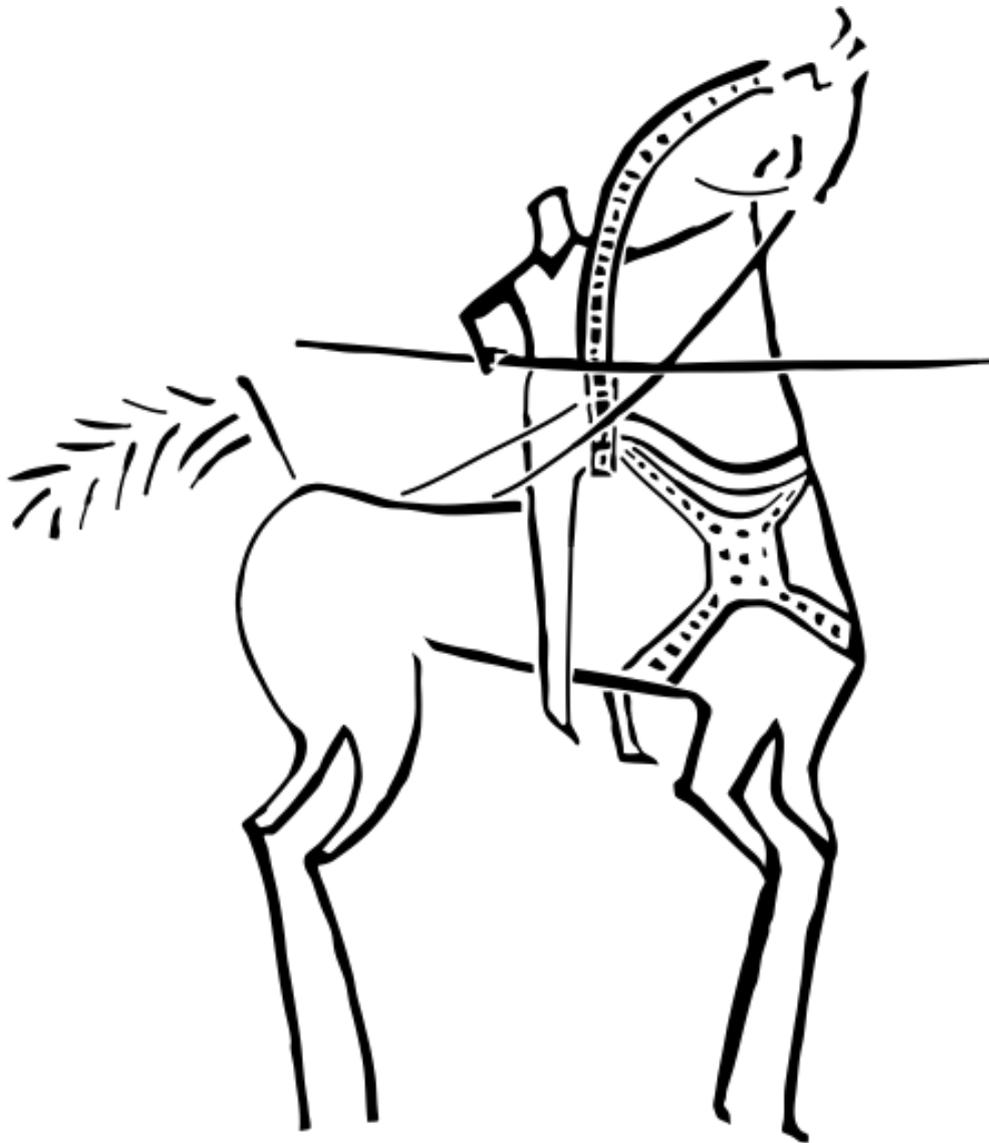


Welcome to the  
CBRL British Institute  
in Amman



PO Box 519

Jubaiha, 11941

Amman, Jordan

Tel: +962 6 534 1317

Email: [cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk)



[@BIA\\_CBRL](https://twitter.com/BIA_CBRL)



[CBRLAmman](https://www.facebook.com/CBRLAmman)



[www.cbri.ac.uk](http://www.cbri.ac.uk)

Please do not remove this *Welcome Booklet* from your room

A copy may be downloaded from <http://cbri.ac.uk/british-institute-amman/accommodation>

This booklet was last revised in November 2018

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## Introduction

The **CBRL British Institute in Amman** (hereafter referred to as the “Institute”) is the **Council for British Research in the Levant's** (CBRL) local institute in Jordan ([www.cbri.ac.uk](http://www.cbri.ac.uk)). CBRL is a membership-based organisation that promotes research in the humanities and social sciences in the Levant and provides support and facilities to researchers and students through its two research centres in the region in Amman and at the Kenyon Institute in East Jerusalem. Our services in Amman include a library, accommodation, IT facilities, and an archaeological laboratory as well as field equipment available for hire. For more information please contact: [cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk).

The Institute is proud to host regular events, including academic conferences, short courses and regular lectures. If you are interested in presenting a lecture, organising a seminar, workshop or a conference please do not hesitate to contact the Institute Director ([director@bi-amman.org.uk](mailto:director@bi-amman.org.uk)) or Assistant Director ([andrea.zerbini@bi-amman.org.uk](mailto:andrea.zerbini@bi-amman.org.uk)).

We also offer Arabic language training. For full details please visit: <http://www.cbri.ac.uk/funding-and-jobs/arabic-language-training-in-amman>

The Institute is located in Tla' Al-Ali, Amman, a short walk from the **American Center for Oriental Research (ACOR)**, the **German Protestant Institute of Archaeology (GPIA)** and the **University of Jordan** (see the map at the back of this booklet).

Please note that the main services we provide are designed to facilitate research. CBRL is a non-profit organisation and all charges are designed to cover costs.

To report any general maintenance issues during your stay with us, e.g. light bulb replacement, non-functioning equipment, please send an email to **Firas Bqa'in** ([cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk)) or report the problem personally during working hours (**8am-5pm**).

## Membership

All users who stay in the Institute's accommodation for **more than one night must become members** of CBRL. Membership costs *£50 per individual, £20 student/unwaged* and is valid from 1 January to 31 December.

By becoming a member of CBRL, you join a community. Individual membership benefits also include:

- Full access to the library, computers, fax, high-speed internet, use of the address for correspondence (see front of booklet) during your stay, and research facilities (all subject to regulations and applicable charges where relevant).
- Subscription to CBRL publications (*Levant* or *Contemporary Levant*) and conferences in the UK and in Jordan.

Please note that if you are here as part of an archaeological fieldwork project and will not be using our facilities outside of that participation, then the project should cover you under its Project Membership, please check with your director.

### *Project Membership Charges*

Team Members	CBRL funded/affiliated	Non-CBRL
3-10	£65	£95
11-20	£95	£125
More than 20	£125	£160

Team members can stay for two nights at the beginning and end of fieldwork without becoming individual members. Project Membership does not entitle you to receive *Levant* or *Contemporary Levant* and we would welcome your individual membership.

Group visitors planning a residential course / workshop / or local tour should contact the [director@bi-amman.org.uk](mailto:director@bi-amman.org.uk) to discuss group membership for their visit.

For full details of membership benefits, including online payment methods, donation information, full terms and conditions please visit: <http://cbrl.ac.uk/user/register>.

## British Institute in Amman Staff

Long-term staff at the Institute includes the Director, the Finance Administrator, Scholar-in-Residence, and Librarian. There is also a housekeeper, a caretaker and a part-time facilitator.

Role	Name	Email	Working hours
Director	Dr Carol Palmer	<a href="mailto:director@bi-amman.org.uk">director@bi-amman.org.uk</a>	
Assistant Director	Dr Andrea Zerbini	<a href="mailto:andrea.zerbini@bi-amman.org.uk">andrea.zerbini@bi-amman.org.uk</a>	
Executive Administrator	Firas Bqa'in	<a href="mailto:cbri@bi-amman.org.uk">cbri@bi-amman.org.uk</a>	Sun-Thurs 8.00am-5.00pm
Accountant	Rana Al Zoubi	<a href="mailto:accounts@bi-amman.org.uk">accounts@bi-amman.org.uk</a>	Mon & Wed 9.00am-5.00pm
Librarian	Rudaina Momani	<a href="mailto:library@bi-amman.org.uk">library@bi-amman.org.uk</a>	Sun - Thurs 8.00am - 2.00pm
Caretaker	Osama Dasouqi (Abu Mohammad)	-	Sun - Thurs 8.00am - 2.00pm
Housekeeper	Sameera Jbour (Um Ahmed)	-	Sat- Weds 7.30am - 2.30pm & Thurs 7.30am-12.30pm

### Office Hours

Staff are here to help facilitate your research stay in Jordan, but please show consideration by trying to keep your business to normal opening hours: **8.30am-5:00pm, Sundays to Thursdays**. Outside opening hours, do not hesitate to contact staff or an appropriate authority in an emergency (contact numbers are at the end of this guide). Note that weekends are **Fridays and Saturdays** and most government departments, banks, and embassies are shut on these days, as well as during public holidays.

On Fridays there is no cleaning or caretaking staff present in the building unless there is an event.

### Arrival

Please complete the User's Registration Form when requested before or upon arrival. Forms can be obtained from **Firas Bqa'in** ([cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk)), and should be returned to him on completion either as hard copy or via email.

Guests will be given the current code for the key-pad entry system to access the front gate and side door when booking. Please **do not disclose the security code to enter the Institute to non-residents** and make sure that you close doors securely when entering and leaving the building.

### How and when to get a visa

Visas into Jordan can be bought at most main points of entry (excluding the **King Hussein/Allenby Bridge**) for **40 JD** which allows a stay of up to **one month**. At Queen Alia International Airport, an ATM and currency exchange office are available in front of the Visa desks. Travellers may also pay with debit or credit card at the Visa desks.

Multiple entry visas for longer stays are available but need to be arranged in advance of your arrival, for more information visit: <http://international.visitjordan.com/generalinformation/entryintojordan.aspx>.

Visas can be extended for up to three months from the date of entry by a quick visit to the local police station – please ask **Firas Bqa'in**, the Executive Administrator, when you arrive if you require this service. Currently, tourist visas can be further extended to six months in total from the date of entry through application to the Ministry of the Interior. We can assist you with this for a fee.

If you do not extend your visa, there is an overstay charge of **1.5 JD/day**, usually assessed at departure. Other than the fine, as far as we are aware, there are no further consequences. It is also possible to manage long-term stays through exiting and re-entering the Kingdom at regular intervals. Each time you exit and re-enter Jordan, the process starts again with the 40JD entry visa (unless a multiple entry visa has been purchased).

Please note that visa requirements can change without notice. A blood test may or may not be required. We will always do our best to advise you of the latest requirements but please be patient as it may require several visits to police stations and offices to sort everything out, especially where you may have incurred fines through late application. Our advice is always to apply early and to be prepared to exit and re-enter Jordan as an option to extend your total stay.

### Departure Procedures

Please strip the sheets off your bed at the end of your stay so that the housekeeper knows you have gone and leave the room by 11:00am. You are welcome to use the Institute's facilities until the time of your actual departure, e.g. wait in the lounge or use the library.

**Please make sure the keys to your room are either left in the door or returned to the front office / reception area upon departure.**

### Payment of bills

All bills should be paid in cash or by credit/debit card using our online payment service (<http://cbri.ac.uk/invoice>, a small fee may apply). Payments in cash must be settled in person during office hours. Whether paying by cash in Amman or online, please **make sure to settle your bill before departure**. Cash payments made in Amman should preferably be in JD. For any questions, please contact Rana al Zoubi (Mon/Weds): [accounts@bi-amman.org.uk](mailto:accounts@bi-amman.org.uk) or Firas Bqa'in (on other working days): [cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk)

## The British Institute in Amman Building

### Location

A map of the Institute's location and nearby landmarks may be found at the end of this booklet. The street address for the Institute is: **102 Uhod Street, Tla' Al-Ali, Amman, Jordan.**

If you are coming by taxi, please direct the driver as following:

“Tala' al-'Ali, from Al Waha Roundabout towards Suq Sultan in Tala' al-Ali, second round about take the left towards Uhod street and go up the hill until building number 102.”

تلاّع العلي، من دوار الواحة باتجاه سوق السلطان في تلاّع العلي، من ثاني دوار خد شمال باتجاه شارع أحد، طلوع إسكان ابن سينا، {عمارة رقم 102 على اليمين}

(Spoken pronunciation) min dowar Al Waha bi etejah souq al Sultan fi Tla'a Al Ali, min tani dowar khod shmal bi etejah share'a Uhod, tloo'a iskan Iben Sinaa, taqreeban ba'ed metain meter (amara raqam meiyeh wa tenain ala el yameen).

If you have a smartphone, you can also use the apps Uber and Careem to reach the Institute from anywhere in Amman. Use the coordinates below to locate the Institute in the app's map.

### GPS

Google Maps [32.011897, 35.862835](https://www.google.com/maps/place/32.011897,35.862835)

Directions from the Airport: <http://goo.gl/maps/plrOJ>

Directions from Jordan University: <http://goo.gl/maps/bT5ID>

### Building Layout

The Institute consists of the following:

**Ground Floor** - Institute front office/reception, accountant office, director's office, and staff research office, archaeological workroom/lab space with reference collections, main kitchen and bathrooms. The archaeological lab also serves as our safe room and access to it is granted via a bullet-proof door. See below at heading Security (p.13) for more details.

**Basement** – Field equipment storage, artefacts, and samples (please note that although the Institute does store material that is being worked on by a live project, we are not a long-term storage facility, except for limited quantities of material donated as reference material by prior agreement).

**First Floor** - library, map collection, archive collections, archive/research room, and scholars' accommodation. There is a bathroom which is also available for use by hostel guests.

**Second Floor** – hostel accommodation (consisting of 5 rooms, two bathrooms and two lounge areas – one of which is used for events hosted by the Institute).

**Third Floor** – the Fellows’ Flat: a self-contained apartment of 4 rooms (generally for longer-term scholars, post-doctoral researchers, or larger teams of archaeologists).

**Roof** - water, central heating boilers, and fuel tanks. Occasional barbecues are held here by prior arrangement with the Director.

### Library

The library is open to visitors, **8:30am-5:00pm** on working days. Residents have full out-of-hours access. Information about the library catalogue and library regulations can be found in the library. The online catalogue can be searched at: [library.cbri.org.uk/liberty/opac/search.do](http://library.cbri.org.uk/liberty/opac/search.do)

Please note that the library computers are primarily for access to the library catalogue and online journals.

### Computing Facilities & Wi-Fi

Wireless internet is free and relies on our high-speed Fiber Optic connection; the Wi-Fi password (**BIA@CBRL**) is posted on notice boards in the library and accommodation floors.

For printing and photocopying services, please put your contributions in the red cash box beside the photocopier in the library. Rates are **0.500 JD** for every 10 A4 pages and **1 JD** for every 10 A3 pages. If you are copying a higher volume, or on behalf of a project, please consult with Firas so that you may be billed for this service, or see the chapter **Accommodation Charges/Other Charges**.

We have two open access computers (running Windows 7) in the library, both of which connected to an A4 printer. The computer near the window is also connected to an A4 scanner. There are photocopy and scanning shops in the vicinity of the University that can provide bulk photocopying and scanning facilities that are very economical.

You are welcome to use your own laptops and access our power supply. Please note that we cannot be held responsible for any power failures or surges. Please consider others when using the library facilities, especially the open access computers.

## Other Facilities

Dig equipment, survey equipment, and camping equipment are all available for hire. Please ask staff for details. For a complete list of major equipment items please visit: <http://cbri.ac.uk/british-institute-ammann/workplace-and-equipment>

## Hostel

### **General Layout**

The hostel on the second floor consists of:

- Five bedrooms and 2 shared bathrooms (there are also bathrooms on the library and ground floors). Please conserve water at all times.
- Lounge with TV, DVD player, and a balcony. Table Tennis table.
- Hostel fridge: please feel free to store your own food in the fridge, but don't forget to label it and remove it upon departure. Each hostel resident is also entitled to using one or more marked shelves in the fridges located in the ground floor's kitchen.
- Washing facilities include an automatic washing machine on the ground floor and one on the third floor (please record your use of either of these in the Laundry Book on top of the washing machine), an iron and board, and drying racks. If you do not know how to operate the washing machines, please ask the Institute's staff. Should failure to do so result in a machine fault, you may be charged for the maintenance expenses.

### **House Rules**

- Harassment of fellow residents, guests, staff, or visitors for any reason will not be tolerated.
- Please note that smoking is **not permitted** anywhere inside the Institute. Please use the outside garden as a smoking area.
- Visitors are **not** allowed in hostel areas unless invited or dependent on the location of lectures. Visitors must keep to the library, and ground floor lobby.
- In general: please remember that you are a guest in Jordan. Thus, please obey Jordanian laws, and comply with local customs as a courtesy.
- Resources are limited. Please exhibit sensible usage in regards to water, electricity, and other facilities.
- Please note that while you are a guest of the institute's hostel, you are encouraged to take responsibility in helping others when possible. Please consider the urgency of yours and your fellow residents' needs.

## Main Kitchen

The main kitchen is on the ground floor. **Breakfast (8:00-9:00 am)** is included for all hostel guests and others who have made advance arrangements (and who have paid a small charge). Breakfast items are available for self-service in the "Breakfast for Residents" fridge and cabinets which can be found in the main kitchen. There is another kitchen in the Fellows' Flat for residents of that floor only.

Lunch and dinner are officially not provided, though communal lunches are occasionally organised. Guests are free to use the kitchen to prepare their own meals; for lunch preferably between 1pm and 2pm to reduce the disturbance caused by people cooking. Both fridges and marked cupboard space are available to guests to store food.

Please make sure you clean up after yourself and keep your fridge supply within limits, bearing in mind that there are many others who use it. Please also clear out your cupboard and fridge space before you leave by distributing to guests, placing in the 'Breakfast for Residents' fridge, or leaving leftovers on the table (all food left on the table is viewed as available for residents' consumption).

## Fellows' Flat

On the third floor of the building is the Fellows' Flat, a self-contained apartment primarily intended for long-term post-doctoral researchers or teams. This large and comfortable flat contains four study bedrooms and its own self-catered kitchen and lounge. There is also a washing machine (please record usage on the sheets provided).

## Communications & Staying in Touch

Telephone, fax, and postage services are available. **Dial "9"** to get an outside telephone line from the phone in the hostel and Fellows' Flat (local land-lines only). Long distance calls may be made from the office and faxes sent during office hours (please see charges at the back of this booklet). To post letters, please leave them with **Firas**, our Executive Administrator, who will bill you for postage.

Whilst in residence, members may use the Institute address as their postal address in Jordan. Please make sure this is changed upon departure. **The Institute shall not be responsible for any post received in your name after your departure.**

The fax machine is in the reception area; please ask a member of staff for assistance.

**Please note that Jordan often imposes heavy and unpredictable customs fees on packages received. This may require you to go to a customs office for collection/payment. If you are unsure of the process, please ask for advice.**

For all long-term guests, we recommend that you purchase a Jordanian SIM card for use within Jordan, which are widely available from mobile phone outlets.

If you want to purchase a local SIM card for your mobile, there is a phone shop in **Suq as-Sultan** (go right from the Uhod Street-Suq as-Sultan roundabout and it is on the right-hand side of the road). Jordanian SIM cards with local providers **Zain, Orange Jordan** and **Umniya** are inexpensive, around 10 JD. Top up credit can be purchased in grocery stores on scratch cards of 3 and 5 JD (please note this amount is subject to tax).

**Please note: the international dialling code for Jordan is +962**

### *Department of Antiquities Permits*

All applications submitted through us should be CBRL sponsored or affiliated projects. The Department of Antiquities (DoA) **no longer issues permits to individuals not affiliated with a recognised institution**, which is usually your home university. Where this is not possible, CBRL may, following approval, act as the recognised institution.

For all DoA related-issues, please contact the Director/Assistant Director. We ask that members copy loan requests to us.

### *Security*

All visitors will be aware that the political and security situation in the Middle East can be volatile with on-going conflict in countries neighbouring Jordan. While the Institute has rarely had any specific security problems, it is important that sensible precautions are taken. Please check Foreign Office travel advice for details of the current situation, [www.fco.gov.uk](http://www.fco.gov.uk), and sign-up for email alerts on [GOV.UK/FCO](https://www.gov.uk/fco). You can also follow the FCO on Facebook and Twitter (if you use them). Non-British nationals are advised to check with their own embassies for the latest advice on receiving security alerts relevant to their status. Please make sure we have a way to contact you (e.g. mobile number) in case of emergency.

The archaeological lab on the ground floor is also the Institute's safe room. In case of emergency, withdraw to this area of the building and lock the bullet-proof door in the ambulatory to the lab and bathroom behind you.

Visitors are reminded to dress and behave appropriately, both when out and when within the working areas of the Institute. The advice of the **British Embassy** is to avoid large crowds, especially after the mid-day prayers on Fridays. Because of this we suggest you avoid downtown Amman around the middle of the day on Fridays. We also recommend against women taking taxis by themselves late at night. If you have any questions about where it may be inadvisable to go, or what might constitute appropriate dress, please check with staff or a long-term resident.

**Please do not disclose the security code to enter the Institute to non-residents** and make sure that you close doors securely when entering and leaving the building. Residents are responsible for letting non-resident guests in and out of the building.

Pending availability, small valuables may be placed in the safe in the front office (during working hours). You may be asked to disclose the content of what you are planning to store and length of time for which storage will be needed. Note that we take no responsibility for items left in rooms or in the safe in case of theft. Also please note that, except by prior arrangement, items cannot be removed from the safe except during working hours.

Please keep alert for strangers hanging around the building, or for unidentified bags lying around. Report anything you are suspicious of to a member of staff. In an emergency, contact the Jordanian police at **911**. Please note the police operate an English-speaking line to which you will be redirected upon making contact.

### *Fire Alarms*

#### ***In the event of a fire***

On discovering a fire:

1. Sound the alarm using one of the fire alarms in the building (break the glass). Fire alarms are located:
  - In the library above the new acquisitions shelf
  - In the main stairwell on floors 1,2, and 3
2. Dial **911** to alert the fire brigade

3. If possible, tackle the fire using the appliances provided (do not endanger yourself while doing so).

Fire extinguishers can be found:

- By the front door in the main office (reception)
- In the corridor outside the ground floor kitchen
- In the library by the entrance
- In the hostel by the entrance
- In the stairwell outside the fellows flat

On hearing the alarm

1. Leave the building using by the nearest available exit, via the:
  - **Front door**, located in **reception** (during business hours)
  - **Side door**, located at the bottom of the **main stairwell**
2. Close all doors behind you
3. Report to the fire assembly point, located in front of the building by the main gate

Do not take risks.

Do not stop to collect personal belongings

Do not use the lift

Do not re-enter the building for any reason unless authorised to do so

## Accommodation Charges / Other Charges

For accommodation charges please visit our website :

<http://cbri.ac.uk/british-institute-amman/accommodation>

### Accommodation Rates (as of 1 April 2016)

Single Occupancy	Per night	Per week	Per month
Student Members	JD 30	JD 150	JD 450
Regular Members	JD 40	JD 200	JD 600

Shared Occupancy	Per night	Per week	Per month
Student Members	JD 20	JD 100	JD 300
Regular Members	JD 30	JD 150	JD 450

For bookings, please contact [cbri@bi-amman.org.uk](mailto:cbri@bi-amman.org.uk). All overnight stays include breakfast.

### Other Charges

<b>Wireless Internet Access</b>	Free of charge
<b>Printing and Xerox</b>	0.500 JD / 10 A4 sheets 1.00 JD / 10 A3 sheets (Please use the red cash box by the photocopier in the library for payment)
<b>Telephone</b>	
Local	Free of charge
Arab states and Israel	1.500 JD /per min
Europe, Cyprus, Turkey	2.500 JD / per min
Rest of world	2.750 JD/ per min
<b>Fax</b>	(as above plus 1JD)
<b>Washing Machine</b>	2.000 JD / per load

For the hire of field equipment please visit our website.

<http://cbri.ac.uk/british-Institute-amman/workplace-and-equipment>

## Useful Contacts

<b>CBRL London</b>	+44 (0)2079695296	<a href="mailto:cbri@britac.ac.uk">cbri@britac.ac.uk</a>
<b>Kenyon Institute</b>	+ 972 (0)2 582 8101	<a href="mailto:info@kenyon-institute.org.uk">info@kenyon-institute.org.uk</a>
<b>Queen Alia Airport</b>	06 4453307	<a href="http://www.amman-airport.com">www.amman-airport.com</a>
<b>British Airways</b>	06 5828801	<a href="http://www.britishairways.com">www.britishairways.com</a>
<b>Lufthansa</b>	06 5200180	<a href="http://www.lufthansa.com/ch/en/Homepage">www.lufthansa.com/ch/en/Homepage</a>
<b>RJ Head Office</b>	06 5202000	<a href="mailto:AMMDDRJ@rj.com">AMMDDRJ@rj.com</a>
<b>RJ 7th Circle Sales Office</b>	5100000	<a href="mailto:cty@rj.com">cty@rj.com</a>
<b>Dept. of Antiquities</b>	06 4644336	
<b>Royal Cultural Centre</b>	06 5661026	<a href="http://www.rcc.gov.jo/main.php">www.rcc.gov.jo/main.php</a>
<b>British Council</b>	06 4636147	<a href="http://www.britishcouncil.org.jo">www.britishcouncil.org.jo</a>
<b>IFPO</b>	06 4611872	
<b>ACOR</b>	06 5346117	<a href="mailto:acor@acorjordan.org">acor@acorjordan.org</a>
<b>GPI/DEI</b>	06 5342924	<a href="mailto:gpi@go.com.jo">gpi@go.com.jo</a>
<b>(Taxi) Osama Dassouqi</b>	0777826492	The Institute's caretaker is also an English-speaking taxi driver. Contact him to book taxi services: <a href="mailto:osamad_1965@hotmail.com">osamad_1965@hotmail.com</a>

## Emergency Numbers

<b>CBRL Amman Director (Carol Palmer)</b>	0775334437 (mobile) 5158356 (home)
<b>CBRL Amman Assistant Director (Andrea Zerbini)</b>	0777166641 (mobile)
<b>Executive Administrator Firas Bqain</b>	0777009866(mobile) 0796739811 (mobile)
<b>Emergency Call Center</b>	<b>911</b> (Police, Ambulance, Fire Dept, Security Police)

Calls to landlines within Amman are free from any institute phone. Don't forget to dial 9 first to get an external line. Outside Amman and for international calls as well as mobiles, please ask to use the main office phone during working hours.

Local Map

