

EMERGENCY

- **Phone 999 in the event of an emergency:**
 - The museum address is Burford Tolley Museum, 126 High St, Burford OX18 4QJ
 - The archive address is The Burford Archive, Swan Lane, Burford OX18 4SH
- **Phone 101 can be used to contact our local police about crimes or concerns that do not need an emergency response.**
- **For other emergencies contact:**
 - **David Cohen 07899 837 482**

ADMINISTRATION PROCEDURES

Drinks & Food

- To protect our objects, all food and drink may only be consumed in the reception/kitchen areas and not taken through to the main rooms. The exceptions are Committee approved managed events in which food and drink is offered, in which case the food and drink must be carefully segregated from the objects and designated volunteers must ensure no one approaches the objects carrying food and drink.

Health & Safety Policy

- You must read and understand the BTMA Health and Safety Policy.

Keys to the Archive

- Keys to the Museum are held by David Cohen
- Keys to the Archive are held by David Cohen, Peter Martin and others
- Keys to the Archive French windows are held by David Cohen and Peter Martin
- Archive exterior key safe - authorised persons will be given the to access the key safe.

Notice Boards

- Archive notice board keys are held by David Cohen and Ken Gray.
- Tolley notice board keys are held by David Cohen, Peter Martin and Ken Gray.

No smoking

- No smoking is allowed within the Archive building or the garden.

Rubbish disposal

- Please place all rubbish in the bin in the kitchen. Any bulk items for disposal should be left at the side of this bin.

Radiators

- Health, Safety and Welfare: Regulations stipulate the minimum temperature for working indoors should normally be at least 16°C
- The temperature for keeping archive material should be below 21°C
- Thus the radiators are set at 16°C and should not be changed without Committee permission.

Stationery

- Our prime form of communication is electronically through our website. Printed stationery costs us money and is environmentally irresponsible.
- Volunteers should not use BTMA stationery for personal communications.

Wi-Fi

- Our Wireless network access codes are printed on a slip out card on the back of the modem in the entrance area.

OPERATIONAL PROCEDURES

Diary

- Attendees is required to record (a) the time they arrive and (b) depart
- Everyone is to use to the diary to book their future attendance and desks
- Bookings made by other organisations e.g. B&DS is permitted but only when there is a BTMA Trustee or Committee member present.

Work left out on desks etc

- If work is left out to be continued later please leave a note on the table to indicate this and minimise the space the work takes up.

CHARGES
Photocopying charges

Size	Black & White		Colour	
	Single	Double	Single	Double
A4	10p	15p	20p	30p
A3	20p	30p	40p	60p

Research in response to enquiries received from the public

- We are regularly asked to answer queries the majority of which involve research. Generally a maximum of two hours is sufficient.
- The first option our researchers have is to decide whether we are going to charge or not.
- If we decide to charge the options are either to charge before or after the research has been undertaken. In both instances the following wording can be used.

*We rely on donations to sustain our collections and their availability for the public to access and enjoy. We would suggest a donation of £** based on the enquiry) in return for our researchers having taken the time to help you with your enquiry. All of the donations will go towards the upkeep of the collections and can be paid into 30-91-43 00157448 (if you would like to proceed)*

**The charge we will indicate will generally be £10 or £15 per hour.