

Terms and conditions

MEMBERSHIP

Thank you for becoming a CBRL member. This page sets out the terms and conditions of your membership. You should read it carefully as it sets out your rights and obligations as a member. Please note that acceptance of your membership application and receipt of your membership fee by CBRL creates a valid and legally binding contract between you and CBRL, which is governed by these terms and conditions.

Background:

(A) CBRL is a registered charity and company.

(B) According to CBRL's Memorandum of Association, the Company is established as a learned society to advance public education through promoting research in the humanities, social sciences and related subjects in the countries of the Levant, and the dissemination of the useful results of such research.

1. Definitions

1.1 In these terms and conditions, the following words have the following meanings:

Member means you and/or any other member of CBRL. Please note that these terms and conditions apply to all members.

Membership fee means the money you have paid to CBRL to become a member.

Membership period means the date from which CBRL receives your membership fee to the date on which your membership expires. Membership lasts for one year at the point of a member paying their membership fee and is not tied to the calendar year. For example, if a member joins on 1 April, their membership will last until 1 April the following year.

2. Your details

2.1 During your time as a member we will collect some personal information about you. This information is limited to areas such as your address, organisation and role. We collect information about you in a variety of ways including, but not limited to:

2.1.1 when you join as a member

2.1.2 when you make bookings for CBRL events

2.1.3 when you book CBRL hostel accommodation and services

2.2 All information that you provide to CBRL will be processed and held in accordance with the EU General Data Protection Regulation (GDPR) and all other applicable UK and EU law.

2.3 You agree that personal details provided to CBRL may be used for administrative purposes to fulfil your membership rights and provide membership services to you. In some cases, we work with external suppliers to provide certain services, for example Taylor & Francis who publish our journals. All data is transferred securely, and all external suppliers are made aware of data processing and confidentiality agreements with CBRL. CBRL will never sell, rent or exchange your details with any other organisation outside of CBRL.

2.4 You are responsible for informing us of changes to your personal details. This can be done by logging into your membership account on the CBRL website, or contacting members@cbrl.ac.uk

2.5 CBRL does not collect or process sensitive personal data such as race, ethnic origin, physical or mental health, political or philosophical views or sexual orientation.

2.6 You may opt-out of communications from CBRL at any time, although this forms part of your membership benefits. If you wish to opt-out of communications, please contact info@cbrl.ac.uk. You can also unsubscribe from CBRL emails via the unsubscribe link at the bottom of all emails sent to you by CBRL.

3. Subscription fees and payment

3.1 All members will pay an annual membership fee. CBRL reserves the right in its absolute discretion to change the membership fee each year.

3.2 Your membership is valid immediately from the day that your membership fee is received by CBRL in cleared funds, for a year after the payment is made. If you do not renew your membership it will expire automatically at the end of the membership period unless it is renewed in accordance with clauses 3.4 or 3.5 below.

3.3 Upon expiry of your membership you will no longer be a member and you will no longer be entitled to receive any membership benefits.

3.4 Renewal by direct debit: If you have a direct debit set up to renew your membership, when each membership period comes to an end, CBRL will send you a renewal reminder. If you do not wish to renew your membership you must inform CBRL at the earliest opportunity and preferably at least 10 days before the end of your membership period.

3.5 Renewal online: 30 days before each membership period comes to an end, CBRL will send you a renewal reminder and you can renew your membership online via our website. You can also select the auto-renewal payment online, so your membership automatically renews each year. Your membership will be cancelled unless and until a further membership fee payment is received from you.

3.6 CBRL reserves the right in its sole discretion to terminate your membership if in its reasonable opinion you behave in a way which is considered to be harassing, causing distress or inconvenience to other members, any other visitors of CBRL's institutes, any member of CBRL staff or any directors, trustees, patrons, donors or other supporters of CBRL, or you breach any of these terms and conditions.

3.7 Subject to any statutory right to cancel, your membership fee is non-refundable once payment has been received by CBRL.

3.8 Membership rights are not transferrable.

3.9 Membership rights shall cease on a member's death or an individual ceasing to be a member.

4. Your membership benefits

4.1 As a member of CBRL you are entitled to:

4.1.1 A hard copy of CBRL's annual *Bulletin*, which includes updates from across the organisation, fascinating feature articles on a range of subjects related to the Levant and insights into the research we fund.

4.1.2 Access to purchase add-on subscriptions to CBRL's peer-reviewed journals *Levant* and *Contemporary Levant* at a cost of £25 each.

4.1.3 The right to attend CBRL's annual general meeting, with the power to vote and nominate candidates and stand for election to CBRL's council.

4.1.4 Updates from CBRL's research, funding opportunities and other activities via our monthly newsletter.

4.1.5 Invitations to events and receptions across the UK, the Levant and online.

4.2 The different types of membership are as follows:

4.2.1 Standard membership.

4.2.2 Student/concessions* membership. *Concessions include those aged 65 years and over and those in receipt of allowances or benefits. Student membership requires provision of evidence of enrolment in an institute of higher education.

5. Publications and other materials

5.1 Unless stated otherwise, copyright and all other rights in all publications and materials supplied to you by CBRL are owned by Taylor & Francis and/or CBRL. Members may not reproduce, transmit, distribute, sell or commercially exploit these materials without the prior written consent of CBRL and Taylor & Francis or to the extent expressly permitted by law.

6. Liability

6.1 Subject to clause 6.3, and to the extent possible by law, CBRL excludes all liability to members or to any other third party for any loss of profit, or any special, incidental or consequential damages (however arising, including negligence) arising out of, or in connection with services, benefits and/or products supplied by CBRL.

6.2 Subject to clause 6.3, the liability of CBRL to you is limited to the amount of your annual membership fee.

6.3 Nothing in these terms and conditions excludes liability for death or personal injury caused by CBRL's negligence or for fraud or fraudulent misrepresentation.

7. Freedom of Information Act 2000 ("FOIA")

7.1 CBRL is a 'Public Authority' for the purposes of FOIA. Subject to certain exemptions, CBRL may be required to release information to a third party upon request which may relate to our membership scheme.

7.2 CBRL shall not be liable for any loss or damage that any member may suffer as a result of CBRL's disclosure of information under FOIA.

7.3 The obligations contained in this clause 7 shall remain in force notwithstanding the termination of this agreement for any reason whatsoever.

ACCOMMODATION BOOKINGS

8.1 CBRL members can book accommodation where available as a benefit of membership. CBRL membership is required to secure any advance booking.

8.1.1 Institute accommodation bookings should be agreed by email. Relevant contact details can be found on the website.

8.1.2 Updated room rates are available on the website.

8.1.3 A discounted accommodation rate is available to student members. Students are defined as full-time students registered at a university and not in receipt of a salary. Application of the student rate requires evidence of student status.

8.1.4 Guests are required to sign a "Terms of Stay" before or upon arrival, and to provide proof of student status, if requesting student accommodation rates.

8.1.5 Accommodation payments must be settled before departure unless specific arrangements have been agreed and a formal confirmation received. Long-term residents are invoiced monthly at the end of each calendar month.

8.1.6 Invoices can be paid by credit/debit card via an online payment option through a link on the invoice, or by bank transfer.

8.1.7 Bookings cancelled less than three days before arrival are subject to a cancellation charge of one night's stay. No-shows will be charged for the full value of their booking up to a maximum of one week.

8.2 Institute residents have access to a washing machine, photocopying, printing and faxing. These services all incur additional charges as posted. Charges can be added to invoices or paid for in cash, directly to the institute administrator before leaving / when returning keys.

8.2.1 Institute residents have 24-hour access to the library and study areas of the institute. Communal areas may be used for institute events.

ARCHAEOLOGICAL FIELDWORK EQUIPMENT AND LAB BENCH SPACE BOOKINGS

9.1 The Amman institute offers fieldwork equipment and laboratory bench space to CBRL members. A detailed price list for equipment is available upon request.

9.2 Hire of fieldwork and equipment and archaeological bench space must be booked at least one week in advance by email to the Amman office. A minimum charge of 10 JOD is applicable. Priority in bookings is on a first come first served basis.

9.3 CBRL members who are resident at the Institute may request complementary free access to lab bench space as part of their accommodation booking, but this must be booked in advance.

9.4 All loan of equipment must be signed for and returned by appointment within office hours with a CBRL member of staff present to issue the equipment. Servicing of survey equipment is the responsibility of the hirer and is recommended prior to use.

9.5 A 25% of the total hire fee, or a minimum payment of 10 JOD, should be paid as a deposit on hiring any equipment. Final payments for equipment hire must be settled before or upon return. Fees will be charged for missing or damaged equipment.

9.6 All invoices should be paid online through CBRL's online payment page using an invoice number. Cash payments can only be made by prior arrangement during office hours. Payments by bank transfer are only permitted for institutions where this has been agreed in writing in advance.

EVENT BOOKINGS

10.1 CBRL hosts events at its institutes by agreement in advance with organisational partners. Please contact the relevant director to discuss options and costings.

10.2 All invoices for events should be coordinated with CBRL's Financial Controller, Miranda Ludden, who can be contacted [here](#).

CONSULTANCY AND RESEARCH SUPPORT

11.1 CBRL staff may provide consultancy and research support to organisational partners. Please contact the relevant director in advance to discuss availability and costings. This support is only available to CBRL project partners.

11.2 All invoices for consultancy and research support should be coordinated with CBRL's Financial Controller, Miranda Ludden, who can be contacted [here](#).