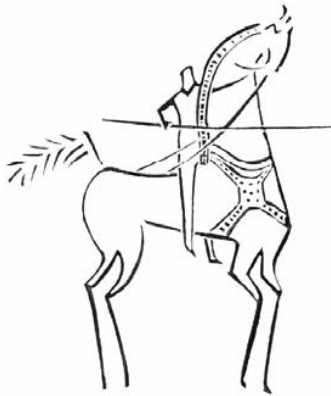


The British Institute

CBRL

Council for British Research in the Levant

Welcome to Amman



Welcome to CBRL in Amman

Introduction

The CBRL offices in Amman (the British Institute) represent our Regional Headquarters and comprise a suite of administrative and research offices, a library, networked computer facilities, laboratory workspace with reference collections, a dark room, and a hostel. The majority of CBRL field equipment is stored here, and CBRL vehicles are available for hire.

The CBRL is located in Tla' Al-Ali, in north-west Amman not far from the last institute in Jubaiha, and very close to the first British Institute in Amman.

Please note that the services CBRL provides are designed to facilitate research. CBRL is a non-profit making organisation and all charges are designed to cover costs. Many of our charges rely on trust – we keep the costs as low as possible, help us to do this by making sure you pay for what you use. While we endeavour to provide the best service we can, do not expect the level of service that you might get by paying commercial rates. In return you will find us much more tolerant of some of the inevitable wear and tear incurred during research – so long as you let us know so that we can fix problems before the next user discovers them!

Membership

All users who stay in the hostel for more than one night must become members of CBRL. Membership (**£35 individual, £15 student/unwaged**) is valid from 1 January to 31 December.

Individual Membership benefits include:

- Full access to the library, computers, fax, email, research and internet facilities, use of the address for correspondence (all subject to regulations and applicable charges).
- Subscription to *Levant* (our research journal) and the CBRL Bulletin.
- Notification of lectures and conferences.

In addition the CBRL membership card can sometimes allow reduced entry to the major

heritage sites (in Jordan only).

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

Project Membership Charges (from 1st April 2007)

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 field work without becoming individual members. Of course, Project Membership will not bring you Levant or the Newsletter and we would welcome your individual membership.

Arrival

Please complete a registration form when you first arrive, or whenever the relevant information has changed. It can be obtained from the office staff, and should be returned to them on completion.

Guests will be given a key to the front gate and a swipe card for common access doors for a 10JD deposit, refundable on departure. Please make sure that you close doors properly on entering and leaving the building.

CBRL Staff

The Amman office is the base for the CBRL Director, the Amman Research Fellow, the Administrator, and the two Amman Scholars. There is also a cleaner, a handyman, and usually one or two long-term residents, such as Honorary Fellows, or research project staff.

<p>Director Bill Finlayson</p>	<p>Amman Research Fellow Alex Bellem</p>	<p>Administrator Nadja Qaisi</p>
		
<p>Librarian Jehan Saleh</p>	<p>Computer Officer Pascal Abidor</p>	<p>Research Fellow Charlotte Whiting</p>
		
<p>Caretaker Mohammad</p>	<p>Cleaner Baby</p>	<p>Handyman Issa</p>
		

Office Hours

CBRL staff are here to assist you in your research, but please bear in mind they are also busy with their own research and administration tasks. Normal working hours are **8.30am to 5pm, Sundays to Thursdays**, although research staff in particular may be found working at other times. Please do not hesitate to contact us out of hours in emergencies, but otherwise try to keep business for working hours. Contact numbers are at the end of this guide. Note that Fridays and Saturdays form the weekend in Amman, and most government departments, banks, and embassies are shut on these days.

CBRL Building

Location

The CBRL building is located on a ridge opposite the University of Jordan. It is very close to both the German Institute and ACOR. The easiest landmark for taxi drivers is the Amman International Hotel, next to the German Institute. To find CBRL from there, simply follow the road to the top of the hill, and we are on the right. Alternatively you can tell them to go to Suq as-Sultan and then up the hill at the circle for 1.5km. We are just past a large mosque at the top of the hill. A map can be found at the end of this booklet.

Building Layout

Ground Floor -Administrative offices, clean research space, processing rooms with reference collections, and the drawing office. The kitchen is also on the ground floor.

Basement -where all field equipment, artefacts and samples are stored. (Please note that although CBRL will store material that is being worked on by a live project, we will not provide a long-term storage facility, except for limited quantities of material donated as reference material by prior agreement.)

First Floor - library, map library, archive collections, staff research room, and staff accommodation.

Second Floor - hostel and staff accommodation.

Third Floor - Director's flat

Roof - water, solar heaters, and fuel tanks. Occasional barbeques are held here by prior arrangement with staff.

Library

The library is open **8.30am to 5.00pm** on working days, although hostel guests may use it out of hours.

Information about the online library catalogue system and regulations covering library use and book borrowing can be found in the library. The map room can only be used by arrangement with a member of staff.

Please note that the library computers are primarily for research purposes, in particular for access to the online library catalogue. Guests who wish to use word processing or internet

facilities for prolonged periods should use the computer in the research room.

Using the library out of hours

No books may be taken from the library unless by prior arrangement with the librarian and/or director. All facilities required for out-of-hours research can be found on the library floor.

Computing facilities

CBRL computers are all PCs running Windows XP. All the computers are connected to the internet and all facilities can be accessed 24 hours a day. On arrival, please ask staff about obtaining any necessary passwords. A wireless connection is available on all floors for a monthly charge of 5JD.

We have two open access computers in the library that are connected to an A4 black and white printer. Both machines have CD/DVD writing facilities. A further computer in the Research Room is available for scanning and printing up to A3 colour pages, and also offers CD/DVD writing facilities.

The Drawing Office now provides access to a computer especially for graphics and GIS work. You can find ArcView GIS and Adobe Illustrator installed here, and can print up to A3 colour pages.

We can also help with the printing of transparencies and the scanning of slides. Please speak to a member of staff if you require any assistance.

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.

Other facilities

Dig equipment, survey equipment, vehicles, camping equipment are all available for hire. Please ask staff for details. For a small charge material can be stored in the basement, although CBRL does not accept liability for any losses. Please ask well in advance if you wish to store significant quantities of archaeological material. For a complete list of equipment please see our computer officer or visit our website: <http://www.cbri.org.uk>

Hostel Facilities

- Four bedrooms with a total of 12 beds and 2 bathrooms (water is a precious resource

- so please be conservative in its use).
- Lounge with TV, satellite, DVD player and VCR, and a balcony.
 - Table Tennis table.
 - Hostel bar – a fridge that is usually stocked with beer and soft drinks with a bar book (enter all drinks in this and they will be added to your bill at the end of your stay or on a monthly basis for long-term residents and staff). Please feel free to store your own things in the fridge, but don't forget to label them and remove them on departure.
 - Washing facilities include an automatic washing machine on the ground floor (list use in the Laundry Book), an iron and board, and a drying rack. Please strip the sheets off your bed if you wish them to be changed.

We appreciate that some people may wish to stay in one of the nearby cheap hotels, or may be placed there by project directors. We are happy to extend all the privileges of being a guest (including out of hours access to the library, breakfast etc) to CBRL members whenever possible, but you must arrange this with a member of staff in advance.

Kitchen

The kitchen is on the ground floor. **Breakfast (8.00 – 9.00am)** is available for guests and others who have made advance arrangements (and paid a small charge). There is a morning tea break at 10.30 and an afternoon tea break at 3.30pm (non residents must pay for all their drinks). Lunch and dinner are not provided, but guests are free to use the kitchen (for lunch preferably between 1pm and 2pm to reduce the disturbance caused by people cooking). Both fridge and cupboard space are available to guests to store food. If you do use the kitchen, please make sure you clean up after yourself. Please keep your fridge supply within limits, bearing in mind that there are many others who use it.

Communications

Telephone, fax, email and postage are all available. Dial 9 to get an outside telephone line. The fax machine can only be used in office hours, except by prior arrangement with a member of staff. To post letters, please leave them with our Administrator, who will bill you for postage with any other bills. Members may also use the postal address for incoming mail.

Official documents/visas/etc

CBRL staff will always help members as far as possible for such items as obtaining and extending visas. Members may use the CBRL address as their address in Jordan. When members are seeking permits from the Department of Antiquities they must be sent to us

first as they no longer issue permits to individuals not affiliated with a recognized Jordan-based institution. It also helps us track the permit's progress for you, and ensures that we know when they first reach the Department. Similarly 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. While CBRL 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.

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 do not hesitate to check with staff or other long-term residents.

Guests will be given a key to the front gate and a swipe card for common access doors for a 10JD deposit, refundable on departure. Please make sure that you close doors properly when entering and leaving the building.

Small valuables can be placed in the office safe (during working hours). 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.

Unless hired out, all CBRL vehicles with distinguishing plates (yellow or blue) must not be left parked outside the institute for more than a few minutes and must always be left overnight in one of the two drives. The building's outside lights go on automatically after dark. There is an armed policeman outside the building 24 hours a day.

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 Embassy security staff (British Embassy Security: 5909200. Hasan al-Ajrami: 0795501834)

Local Facilities

There is a supermarket, "Farah wa Shahad", a small corner shop, a dry cleaners and a pharmacy very close to the institute. At the bottom of the hill Suq as-Sultan is a strip of small stores selling bread, groceries, fruit and vegetables, and so on. You can also find an

internet café and more pharmacies. The closest large supermarket is *C-Town* in the Amman Mall by Jubilee (Al-Waha) circle, where you can also find an off-licence. Other supermarkets include *Safeway* in Shmeisani (open 24 hrs), *Plaza Superstores* in Jebel Amman and *Cozmo* in Sweifieh by 7 Circle, while *Mecca Mall* (Mecca Street) has a wide range of stores, a multiplex cinema and will soon have a C-Town supermarket. Shops generally open at 9 in the morning and shut at about 9 in the evening, but many close for a period in the afternoon (especially in Sweifieh). Some shops close on Fridays. There are now many cash machines in Amman. Travellers cheques can be cashed at the Housing Bank in Jubaiha High Street (Sun-Thurs 8.30am-12.30pm). They may wish to see receipts of purchase for your travellers cheques. Explore alternatives before relying on travellers cheques.

There are many restaurants and take away food outlets in Amman. Suq Sultan has a variety of falafel and shawerma outlets and one of the best pizza places *Pizza Al Reef* is on Medina Street down by Jubilee circle (no delivery unfortunately). Fast food outlets abound, many can be found opposite the University of Jordan down on University Street. You will also find juice bars and coffeeshops near the northern gate of Jordan University in Jubaiha.

Nearby Arabic restaurants include *Reem Al Bawadi* (no alcohol but good arguileh, 5515419) and the *Windmill* (aka Tawaheen Al Hawa, serves alcohol) on Jubilee circle, while for a more upmarket affair *Fakhr el Din* between 1 and 2 Circle (4652399) has been consistently voted the best restaurant in Amman. Its owner has recently opened a new restaurant and café at the *Wild Jordan RSCN* centre off Rainbow street near 1circle.

For Italian food *Romero* (4644227) opposite the Inter-Continental hotel near 3circle (www.romero-jordan.com) is similarly recommended. The *Howard Johnson Al Qasr* in Shmeisani has several good food outlets including its topfloor *Vinaigrette* (5620528) which serves sushi and salads. For coffee Luigi's is nearest, just past the Amman International Hotel, opposite the university. For cappuccinos and the like there is *In-House Coffee* (in Sweifieh behind Zara), *Books@Cafe* (4650457, also a bookshop, club and bar) off Rainbow Street (1Circle), the *Wild Jordan Café* (mentioned above) and the *Blue Fig* (which also does good food and has live music at night) in Abdoun. For nightlife the best clubs are currently considered to be *Nai* (4666140, Howard Johnson Al Qasr) and *Harir* in Abdoun. There are also several Irish pubs such as the *Big Fellow Irish Pub* (5934766) in the Sheraton. In Aqaba the beach bar/restaurant Barracuda has recently opened and is due to become a Pacha club. Check the website for Romero Events (see above) for special party events in Wadi Rum, Aqaba and the Citadel. Magazines and booklets like *Jordan Today* carry listings for forthcoming events and festivals.

Places of Interest

- **Downtown** - apart from the variety of malls that are springing up all over Amman, the area around the Hussein mosque is the main bazaar area. To the east is Suq as-Sukar (Sugar Market). To the south is King Talal Street and Saqf Sayl (roof of the stream) full of stores selling household goods, and further on the main fruit and vegetable market. The Gold Suq is in nearby King Faisal Street to the north-west.

- **Amman Citadel** – (Jebel Al-Qal’a, overlooking downtown) Citadel hill has been settled by humans since Paleolithic times. Most of the buildings from the Roman, Byzantine and Islamic periods are now rubble, but you can still see a huge Umayyad palace and the Roman Temple of Hercules. Here too is the Jordanian Archaeological Museum (daily except Fri 8am-6pm, (winter 5pm) Fri 8am-4pm; 2JD) which houses collections from the Neolithic, Bronze and Iron Age, Hellenistic, Byzantine periods and a less chronological collection of Nabatean and Islamic art.
- **Roman Theatre** – (downtown, daily 7am to sunset) cut into the side of a hill that was once a cemetery, during the 2nd century AD in the reign of Emperor Marcus Aurelius for an audience of up to 6000 people, is the most impressive remnant of the Roman city of Philadelphia. There are two small museums by the stage: Folklore Museum and Museum of Popular Traditions (both open daily 9am-5pm, Fri 10am-4pm: 1JD)
- **Darat Al-Funun** – Made up of three 1920s villas on the hillside in Jebel Al-Weibdeh, this is Jordan’s foremost centre for contemporary art (daily except Friday 10am-7pm, Thurs 8pm 464 3251; www.daratafunun.org) which also has a very attractive café with great views. Check the website for news of exhibitions, films, talks etc.
- **Orfali Art Center** – small intimate gallery in Um Uthayna (551 0603, 552 6932 www.orfali.net email: orfali@orfali.net that showcases works by upcoming arab artists from both here and abroad. They also host music and poetry events.
- **Jordan National Gallery of Fine Art** – Regional and Jordanian contemporary art and sculpture (4630128, daily except Tuesday 9am-5pm, 1JD).
- **Abdali** – The place to take service taxis to Syria or Lebanon and the location of a weekly market every Friday morning (second-hand clothes, small electricals, fruit and veg). (There are also several second-hand clothes stores behind 2nd circle.)

Travel

Travel around Amman is easy, yellow taxis which all use meters perhaps being the simplest method. It is easy to find one, just walk from the CBRL building to any of the main streets nearby. Taxis available for hire will often hoot as they drive past.

Travelling further afield is also relatively easy and there are a number of choices, including car hire, taxis, service taxis and buses. Service buses to the north of Amman (Jerash, Ajloun, Irbid, etc. depart from the new bus station Tabarbour in North Amman and not from Abdali as many guidebooks indicate.

We can arrange transport to the airport and the borders, which may be useful especially if you have a flight in the middle of the night. There is an airport bus that leaves from the new bus station in Tareq and which only costs 2 JD and a Royal Jordanian bus service from 7th Circle.

Health and Safety

Make sure you have all the necessary immunisation before you come out. Explain where you

will be working and visiting. Archaeologists working in the UK or the Levant should always keep their anti tetanus up to date.

We recommend that you don't drink the tap water in Amman. As the supply has become more restricted the quality has declined. Tap water is fine if boiled for tea, coffee and cooking, and is OK for brushing teeth, washing fruit, etc. There is a drinking water supply in the kitchen and another in the hostel, with bottles and jugs of drinking water kept in the kitchen fridge.

There is an occasional risk of food poisoning, perhaps mostly from roadside stalls. If you are worried ask staff for advice. Do make sure you thoroughly wash or peel fruit and vegetables. Perhaps the most important precaution you can take is to be scrupulous in your personal hygiene.

Most of the rules regarding driving are the same as in the UK. Where one is fitted you should always wear your seatbelt. Don't drink and drive. The reasons that have persuaded most people that these are sensible precautions in the UK apply doubly in Amman. In addition the police will stop you if they see you with no seatbelt on. Police speed traps are frequent and fines are on-the-spot.

All fieldwork should be conducted within the framework of a proper Risk Assessment. In most cases this is best done within the framework of projects base University Health and Safety system.

Departure

Please strip the sheets off your bed at the end of your stay so that the cleaner knows you have gone. You will also need to return your swipe card and keys to the administrator in order to get your 10JD deposit refunded

Payment of bills

All bills should be paid during office hours. If this is impossible please arrange an alternative with staff at least one day in advance. Payment should preferably be in JD cash. A handling fee will be charged for any bills settled in any other currency. At present this is JD 5 for accounts under JD100 and 2.5% of the bill for amounts over JD100.

Payment by Credit Card

Payment by debit or credit card (Visa/Delta/Eurocard/Mastercard/Maestro/Solo/JCB) is possible during office hours. A transaction fee applies which will vary depending on the card used.

Charges

		GBP	JD
Accommodation			
Salaried			
Short stay	per night	20	
Long stay (over 2 weeks)	per night	15	
Unwaged			
Short stay	per night	15	
Long stay (over 2 weeks)	per night	12	
Meals			
Breakfast (visitors)			1.5
Drinks			
Beer	can		2.25
Soft Drink (Pepsi, 7Up, Mirinda)	can		0.300
Soft Drink (Soda)	can		0.500
Office facilities			
Computer (including Internet)	per hour		1
A4 Xerox	per copy		0.050
A3 Xerox	per copy		0.100
Printing b/w (A4)	per sheet		0.050
Printing colour (A4)	per sheet		0.100
Printing colour (A3)	per sheet		0.200
A4 Transparency	per sheet		0.500
CD (blank)	1		1
DVD (blank)	1		1.500
Wireless Internet Access	per week		5.000
Wireless Internet Access	per month		10.000
Telephone			
Local	per min		free
Arab states and Israel	per min		1.5
Europe, Cyprus, Turkey	per min		2.5
Rest of world	per min		2.75
Fax (as above plus 1JD)			
Washing Machine	per load		1.500
Collection from airport	taxi		20

All overnight stays include breakfast.

*Some prices carry a reduction for long-term guests.
For the hire of field equipment please see to ask a member of staff.*

Useful Numbers

CBRL Office: Tel: 962-6-5341317 Fax: 962-6 -5337197

UK Secretary: 0044-207-9695296

Jerusalem Office: 00972-2-5828101

Damascus Office: 00963-11- 1631 (c/o The British Council)
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Airport: 4451800

British Airways: 5828801

BMI: 5548951

Lufthansa: 5856700

RJ 7th Circle: 5202000

RJ Confirmation: 5100000

RSCN: 5332130

Dept. of Antiquities: 4621775

Taxi Ahmed: 0795221998 (speaks English; weekends and out-of-office hours)

Taxi Kamal: 0795660104 (speaks English)

Taxi Osama: 0777826492 (speaks some English)

Taxi Abu Hassan: 0795687280 (speaks German)

Royal Cultural Centre: 5661026

Turkish Centre: 4639777

British Centre: 4636147

Spanish Centre: 4610858

French Centre: 4637009

Emirates Centre: 5676634

American Centre: 5523901

Goethe Institute: 4641993

Italian Cultural Centre: 4640350

Emergency numbers

CBRL Director (Home) 5343290

Capital Police 192

Ambulance 193

Fire Dept. 199

Security Police 191

Traffic Police 4888360

British Embassy Security 5923142
5923100
5913810

Don't forget to dial 9 to get an external line and record all phone calls in the book in the hostel.

