

EMERGENCY

- **Phone 999 in the event of an emergency. The addresses are:**
Burford Tolley Museum, 126 High St, Burford OX18 4QJ
The Burford Archive, Swan Lane, Burford OX18 4SH
- **In the event of an emergency, refer to the Emergency Action Plan, Contact List, and Salvage Priority List, which are in clearly marked folders at the Museum and Archive reception desks.**
- **Phone 101 can be used to contact our local police about crimes or concerns that do not need an emergency response.**
- **For other incidents contact:**
David Cohen 07899 837 482

MUSEUM AND ARCHIVE PROCEDURES

Food and Drink

- No food or drink to be consumed in the Museum
- In the Archive, food and drink may only be consumed in the reception/kitchen areas and must not be taken into the main rooms. Exceptions are Committee-approved managed events where food and drink are offered; in these cases, refreshments must be kept well away from objects, and designated volunteers must ensure no one approaches the objects with food or 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 code 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 Museum or Archive buildings or the Archive Garden.

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
- The radiators are set at 16°C and should not be changed without Committee permission.

Stationery

- Our primary form of communication is electronically through email and 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 Archive entrance area and on the powerline adapter in the SE corner of the Museum.

ARCHIVE PROCEDURES

Diary

- Attendees must record their arrival and departure times.
- Everyone should use the diary to book future attendance and desks.
- Bookings by other organisations (e.g. B&DS) are permitted only when a BTMA Trustee or Committee member is present.

Work left out on desks etc.

- If you leave work out to continue later, please attach a note indicating this and minimise the space used.

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.

ARCHIVE 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.