



Museum of
**Natural
History**

Information for prospective visitors to the collections

These notes are written to help with planning a research visit and to explain what you can expect during your visit to the OUMNH.



February 2016

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These notes are written to help with planning a research visit and to explain what you can expect during your visit to the OUMNH.

Please note that visitors are only admitted to the collections by appointment.

When can I visit & what hours can I work?

If you wish to visit the collections, you should first contact the appropriate member of staff (listed below) who will act as your host. You will need to arrange with your host mutually convenient time and date(s) for your visit. During your discussion with your host please let us know if you have any access requirements. Please appreciate that we sometimes have extremely high demand for access and it may be necessary to limit the number of visitors or the amount of time spent within the department to ensure that everyone has enough space to work and that the host has the time to provide any needed support to ensure the visit is useful.

The Museum is open from 10am to 5pm, Monday to Friday. Access outside these hours is at the discretion of your host and is not guaranteed. The museum collections are not open to visitors at weekends, unless prior arrangement is made with your host.

The Museum has a very limited amount of parking available, please contact your host in advance of your visit if you require a space; we cannot guarantee that a space will be available. Oxford does have an extremely efficient Park & Ride system and we recommended that visitors use this service (see below for details).

If you wish to visit collections held across Archive, Life and Earth Departments whilst you are visiting please ask your host for contact details of the appropriate member of staff. Access may not be possible to multiple departments if you do not make this request in advance of your visit.

Points of contact

For enquiries relating to specific parts of the collection please contact the appropriate member of curatorial staff. For more general enquiries please use the following e-mail address:

Archive Collections: library@oum.ox.ac.uk

Earth Collections: earth@oum.ox.ac.uk

Life Collections: life@oum.ox.ac.uk

Archives and Library

Kate Diston Head of Archives and Library

Tel: +44(0)1865 272982 E-mail: kathleen.diston@oum.ox.ac.uk

Earth Collections

Monica Price (for minerals and rocks)

Tel:+44 (0)1865 272967 E-mail: monica.price@oum.ox.ac.uk

Eliza Howlett (for fossil invertebrates)

Tel:+44 (0)1865 272951 E-mail: eliza.howlett@oum.ox.ac.uk

Hilary Ketchum (for fossil vertebrates)

Tel:+44 (0)1865 272951 E-mail: hilary.ketchum@oum.ox.ac.uk

Life Collections

Darren J. Mann Head of Life Collections

Tel:+44 (0)1865 272957 E-mail: darren.mann@oum.ox.ac.uk

James E. Hogan (for Hymenoptera and Lepidoptera)

Tel:+44 (0)1865 282453 E-mail: james.hogan@oum.ox.ac.uk

Zoë M. Simmons (for Diptera, all orders of Arachnida and Myriapoda)

Tel:+44 (0)1865 272994 E-mail: zoe.simmons@oum.ox.ac.uk

Amo D. Spooner (for Coleoptera, Hemiptera and Small Orders)

Tel:+44 (0)1865 272977 E-mail: amoret.spooner@oum.ox.ac.uk

Mark A. Carnall (for Vertebrates and non-insect invertebrates)

Tel:+44 (0)1865 272978 E-mail: mark.carnall@oum.ox.ac.uk

Feedback on your visit is welcomed, this enables us to improve our service provision and support access to the collections.

Please send feedback about your visit to either (details above):

Kate Diston Head of Archives and Library

Darren J. Mann Head of Life Collections

Wendy Shepherd Administrator

Tel: +44 (0)1865 272966, E-mail: wendy.shepherd@oum.ox.ac.uk

Frequently Asked Questions

What support can I expect during my visit?

During your visit we will¹:

- Provide you with access to the Department
- Provide an area for you to work
- Help you locate material in our collections
- Help you locate relevant literature
- Provide you with a microscope
- Provide you with necessary curatorial equipment
- Provide you with access to imaging equipment (by prior arrangement)
- Facilitate any loan requests you have resulting from your visit.

Can specimens be prepared for my studies?

Preparation, conservation and specialist work that involves departmental staff time should be requested through your host and/or discussed with the respective Head of Collections. Any work required to facilitate a visit to the collections must be highlighted at least one month in advance of a visit and should be requested to the relevant member of staff.

Is there available equipment I can use?

The Museum will provide bench space, microscope with lighting, nitrile gloves and access to a mains power supply, however, extra equipment (e.g. AV leads for laptops, lighting, camera equipment, plug convertors for international visitors or measuring equipment) may not be available. Please ensure you bring with you all the equipment you may need to undertake your work. There are a suite of imaging facilities available at the museum, however, this is in high demand and may not be available without prior arrangement before the visit.

Can I bring my own equipment?

Do inform the host member of staff of any non-standard electrical equipment brought to the Museum's premises before the visit, particularly equipment which may have health and safety restrictions such as radiation exposure or laser use. Equipment must comply with the Museum's standard equipment supply which runs at 230/240 volts and 50hz and the equipment must also have a maximum load not exceeding 13 amps. Any electrical equipment brought in to the Museum must be in good working order.

¹ Within reasonable limits

Can I borrow specimens?

The Archive and Library collections are not available for borrowing. Material in the Life and Earth collections is available to borrow, but please refer to our Loans Policy for details. Loans are only issued to borrowers in permanent positions at research institutions or researchers with a proven track record of borrowing material from other institutions. The borrowing of material by students (graduate or post-graduate) will only be permitted through supervisors and with written requests. Loans need to be requested as early as possible. Any loans requested at short notice may not be able to be issued prior to your departure. The loan of fragile, financially valuable or historically important specimens may be refused.

What do we expect from our visitors?

We expect scientists working on the collections to enhance their value through contributing to their history and care, so you may be asked to:

- Provide us with a record of specimens you examined identify, re-identify or re-interpret
- Provide copies of images that you take (you will also be asked to complete a copyright form for images taken of OUMNH specimens).
- Provide a copy of any future publications citing OUMNH specimens. Failure to comply with this request may result in refusal of access to the collections in the future
- Report breaks or other damage noted or incurred during your visit to your host
- Abide by copyright and intellectual property legislation
- Follow OUMNH Security, Health & Safety and Integrated Pest Management (IPM) procedures as requested

The Museum will charge for commercial use of the collections e.g. filming, contracted identification work, please contact your host for details. All other users, the Museum offers access free of charge, however, if you are able as part of a grant to offer facility fees these help us to support the Museum's work and the collections.

Useful information for visitors to the Museum

How to get to the museum and disabled parking

Directions to the Museum can be found on the Museum website:

<http://www.oum.ox.ac.uk/visiting/index.htm>

On-site parking spaces for disabled Blue Badge holders are limited, please contact the Front of House staff prior to your arrival on 01865 272950 for further details.

When you arrive at the museum

The museum is open to the public between 10am and 5pm every day. If you are arriving outside of normal opening hours you will need to arrange access to the Museum with your host. After 10am you may enter through the main public entrance of the OUMNH on Parks Road. The Information Desk is on your left as you walk in. At the Information Desk you will be given a visitor badge and have to sign-in, at the end of your visit please ensure that you sign out. The Front of House Staff on duty will contact your host to come and meet you at the front desk or you will be directed to a convenient meeting place. You will be given a Health & Safety induction by your host upon arrival.

Whilst you are working in the OUMNH your badge must be visible at all times.

Please ensure that you return your badge and sign out at the end of your visit.

Public transport

For information about public transport serving Oxford see links below

- Oxford Bus Company: <http://www.oxfordbus.co.uk/>
- Stagecoach Oxford: <https://www.stagecoachbus.com/localdefault.aspx?Tag=Oxford>
- Visit Oxford: <http://www.visitoxfordandoxfordshire.com/>
- Oxford Park & Ride: http://www.parkandride.net/oxford/html/oxford_frameset.html

Accommodation

Below are some links with information about hotels, Bed & Breakfast, hostels and self-catering accommodation.

- Oxford Visitors Information: http://www.oxfordcity.co.uk/oxford/home_accommodation.html
- Experience Oxfordshire: <http://www.visitoxfordandoxfordshire.com/>
- Oxford Rooms: <http://www.oxfordrooms.co.uk/>
- Daily Info: <http://www.dailyinfo.co.uk/>

Disclaimer

The Oxford University Museum of Natural History provides these links only to aid visitors in their search for suitable accommodation and transport. We cannot accept liability or guarantee the quality of these services.