

This document sets out the conditions governing the use of the Department of Antiquities study room.

Booking

- The Von Bothmer Study Room is available for research visits and University teaching. Research visits are only permitted outside of term time.
- The study room is open Tuesday to Friday from 10am-1pm and 2-4.30pm when the museum is open. The study room is closed in August.
- Use of the study room is free.
- Applications for appointments should be made by email to the Collection Curator or to the Antiquities Administrator at antiquities@ashmus.ox.ac.uk and should indicate the purpose of the research and a list of objects to be studied.
- Bookings must be made at least 4 weeks in advance and are allocated on a 'first come, first served' basis.
- The maximum amount of objects per session is 15* or a maximum of 4 archive boxes.
- We have a capacity of 5 people in our study room (including the supervisor). Additional researchers unnamed in a booking will not be admitted.

*depending on objects requested

Using our study room

- Personal belongings (e.g. coats, umbrellas, bags, etc.), 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.
- 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 room-we can provide these for use if needed. Tracing around or taking rubbings from objects is not permitted, except by arrangement with the supervisor.
- Objects may only be moved to and from the study area by Curatorial or Collections staff. Researchers are required to acknowledge receipt of the objects by signing the Study Room Issue Form
- Visitors are not permitted in storage areas
- 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 the Study Room Supervisor.



- If it is necessary to pick up an object for examination, it must be held over the foam sheet provided.
- Objects not being worked on must be returned to the drawer or tray provided. Objects must not be left unprotected on tables.
- Objects and books must not be removed from the study tables without permission from the Study Room Supervisor
- Accidents and near accidents, whether resulting in damage to objects or not, must be reported immediately to the Study Room Supervisor.
- Smoking is not allowed anywhere in the Museum. Food and drink is not allowed into the study room.
- Researchers/students must ask for permission to take photographs, for personal study purposes, and this is at the discretion of the relevant curator and completion of a form. Permission is granted on condition that extreme care is exercised in setting up the camera and handling the objects and that other users of the study room are not inconvenienced. Alternatively, the Museum's Picture Library undertakes public orders; please ask the supervisor for information.
- Visitors may not leave the Study Room until the Study Room Supervisor has checked all objects 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 to be completed). Visitors should ensure that the Supervisor signs the application form acknowledging their return.
- It may be necessary to close the Study Room without notice in case of staff shortage 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 and visitors must accept that there may not be time for dismantling of apparatus such as cameras.
- Failure to observe these rules may result in temporary or permanent withdrawal of access to our study facilities.





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