



Department of Antiquities
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Study Room Regulations

This document sets out the conditions governing the use of the Study Rooms of the Department of Antiquities at the Ashmolean Museum.

1. The Von Bothmer Study Room is available for research visits and University teaching **Tuesday to Friday from 10:00 – 13:00, and 14:00 – 16:30** when the Museum is open.
2. Appointments to consult Department of Antiquities' collections in the Study Room are available on a 'first-come, first-served' basis. Applications for appointments should be made by letter or email to the Antiquities Administrator at the above address and should indicate the purpose of the research and the objects to be consulted. It is not possible to book an appointment over the telephone.

Please note that there are a limited number of working spaces (4-6 researchers) in the Study Room and all individuals in a group should book separately. Additional researchers unnamed in the booking will not be admitted.
3. Visitors who are not already known personally to a member of the Department must provide a letter of introduction or other reference from their Professor, supervisor or other qualified person.
4. Personal belongings (e.g. all coats, umbrellas, bags, hats and scarves), except materials and equipment to be used in the study, must be stored in the designated area of the room away from the study area. The Visitors of the Museum accept no liability for any loss or damage to the personal possessions of any researcher.
5. All materials and equipment must be approved by the Study Room Supervisor before use. No metal measuring instruments or template formers may be brought into contact with objects. Only pencils are allowed in the study area. Tracing around or taking rubbings from objects is not permitted, except by arrangement with the Supervisor.
7. Object may only be moved to and from the study area by curatorial staff. Researchers are required to acknowledge receipt of objects by signing their '**Study Room Issue Form**' .
8. Visitors are not permitted in storage areas.
9. All objects must be handled as little and as carefully as possible. Nitrile gloves, provided by the Department, must be worn when handling objects. Only in exceptional circumstances will visitors be allowed to handle objects with cotton gloves or clean hands, for which permission must be requested in advance. Any handling instructions given by curatorial staff must be observed and the handling of objects will be monitored by Study Room staff.
10. If it is necessary to pick up an object for examination, it must be held over the foam sheet provided.

11. Objects not being worked on must be returned to the drawer or tray provided. Objects must not be left unprotected on tables.
12. Objects and books must not be removed from the study tables without permission from the Study Room Supervisor.
13. Accidents and near accidents, whether resulting in damage to objects or not, must be reported immediately to the Study Room Supervisor.
14. Smoking is not allowed anywhere in the Museum. Food and drink is not allowed into the Study Room.
15. Researchers/Students must ask for permission to take photographs, for personal study purposes, and this is at the discretion of the relevant curator. Permission is granted on condition that extreme care is exercised in setting up the camera and handling the objects and that other students are not inconvenienced. Alternatively, the Museum's Photographic Service undertakes public orders, please ask the Supervisor for information.
16. Visitors may not leave the Study Room until the Study Room Supervisor is satisfied that all objects provided for study are accounted for and in good order. (This process can take some time, and you may be asked to conclude your studies early in order for this object check to be completed). Visitors should ensure that the Supervisor signs the application form acknowledging their return.
17. It may be necessary to close the Study Room without notice in case of shortage of staff or an emergency e.g. fire or security alert. The Museum has set procedures to be followed in an emergency and for your own safety, any instructions given by museum staff must be acted upon immediately. This may involve evacuating the building. — *Visitors must accept that there may not be time for the dismantling of apparatus such as cameras.*
18. Failure to observe these rules may result in the temporary or permanent withdrawal of study facilities.