Dr Philomen Probert
Room 115	Dr Peter Barber & Dr Elizabeth Tucker
Room 202	Chair of the Faculty Board
Room 209	Mr Dan Holloway
Room 211	Dr Sandra Paoli
Room 212	Mrs Jane Cunning
Room 213	Professor Aditi Lahiri
Room 214	Mrs Sarah Wild
Room 214	Ms Silke Zahrir
Room 215	Professor Mary Dalrymple

Curator of the Centre for Linguistics and Philology:

The present Curator for the Centre for Linguistics and Philology is Professor Aditi Lahiri.
Room 213 Tel. (2) 80401 aditi.lahiri@ling-phil.ox.ac.uk

Day to day problems should be referred to the Faculty Administrator or Asst Administrator as below.

Chair of the Faculty Board: Professor Martin Maiden

41 Wellington Square
chair@ling-phil.ox.ac.uk

Head of Administration & Finance: Mr Dan Holloway

Room 209 Tel. (2) 70489
administrator@ling-phil.ox.ac.uk

Finance & Research Administrator: Mrs Sarah Wild

Room 214 Tel. (2) 80404
sarah.wild@ling-phil.ox.ac.uk

PA to Professor Aditi Lahiri and Asst Administrator: Mrs Jane Cunning

Room 213 Tel. (2) 80400.
jane.cunning@ling-phil.ox.ac.uk

Director of Undergraduate Studies: Dr Sandra Paoli

Room 211 Tel. 2 (80403)
sandra.paoli@ling-phil.ox.ac.uk

Director of Graduate Studies: Dr Jan Fellerer

jan.fellerer@mod-langs.ox.ac.uk

Graduate Studies Administrator: Silke Zahrir

Room 214 (Part time only) Tel. (2) 80404
silke.zahrir@ling-phil.ox.ac.uk

IT Support Staff

Mr Jon Edwards is the IT Manager. His office is in 41 Wellington Square.
Tel. (2) 70448 and (2) 70487. E-mail it-support@mod-langs.ox.ac.uk

NOTES FOR LPP STAFF

Business Cards

Business cards may be ordered from the University.

For Linguistics contact the Finance & Research Administrator of the LPP Faculty.

Classrooms

There are two classrooms on the first floor. LPP have priority use of Room 206, which can accommodate 16 people. The largest (207) can accommodate 23 people. The main Lecture Room on the ground floor can accommodate 60. Administration of the building as a whole falls to the Oriental Studies Faculty.

Common Room

The Linguistics Common Room on the first floor is open to Faculty of Linguistics room holders, students and visitors.

Computing facilities and services

LPP visitors may use the computers in the Common Room or workrooms. Contact it-support@ling-phil.ox.ac.uk regarding access. There is also a scanner in the LPP Common Room for general use.

Kitchen

There is a small kitchen for the exclusive use of linguists, on the first floor next to the pigeonholes. Tea and coffee can be made, and there is crockery for lunches etc. Users are requested kindly to clear up and put away their crockery etc after use.

There is no one employed to do this, please leave the kitchen clean and tidy.

Mail

Mail to be posted through the Faculty of Linguistics Philology and Phonetics should be left with the Assistant Administrator or the sender's name should be marked on the envelope.

The cost of sending parcels abroad is significantly lower if it contains printed matter of an educational nature, e.g. books, leaflets, texts, etc. You may enclose a cover note, but not a letter. The package should be sealed and have the words **PRINTED MATTER** written on it.

Notice Boards

There are notice boards in the LPP common room (first floor), and in the corridor on the ground floor. Notices include announcements of colloquies and conferences within and outside Oxford and announcements of job openings and fellowships, and a board where recent publications by members are displayed.

Photocopying

The LPP photocopier, which can be found in a small room at the top of the South stairs, requires the use of a pin number. We also ask users to sign for the copies they make.

Please note that the Scanner function does not work unless set up to your own computer.
(Consult IT Support staff)

Purchasing and ordering

All members of LPP staff should purchase or order any item for university business (e.g. stationery, IT equipment, travel) via the Finance & Research Administrator of the Faculty.

Stationery

Stationery is available from the LPP Faculty for **official** Faculty business.
Contact the Finance & Research Administrator of the Faculty.

Teaching and seminar rooms

Requests for room bookings may be made to the LPP Administrator.

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 limit their long-distance calls to essential business or use SKYPE facilities. Please contact the It Support staff for the installation of SKYPE.

The LPP Faculty's fax machine is situated in the Assistant Administrator's office (212). The number is (2) 80412.

CLARENDON INSTITUTE, WALTON STREET

**Faculty of Linguistics, Philology and Phonetics, Hebrew and Jewish Studies
(Oriental Studies and OCHJS)**

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. Staff wishing to use a kettle should ask the Administrator of the Faculty to arrange a Safety Check on the item.
- (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 strongly recommended in line with general University policy that there is no smoking in academic and other offices.

2. IF YOU DISCOVER A FIRE

- a) **EITHER**, if it is a minor fire that 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 Thomas Hall (extension 78210);
- b) **OR**, if it is not immediately extinguishable, ring 9-999 and report fire at 'The Clarendon Institute, Walton Street, Oxford (6) 10422. Set off the automatic alarm by breaking the glass of the nearest alarm box. 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.