

AMERICAN CENTER OF
ORIENTAL RESEARCH

المركز الأمريكي
للأبحاث الشرقية

Welcome to ACOR

Fall 2018



ACOR's 50th anniversary logo designed by Andrea Atalla.

See www.acorjordan.org for blog on the 50th celebrations
Like us on Facebook and follow us on Instagram, LinkedIn and
Twitter @ACORJordan

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The ACOR Environment

Welcome to the American Center of Oriental Research, ACOR. We have prepared this booklet to give guests at the ACOR hostel a reference that should provide information about this institution and answer most questions that they may have. Please take the time to read through *Welcome to ACOR* upon your arrival. More information is also available at www.acorjordan.org.

ACOR is housed in the purpose-built facility which opened in 1986. Many hostel guests from all over the world have enjoyed staying at ACOR. However, living at ACOR requires that each resident be prepared to treat other residents and staff with respect. Use of the kitchen facilities, common lounge areas, television and video equipment, and computers also requires cooperation and consideration.

The ACOR rate includes breakfast between 6:00 AM and 10:00 AM and lunch served at 2:00 PM. Please be prompt. If you miss the 2:00 PM lunch, leftovers are available after 4:00 PM.

Current Room and Board Rates (as of July 2018)

	Basic ACOR rate		Student ACOR rate	
	Per person per night	Per person if shared room	Per person per night	Per person if shared room
1-14 nights	\$60	\$54	\$40	\$36
15+ nights	\$55	\$48	\$35	\$31
30+ nights	\$50	\$45	\$30	\$27

Type of Resident	Daily Rate
Children (8–12)	\$12
Children (3–7)	\$5
Children (0–2)	Free

Rooms have two single beds and a private bathroom. Apartments have two bedrooms and a shared bathroom. During periods of high demand there is the likelihood of sharing a room. **Surcharge to keep a single room** in times of high demand for occupancy in the hostel is \$30 (regular rate) or \$20 (student rate) per night.

There is an additional charge of \$2 for those staying only one night. This covers part of the additional housekeeping and laundry expenses. There is an optional \$2 per reservation donation to the ACOR Annual Fund added to your bill unless you opt out.

Room Cleaning Schedule

Hostel rooms are cleaned once a week and sheets and towels are replaced then. You are responsible for daily cleanliness of your own room and noting the cleaning schedule, which is as follows:

Sunday	5 th floor hostel rooms (509–517)
Monday	Basement and sub-basement (floors 1 & 2)
Tuesday	4 th floor apartments (411, 412, 413)
Wednesday	6 th floor apartments (601–603)
Thursday	4 th floor hostel rooms (401–408)
Friday	No cleaning and no laundry service
Saturday	3 rd floor and library

On cleaning day, try to be out of your room by 8 AM so the cleaning staff can have access. Let the office or the custodial staff know if you cannot leave the room (for example, due to illness).

Paying Your Bill

Check out time is 12:00 PM (noon) or by 9:00 AM if the room is needed for someone that night (you will be so informed). We may allow later check out but you should check with the administration in advance.

Also check with the office the day before you leave (before 3:30 PM) in order to settle your account if you have not done so before. The office is closed on Fridays. Long-term residents should settle their bills monthly. In payment for services, ACOR accepts:

- Jordanian dinars in cash.
- U.S. dollars in cash. We do not accept currencies other than dinars or dollars.
- Visa & Master card +3% fee added to bill.
- U.S dollar checks drawn on a U.S bank. We cannot cash Canadian or European checks.

Paying Your Bill Online

Please add 3% to the amount due if you pay online through the ACOR website using the link: www.acorjordan.org/product/pay-acor-bill. For example, if you owe \$100 you should pay online \$103. The extra 3% fee is taken directly by the credit processing company.

House Rules

1. Harassment of fellow residents, guests, or visitors for any reason, including gender, religion, race, color, sexual orientation, disability, etc., will not be tolerated.
2. Drug free environment: The unlawful manufacture, distribution, possession or use of controlled substances is illegal in Jordan and prohibited at ACOR in all of its public and private facilities.
3. Noise: Residents must observe quiet hours from 11:00 PM to 8:00 AM in all indoor and outdoor areas. This includes not slamming doors or allowing them to slam.
4. **Smoking is not permitted** inside ACOR and is not permitted in the hostel rooms. Use the veranda, gardens, roof, or balcony.

5. Visitors are permitted only in the main lobby floor, computer lab and library areas. **Visitors are not allowed in the hostel areas.**
6. Jordanian law views cohabitation as illegal. Thus it is ACOR's policy not to mix unmarried men and women in the hostel.
7. Antiquities: Purchase and sale of antiquities are illegal. All such antiquities laws will be enforced.
8. Remember you are a guest in Jordan. You must obey Jordanian laws—ignorance of the laws is not a defense. You should also comply with local customs as a courtesy.
9. Long-term ACOR residents must register their passports and visas with local authorities, and ACOR will facilitate this process. Please follow up with the ACOR Administrator within the first month of residency.
10. Your belongings are well protected in your room if you lock your door and windows. However, ACOR is not responsible for money or other valuables left in rooms. There is a safe where you can deposit valuables (consult office staff). ACOR will use care and diligence in regard to items placed in the ACOR safe but does not take legal responsibilities for those items. By placing items in the safe, you have agreed to this condition. The safe is not available to be opened on Friday unless for an emergency.
11. Turn off lights if the room will be empty for more than a few minutes (kitchen, hostel rooms, library, lounges, carrels, corridors, computer room, etc.). If you are the last in the library, please turn off all but one light.
12. **Repairs:** If repairs are required (especially water leaks and runny toilets), inform the office ASAP and best before 2:00 PM.
13. The heaters in your room can be regulated by the black knob on the right side. If you are not in your room for an extended period, please turn the heater off. If you open your window, make sure the heater is off.
14. The shutters can be pulled up with the gray strap near the window. If you pull the shutter up too high, it will jam. Be gentle. To put the shutters down, release the strap. Ask the housecleaning staff to help in the morning if your window shutter gets stuck.
15. Please do not tape papers, pictures, or posters to your walls or doors.

Recommendation Box

ACOR thrives to make the facility a better place to live and work and welcomes written and verbal recommendations from fellows, visitors, and staff. You can convey your ideas by putting them in the Recommendation Box in the lobby.

Residents who violate ACOR rules may lose the right to use the facility and its services. In all cases, the decision of the Director is final.

Bathrooms (toilets and showers)

1. Some toilets flush by lifting the handle at the top. **PLEASE** be sure the handle goes back down and listen to check all ok to prevent water running after you have left the bathroom.
2. Discard **ALL** paper items in the plastic pail provided in the bathroom. If this pail needs to be emptied before your scheduled cleaning day, deposit the full bag in the main trash bin in the hallway of your floor.

3. Do use plastic shopping bags collected during your stay to line the small trash can in your room or ask the housekeeping staff for plastic bin liners.
4. Cleaning products are in each bathroom. Extra toilet paper is in the kitchenette off the residents' lounge (4th floor) and main (3rd) floor toilets.
5. Leave the shower curtain fully extended to dry quickly and prevent the formation of mildew.
6. **Please conserve water. We only receive it one day each week—Jordan is water-poor!**
7. Please get into the habit of taking a “**Navy Shower.**” Get wet, follow by soap and lather without running water, then rinse off in a minute or less. The total time for the running water is typically under two minutes (Source: Wikipedia). This conserves a tremendous amount of water and ensures that everyone will be able to take a shower and be able to flush the toilet, even when there are 40 or more people in the building.

Shower

Normal Use

Water running, average:
25 gallons

Conservative Use

Wet down, soap, rinse off:
4 gallons

Mail

ACOR in Jordan has two mailing addresses.

The first is for normal postal service:

[Your Name] c/o ACOR, P.O. Box 2470, Amman 11181 JORDAN

The second is for express deliveries, such UPS, DHL, FedEx, Aramex, etc.: [Your Name]
c/o ACOR, 8 Rashid al Abadla, Tla' al Ali, Amman 11181 JORDAN Tel: +962-6-534-6117

Note: Jordan often imposes heavy and unpredictable customs fees on packages received through the normal postal services, so be prepared to pay these!

Telephone & Fax

Most business and services can be found online. For information call 1212 (landline only). You will find some local phone numbers for local businesses, such as airlines, located next to the phone in the lobby. There are also a variety of directory listings available online.

Mobile Phones: Consider purchasing a mobile phone and top-up credit through one of the main cellular service providers, such as Zain, Orange, or Umniah. When you buy a new local phone number (SIM card), you must have your passport, or a copy of it, with you. Please share your mobile number with the administration as soon as you obtain it.

Local Calls: A telephone is available in every hostel room as well as in the carrels and public areas. Dial "9" for an outside line. Calls within greater Amman are free of charge. Calls beyond the Amman “06” region require the use of a mobile phone.

Calls to Mobile Phones: The phone in the main lobby can be used to call mobile phone numbers in case of an emergency. *Please do not use this phone for lengthy personal calls to mobile phones or otherwise.* For brief personal calls to mobile phones there is a small cash box next to the phone; please deposit 250 fils per minute.

International Calls: Most people use Skype or other internet international calling that is free or billed to personal accounts. All the phones in ACOR can make international calls with the use of pre-paid calling cards. Remember to dial “9” for an outside line. Pre-paid cards for international calling are available in many shops throughout the city.

Evening Calls: There may be someone to answer calls in the evenings; however, do not rely on this. It is best to use your mobile phone for personal calls. Feel free to answer the lobby phone when the office is closed. Please take messages, and make sure they are delivered to the appropriate person or the office the next day. If someone you do not know asks for ACOR’s address or instructions on how to get here, do not give out this information; tell them to call during office hours the next day. However, if there is a real emergency, you may call the Director (x500) for assistance. Also see emergency contacts on p.19.

Receiving Calls: Residents (especially long-term, e.g. fellows, etc.) should provide family and friends with your room and/or carrel numbers/extensions (i.e., Room 401 = ext. 401). This will allow them to ring you directly.

ACOR Phone +962-6-534-6117; ACOR Fax +962-6-534-4181
962 = Country Code; 6 = City Code; seven digit telephone number

Callers will hear the ACOR greeting and instruction message and be given the opportunity to dial your extension directly. They can select only one extension per call, so it is best to have calls scheduled so they know whether you are in your room or your carrel—otherwise, they will have to make a second call to reach you.

Fax transmission must be staff assisted through the Administrative Office, again during business hours. Receiving faxes is free. To send a fax, you will be charged the cost of the call as below:

Greater Amman	No charge
Greater Jordan	J.D. 0.150/minute
Arab Countries and Israel	J.D. 0.500/minute
European Countries	J.D. 0.500/minute
North America	J.D. 0.850/minute
Australia (and others)	J.D. 0.850/minute

Computers – Internet Access

ACOR has wireless coverage for the entire building. Each floor has at least one wireless network available for connection. Some of the networks are secured with WPA encryption—you will need the password

acoracorjo to use the wireless network. The same password is used for all of the networks—this password is also posted near the office on the lobby level. Enter this as both “login” and “password”.

ACOR’s internet service may be interrupted for reasons beyond our control. Residents at ACOR are encouraged to back up data on a regular basis.

If you have an IT Services request please write to itservices@acorjordan.org. Please provide a short description of the issue, when it first happened, and what you tried to do to resolve it. If you have a problem with IT at ACOR, such as an internet access issue that you cannot resolve, or a serious hardware issue or virus on your computer, please mark your email “**Urgent**” in the subject line. Urgent messages will be responded to within the same business day or within 24 hours if on a Friday or Saturday. Please also copy acor@acorjordan.org in your request. Other (non-urgent) messages will be responded to within three business days (Sunday to Thursday). During business hours, also make sure the administration is aware of your problem.

NEVER install new software or make changes to existing software on ACOR computers without prior approval from the staff.

Library

There is a computer on the main level of the library for accessing the library catalog; the computer in the corner on the main library level is connected to the internet and may be used if available. JSTOR is now available throughout the building via www.jstor.org. Please do not dominate the main library machines for personal email or general internet use.

Seminar Room

ACOR has computers available 24 hours a day for general use in the seminar room (directly across from the stairs on Level 2). These computers may be used for all types of work, including email and general internet use. However, this room is sometimes occupied by seminars, meetings, or classes and thus unavailable; these events are usually scheduled in advance and announcements posted whenever possible. Plan your internet needs accordingly. Note that these computers are scanned and updated regularly, and personal files may be deleted. We recommend you delete your personal items as well.

If you are interested in using the seminar room for your own workshop, class, or private meeting, please ask the Director.

Please be courteous with your internet usage and postpone large downloads until night time. **Limit** streaming video or music and large file downloads during business hours. Close the browser or application after using your social media and other communication programs such as Facebook, Messenger, and Skype.

Printers

ACOR provides laser printers for use by researchers. One is located on the main library floor and can be accessed from the computer in the far back corner. Another printer is attached to a library catalogue computer on the lower library. The third printer is located in the seminar room and can be accessed from

any of the computers there. The cost of printing is 10 piasters. There are usage log sheets near every printer. **Please record the number of pages that you print.** Your usage will be added to your ACOR bill or payment can be made to the main office during business hours. Payment for use of the printers is on the "honor system." Non-residents can also pay for printing to the cash box in the library near the Xerox machines.

The ACOR Library

1. The library is open for residents 24 hours a day. Visitors are advised that the library closes at 4:00 PM Saturday-Thursday, and is closed all day Fridays and on Jordanian designated holidays. Note the library will have reduced hours during Ramadan.
2. No smoking, eating, or drinking is permitted anywhere in the library. Please put mobile phones on silent.
3. If you wish to take a book to your room, fill out an "in-house borrowing" form (mounted on wooden placards) and leave it on the shelf in the place of the book. ACOR reserves the right to retrieve the book if it is needed by another researcher.
4. The library collection does NOT circulate outside the ACOR facility.
5. Thank you for suggesting titles to Librarian.

Study Carrels and Workrooms

Rate: Carrel - \$5 per day; Workroom - \$8 per day. All are subject to (limited) availability. Analysis of archaeological material (e.g., ceramics, lithics, bones, etc.) should be conducted in sub-basement work areas and not in the hostel rooms, carrels, library, or storage rooms, if possible.

Copy Machine

Located in the library, price per copy is 5 piasters. A metal box is provided for direct payment. All copies made must be recorded. Please use the counter device to keep track. Extended stay residents may enter the number of copies they make into the log book and they will be billed at the end of each month. You can also scan to email on this machine.

Public and Private Spaces at ACOR

The living room on the main floor of ACOR is a public space. Be aware that the main floor of ACOR is where our visitors, Jordanian and foreigners, first get an impression of ACOR and ACOR scholars. Everyone is expected to dress covered and behave properly. As in all interior areas, smoking is NOT permitted.

The TV lounge on the 4th floor and also the rooftop in the summertime are common spaces for the exclusive use of ACOR residents. Please do not invite a guest upstairs to your room or to the common areas upstairs. Be considerate of your fellow guests and their desire for privacy.

Smart TV in 'TV Room'

ACOR has a Smart TV located in the living room in the 4th floor lounge. Select 'TV Room' for the wifi network and use **acoracorjo** password. You can connect your laptop or mobile device via screen share app to stream or watch content. Instructions for cable, internet TV, and DVD use can also be found here.

Parties/Gatherings

Private parties are not allowed in public spaces at ACOR. This means that if you want to have a party/gathering in an ACOR public space, all ACOR residents are invited and the rules on noise (i.e., quiet time after 11:00 PM every night) must be observed. Permission for parties must be obtained from the Director. If you want to have a private party/gathering, please inform the director and private space will be arranged if possible. Additional fees may be applied. If space is unavailable, you will have to take your party outside of ACOR. The ACOR Roof Top area has a tent cover in the non-rainy months. This area is for quiet gatherings. It is not an appropriate or safe location for children. Enjoy the views and space!

Food & Kitchen

The kitchen is ONLY for staff use from 10:00 AM to 4:00 PM; Saturday-Thursday. Residents may freely use the ACOR kitchen all day on Fridays.

Breakfast

Residents are permitted to use the kitchen to prepare their own breakfast only before 10:00 AM. At any other time please use the 4th floor kitchenette or your apartment kitchen if you have one. ACOR provides basic items such as cereal, bread, milk, eggs, coffee, tea, butter, jam, lebneh, cheese, and peanut butter. From Saturday to Thursday breakfast dishes may be left as the staff will wash them. On Friday please wash all of your dishes except at lunchtime.

Lunch

1. ACOR serves lunch in the dining room promptly at 2:00 PM (time subject to change during Ramadan).
2. If you do not wish to have the prepared meal on any given day, please inform the office (usually the administrator) as early as possible. This helps us prepare the correct amount of food and prevents waste.
3. As a resident, you may invite guests for lunch for US \$7 or JD 5 per guest. Please inform the office before 9:00 AM the same day, or better yet the day before. The kitchen facilities and food stocks are for residents only.
4. In some instances, specific resident groups have scheduled prepared evening meals; other residents **should not** switch from lunch to these dinners. If you know you need food at night, let us know as it can be put aside by the chef, Ghassan Adawi.

Dinner

The ACOR kitchen is available for light supper preparations after 4:00 PM. The basic food items (see list under Breakfast) are usually on hand and occasionally there are leftovers from lunch. During busy seasons, it is not uncommon for supplies to be exhausted; therefore, you would need to purchase your own supplies.

If you have had the 2:00 PM lunch, then please wait to eat after any scheduled evening meal service or for other residents who were not present at the 2:00 PM lunch to ensure there is enough food for them.

Personal Foodstuffs

A refrigerator and storage cupboards are available in the 4th floor hostel kitchenette, and there is a refrigerator on the 5th floor for your personal food. Please put your name and the date on any food. The housekeepers regularly clean the refrigerator and will throw out anything without a name and date. Please do not put personal food in the main kitchen refrigerator.

No Pork or Alcohol in the Main Kitchen

Many of our staff members are Muslim, including our chef Ghassan Adawi. Please respect their faith and refrain from preparing or cooking pork products in the main kitchen. Also please do not use pots, skillets or utensils from the main kitchen for cooking pork products elsewhere. Should you wish, you may use the kitchenette in the hostel area for pork. A small selection of cooking paraphernalia has been made available for use there. Also, please do not store alcoholic beverages in the main kitchen refrigerator or deposit such bottles in the kitchen trashcan. Do not leave empty alcohol containers in the public spaces of ACOR.

Please return any items borrowed from the kitchen as soon as possible.

Drinking Water

We recommend drinking only boiled and filtered water or bottled water, which may be obtained from any supermarket. ACOR boils and filters water for its in-house supply. The boiled water is found in pitchers in the kitchen refrigerator. You may take these pitchers (please just one at a time) to your room. This water can also be used for brushing your teeth. When you empty a water pitcher, please refill it with boiled water from any of the blue filter tanks in the back right corner of the kitchen—not from the tap—then return the pitcher to the refrigerator. Likewise, refill ice cube trays with **boiled water only**. If you need large quantities of drinking water away from ACOR for surveys, digs or trips, please do not take from the house supply, and purchase your own drinking water from a vendor.

Electricity

The Jordanian electrical system is 220 volts 50 cycles. There is no standard outlet, although the British three square pin is the most common. Adapters and transformers are readily available. **Check the specifications of your equipment** or talk to a staff member for tips before plugging any computer equipment into the electrical system.

Jordan's electrical service is fairly reliable and clean, but there may be occasional blackouts. We recommend that you keep a flashlight and batteries in your room. Candles may be available in the lobby during such blackouts and there are emergency lights in the public areas.

Laundry

ACOR provides a laundry service (operated by household staff only) for residents every day except Friday and holidays. The rate for this service is \$7 (5 JD) per load (wash and dry).

Procedures:

1. Place clothes in a basket (these can be found in the residents' 4th floor kitchenette and by the 2nd floor laundry). Do not overstuff the basket; otherwise, your load will be split.
2. Leave the basket at Level 2 near the elevator where there is a table with instructions. Baskets left before 7:00 AM will usually be completed the same day.
3. Write your name, room, date, and number of loads on the white receipt-type slips available for in-house residents on the table, and **LEAVE** this slip on top of the basket full of clothes (do not take it with you!).
4. Write your name and how you would like your clothes washed on a blank piece of scrap paper and place this on top of your basket.
5. Finished laundry is left on the same floor across from the elevator. Laundry is frequently ready the same day in the late morning. During the busy season, your laundry may not be ready until the following day.

In the closet attached to the kitchenette on the 4th floor you will find an iron and ironing board, please be careful and be sure it is unplugged when you finish ironing. In the same closet are kept extra blankets, extra pillows, and extra towels. Dry cleaners in Amman generally provide good service and are less expensive than in the U.S. Some dry cleaners can be found within walking distance of ACOR.

Dress

Please be considerate of the more conservative dress practices of your host country. In addition to being a hostel, ACOR is also a place of business. Thus, residents need to dress accordingly.

1. Women should wear long sleeve shirts and trousers (no shorts, mini-skirts, and tank tops) in public areas of the ACOR building, especially during business hours.
2. It is preferable that men also wear long trousers instead of shorts on the main floor during business hours.
3. Hats are not allowed at the dining table.
4. Shoes or sandals must be worn in the public space at all times (no bare feet please!).

The Neighborhood Cats and Dogs

The cats around the building are feral. Please do not feed them. If you do feed a cat, please arrange to take it home when you leave, as you have domesticated it. To just abandon it when you leave is animal cruelty. There are many dogs in the area and they bark a lot. Alas, there is nothing we can do about it.

Local Shops

There are quite a few small shops within walking distance to obtain necessary supplies. These can be found at the bottom of the hill along University Road and in Suq Sultan (up the hill on Uhud Street and then left down the hill). For basic needs we recommend the supermarkets at the top of the hill and 150 meters to the right.

Recycling at ACOR

ACOR recycles plastic, paper, and metal. You can place your recyclables outside in the bins beyond the front garden or in the appropriate bins for plastic and metal in the 4th floor Kitchenette as well as for paper in the Xerox Room of the Library. Containers should be lightly rinsed. The house cleaning staff is **not** responsible for this endeavor so please help ACOR be as “green” as possible in Jordan.

Guidelines, Services, and Fees for Groups

Supervision, Communication, and ACOR Orientation

1. All youth/undergraduate groups, including members of excavation teams, require an adult leader/chaperone who is responsible for the group’s stay or visit at ACOR.
2. All groups should designate at least one member who can serve as a primary point of contact and relay important information to group members as necessary.
3. When possible, all groups should schedule to have an ACOR orientation and tour led by a member of the ACOR staff shortly after arrival.
4. Please contact ACOR in advance if interested in renting the seminar room.

Transportation

Any group requesting an airport pickup or return trip for participants (individually or as groups) should provide ACOR with travel information for all group participants well in advance of arrival/departure.

Note: the ACOR pickup is usually arranged 4 hours ahead of scheduled flight.

Meal Service for Groups

Included in the ACOR room rate is breakfast and lunch. In case a group wants to have breakfast and lunch, and served dinner at ACOR (usually 7:00 PM) there will be an additional charge. We encourage group organizers to consider planning the third meal out in one of the numerous Amman restaurants. ACOR should be informed of any dietary needs in advance.

Please notify ACOR at least 24 hours in advance of any changes to food schedule. Dinner option is provided only for groups not registered for the standard lunch service.

Lunch

Any group registered for the lunch service must be present for lunch by 2:00 PM, not later. (If group members are not at ACOR by 2:00 PM, they must wait until after 4:00 PM to eat).

Dinner (If your group cannot join the 2:00 PM lunch)

1. Served-Meal Option
 - a. Fee: 10 people or less (\$30/group/night); 11–20 people (\$40/group/night); 20 people or more (\$60 per night).
 - b. When possible, served meals should be scheduled for 7:00 PM.
2. Group Overlap:
 - a. If other groups are scheduled to have a *self-serve* meal, please conclude all served meals by 8:00 PM so others can eat.
 - b. Why this charge? Because ACOR will bring in extra staff in the evening to prepare the meals, set the table, ensure the food is served hot, and clean up the kitchen afterwards.
3. Self-Serve Meal Option
 - a. Fee: no additional fee.
 - b. Limited to groups of 10 or less (more than 10 must have served meal).
 - c. Group Overlap: when dinner is being *served* to another group (at 7:00 PM), *self-serve* dinners should be taken between 4:00-7:00 PM or after 8:00 PM.
 - d. Diners are responsible for cleaning up dirty dishes after the meal.

Seminar Room and Rental Rates

ACOR's air-conditioned seminar room, ideal for small lectures, workshops, and group events, features a printer, projector, whiteboard, several computers, comfortable tables and chairs, as well as facilities for serving coffee, tea, and water. Please contact ACOR in advance to reserve. Fees for renting the room are as follows:

2-hr minimum (\$75) 5-hr block (\$125) 6-hr and more (\$375)
(8AM–8PM)

Services and Facilities for Archaeology

Dig and Survey Equipment

ACOR has a wide range of equipment available for archaeological work being done in Jordan. Contact the Administrative Office for more information. An email in advance is the best way to submit your request.

Flotation Separator

ACOR has a flotation separator in the garage which can be used for a fee. Contact the Administrative Office for complete information.

Additional Services

For a negotiated fee, ACOR can provide a number of support services, including arranging Arabic tutoring, private/guest lectures, field trips, and receptions. Contact ACOR for details.

Services and Facilities ACOR Does NOT Provide

1. **24 hour payment processing:** The office is open from 8:00 AM until 4:00 PM except Fridays and holidays. Please conduct your business between those hours, and preferably before 2:00 PM. Hours may change in Ramadan.
2. **Tourist & Travel Services:** Booking, confirming and paying for airline flight reservations are the responsibilities of fellows and/or guests. Royal Jordanian (RJ) Airlines has supported ACOR's work in Petra and we encourage you to fly with RJ. ACOR can provide you with a list of travel agents whom ACOR has worked with in the past.
3. **Vehicle Rental Services.** ACOR is able to provide information on rental agencies, etc. Arranging and paying for rental vehicles are the responsibilities of fellows and/or resident guests. ACOR is not obligated to provide up-to-the-minute advice on rental rates, and ACOR does not rent vehicles.
4. **Taxi Services.** Getting a taxi on University Road is rarely a problem except at the end of the work day. ACOR may be able to assist you with arranging for a driver, but the office will need advance notice. Uber and Careem ride hailing phone apps work in Jordan but can be subject to regulatory complications.
5. **Secretarial/Research Services.** If you need research assistance, translations, or field liaison interpreters, ACOR may be able to assist you in finding someone. We will also assist with expediting overseas shipments if time and personnel resources are available, but the organizing is up to you.
6. **Purchasing Services.** ACOR can provide suggestions on where specific items may be purchased. ACOR does not provide office supplies such as staplers, pens, paper, envelopes, index cards, etc. These items are available at local shops.
7. **Computer Services.** ACOR computers are loaded with a variety of popular programs, but perhaps not the latest version. We suggest that you bring a laptop with you. If you have computer related questions, please email itservices@acorjordan.org.
8. **Embassy/Consular Services.** While ACOR will gladly provide anecdotal and/or general information on visas, bridge permits, residence permits and other travel regulations and legalities, regulations often change from week to week. The latest information should be available from the proper ministry, embassy consular or visa section.
9. **Medical Services.** If you believe you have a medical issue that needs to be dealt with, ACOR can provide you with a list of doctors or hospitals where you may seek medical assistance. ACOR will assist with medical emergencies in all ways possible, but accepts no responsibility for advice, first aid and/or other measures taken.
10. **Money Exchange.** ACOR cannot exchange currency. There are money exchangers in many places in the Amman, including Suq Sultan.

Exercise Facilities around ACOR

There are many gyms and private studios throughout Amman. Depending on your budget and preference, you can explore and try out by talking to ACOR staff and navigating through Facebook. The following places are good places to start with:

1. **Sports City Gym Complex** is a government park and co-ed sports facilities popular with students. It has a gym, indoor and outdoor swimming pools, outdoor track, and sports courts. Separate registration is required at each facility. It is best to visit in person and sign up on site.
2. **Revolution Ladies Gym** is 15 min walking distance up the hill and it has various work-out classes, an outdoor pool, and a beauty salon/spa. It is best to visit in person and sign up on site.

On Being Active Outside the Gym

Remember to check the glass sliding doors leading to the ACOR patio where we regularly post events and activities in Amman. Here you will find information about cultural events and lecture announcements in Amman. Facebook is actively used by groups, businesses, and institutions in Jordan, and it often provides more up-to-date information than website. Join a few active expat groups of Amman or Jordan on Facebook and you will see numerous current events and opportunities advertised daily. Suggested places to explore arts and culture include:

1. **The Jordan Museum** in Ras Al Ein. Open 9:30 AM – 2:30 PM daily and Friday afternoons. Closed on Tuesdays. Call 06 462 9317 for more information, or check website and Facebook.
2. **Darat al Funun** in Jebel Webdeh is an art center that encompasses a gallery, library, and café. It hosts special exhibits and events. Closed on Fridays. Call 06 6 464 3251 for more information, or check website and Facebook.
3. **The Jordan National Galleries of Fine Arts** is for those who want to enjoy contemporary art museum, a café, shop, and park. Open 9:00 AM– 7:00 PM daily. Closed on Fridays. Call 06 463 0128 for more information, or check Facebook.
4. **Al Hussein Park** is a public park that contains open spaces and elements such as the Cultural Village, the Royal Automobile Museum, and the Children’s Museum. It is also a good place for a walk, run, or picnic.
5. **Running, cycling, hiking** and many other outdoor group activities are posted on Facebook. Major organizers include Running Amman, Nader Bikes, and Experience Jordan Adventures. Like/follow these groups or join Amman expat groups on Facebook and you will see information on events and activities in Amman. You can also ask for a recommendation in Facebook groups and receive useful responses from the local expats and residents.

Transportation

To and from the Airport

ACOR can arrange car service for residents to and from the Queen Alia International Airport (QAIA). The cost is 33 JD (\$47) per car ride each way and it will be added to your ACOR bill, but you may wish to provide a small tip directly to the driver. To schedule this service, please send us a request via email and include your exact flight information: airline, flight number, point of flight origin, arrival time, etc. Once the car has been reserved, we will send you another confirmation email. Please do not wait until the last minute to arrange your car service through ACOR, either for arrival or departure, as it may not then be possible to arrange. We recommend departing from ACOR to the airport four hours in advance of your scheduled flight departure.

Royal Jordanian (RJ) airline runs an airport shuttle service. Busses depart every 30 minutes, between QAIA and RJ’s City Terminal located near Safeway grocery store at the 7th Circle. Call RJ City Terminal at +962-6-585-7111.

The Airport Authority also operates a bus. The trip from the airport to central Amman usually takes from 45 minutes to an hour. Frequency from 6:00 AM to 6:00 PM: every 30 minutes (both ways). From 6:00 PM

to 12 midnight: every 60 minutes (both ways). Bus runs between QAIA and the North bus station – Tabarboor. Airport information available at +962-6-445-1739 and +962-6-445 3187.

Taxi

Al Mumayaz Taxi service is considered reliable, contact number +962-6-579-9999. Generally it is safe and easy to get around Amman via taxi. Typically you simply hail a yellow taxi on the road. A cab driver with another service might give you his card with contact phone/dispatch. It is not appropriate for a woman to sit in the front seat next to the taxi driver. We recommend that you verify that the taxi meter is running when you enter the cab.

Service Taxis are white and they only go along fixed routes between specific destinations. They are shared, so the service cab departs only when it is filled with four passengers. They are inexpensive and safe but may require some mastery of Arabic to comfortably make use of this resource.

Uber & Careem

Online independent car services are available in Jordan to people with smart phones. It is necessary to download the app and make an account, and you can set up to pay with cash or card. Many people use this service successfully.

Car Rental

There are literally hundreds of car rental services in Amman and across Jordan. The major international chains offer the highest quality cars and can also arrange a car with a driver. See the bulletin board or resources in the ACOR Library for car rental listings or ask the ACOR administration during office hours.

Bus

Bus service around Amman is safe and affordable but the route schedule needs to be mastered. There are three major bus stations in Amman:

1. North (Al Shemali) station is in the Tabarboor /Tareq neighborhood. Here you catch bus connections to north Jordan destinations, such as Jerash, Irbid, Ramtha, etc. From here also run service taxis to the King Hussein/Allenby Bridge.
2. Central station is known as Raghadan, located near the Roman Theater in the downtown. Here you connect with most of the inter-city transportation, also connections to Zarqa, Mafraq, and Sweileh.
3. South (Al Janoobi) station is in the Wehdat neighborhood. Here you connect to south Jordan destinations such as to Karak, Ma'an, and Aqaba.

Note that you can travel to and from Madaba via all three stations.

Jett Bus (www.jett.com.jo) is a private company offering regularly scheduled routes to major destinations such as Madaba, Petra, Aqaba, etc. Buses are clean and non-smoking. Jett has offices downtown, at the major bus stations, and at the 7th circle next to the Royal Jordanian offices. It is advisable to purchase tickets in advance to guarantee your place on the bus. Be sure to check out current promotions online. Call +962-6-566-4141.

Connecting to the Buses from ACOR

The University of Jordan (UJ) Street has heavy bus traffic. On our side of the street, turn right and before the petrol station is a bus stop that will connect you to Raghadan station. Always check with the driver/other passengers that the bus is going where you want to go. On the other side of the UJ highway (cross pedestrian bridge and walk towards UJ main gate) are many busses, especially to the north and central destinations such as Sweileh, Salt, Jerash, Mafraq, etc.

Safety and Security for ACOR Residents

Men and women should take the normal precautions that they would in any urban environment. The front door is locked at all times. Please always make sure it shuts behind you. You should have the current door access code with you at all times. All other ground level doors and windows should be locked when not being used during the day and locked at night. The library (main and lower level) is closed to the public at 4:00 PM but open 24 hours/day for residents. The shutters for all ground level doors and windows should be down at night. If you unlock a door or window at night, please lock it when you are finished. The same goes for the shutters. The doors to the outside stairs on all levels are for EMERGENCY USE ONLY. Otherwise, they are to remain locked at all times, even during the summer. If you open them, you are responsible to lock them again with the key.

Please report any strange persons, packages, or anything abnormal to the staff or to the police guard on duty in front. Also, please stay with your guests while they are in the building. If you expect guests, you should be in the lobby to open the door for them, especially after hours. The door code is for residents only. Please do not give it away to your guests.

Sadly incidents of petty thievery even inside the ACOR Library have occurred. Be careful with your belongings and your valuables and don't leave things where they can be taken. Other safety steps and precautions are:

1. Keep your cell phone with you and charged at all times. Make sure there is sufficient credit.
2. Inform ACOR about your current cell phone number.
3. Enter the ACOR land phone into your phone memory (+962-6-534-6117).
4. Inform ACOR about any overnight travel away from the facility.

Register with the U.S. Embassy in Jordan: <https://travelregistration.state.gov/>

ACOR requests that U.S. citizens register their stay in Jordan with the U.S. Department of State. Registering permits the U.S. Embassy in Jordan to provide you promptly with important information when necessary. It also expedites emergency services should they be required. ACOR also recommends that all nationalities register with their respective embassies.

Gender Issues

In Jordan, there is less social mixing between unrelated men and women, and it is inappropriate for men and women to engage in any public displays of affection. Men and women should dress conservatively, not showing bare legs, bare upper arms, or any of the midriff. Harassment and assault do occur occasionally and women can be the target of unwanted attention. They are advised to plan and move around in the company of others at night.

Harassment, Sexual Harassment, and Assault

Harassment, sexual harassment, and sexual assault are acts of aggression, whether verbal or physical. They include various forms of sexual abuse and assault by both an acquaintance and stranger. All such behavior is illegal. Immediately report any instances of assault to the authorities and talk to ACOR staff. For more information regarding this process, please continue reading our “Emergency Procedures” section below. An individual who engages in harassment, sexual harassment or sexual assault is subject to appropriate disciplinary action by the administration including, and most likely, expulsion and is subject to criminal or civil liability under host country law.

In general, homosexuality is not widely accepted in the Middle East and North Africa. Per our house rules, ACOR does not discriminate against residents, guests or visitors for any reason. Discrimination within ACOR will not be tolerated.

Fire Alarms

Occasionally the fire alarms in the building go off. Please respond appropriately and go to the main lobby. Usually, these are false alarms caused by a number of factors. However, we can never be certain until we investigate. Please be smart and safe! A responsible person is always in the building to assist when and if the fire alarm is triggered.

Earthquakes

Jordan is in an earthquake zone. The ACOR building was built to specifications to withstand most earthquakes. Over the 30 years of building history, some walls produced superficial cracks, but they are unrelated to instability and have been monitored by engineers. If an earthquake happens, stop and stay where you are—remain indoors if you are indoors, and remain outdoors if you are outside. Drop to your hands and knees and try to cover your head with your arms. See more details

<https://www.ready.gov/earthquakes>.

Emergency Procedures

There is always the potential for different types of emergencies: fire, medical, security, etc. We ask all ACOR residents, especially the ACOR fellows, to read the information below and to comply with our requests and recommendations.

Some Security Scenarios

Jordan is a safe country. However, in our contingency planning we are concerned about the following emergency scenarios, in order of likeliness to occur:

1. Resident hit by a car or involved in a traffic accident as a driver or as a passenger.
 - The law states that in a car accident the drivers of the cars must remain at the site of the accident until the traffic police arrive. Drivers should exchange names and insurance information.
 - If you are a passenger in a cab that has an accident, and no one was hurt, you can leave the site.

- If you are a driver and you hit a pedestrian, expect that you will be arrested and put in prison. This is for your own safety to protect you from a tribal vendetta. If you are hit by a car, expect that emergency services will attend to you and transport you to the closest medical facility if necessary.
2. Resident assaulted or involved in a physical fight.
 - Incident should be reported to the police and medical attention sought if necessary.
 - Please inform the ACOR staff.
 3. Sunstroke or dehydration.
 - Take reasonable precautions, including going out in groups, carrying and drinking adequate water, and avoiding the sun during times of peak heat.
 - Take yourself or your afflicted colleague to the nearest medical emergency room for treatment if the situation is urgent and requires an IV drip.
 4. Social unrest resulting from political conflict inside Jordan or along our borders.
 - If you come upon a demonstration or an angry crowd, turn around and walk away.
 - If possible, go into a shop or business to wait until the roads become passable.
 - Do not take photographs.
 5. Acts of Terrorism directed at American targets in Jordan.
 - In case of attacks on U.S. or international targets in Amman, the U.S. Embassy American Citizens' Services will advise. This is why it is a good idea for Americans to register their presence in Jordan on the U.S. Embassy website.
 - Residents in ACOR should stay indoors and avoid unnecessary travel until notified all is "clear."

In an emergency, please expect to depend on the good will of the people around you. Emergency phone numbers to call from land and from mobile telephones are presented in a table below. In some situations the mobile network could stop working. This is why it is important to keep with you the land telephone numbers of ACOR and of your other important contacts. The "Emergency Contacts Card" can be found on the ledge outside the office. We recommend you keep this card in your wallet while you are in Jordan.

Generally, if there is an emergency you should return as soon as it is safe to ACOR. In case ACOR is inaccessible, then the second point of assembly is the Amman International Hotel in the Tla Ali neighborhood, which is visible from ACOR looking north across the field from the library.

Realistically, in any major emergency, the traffic in Amman would likely be so snarled that everyone would face long delays to travel by vehicle. It is important that ACOR knows WHERE our residents and resident scholars are in an emergency and that they are safe. In an emergency, if your friends and family cannot call you, they will call ACOR to ask about your whereabouts.

Hospitals

If you require medical attention, we recommend the Arab Medical Center near the 5th circle <http://amc-hospital.com> and the U.S. hospital affiliated Khalidi Medical Center near the 4th circle <http://khmc.jo/en/home/> for an emergency or non-emergency visit.

Other nearby medical facilities include:

Jordan University Hospital	or	Tla Ali Emergency Hospital.
Phone +962-6-535-3666		Phone +962-6-533-9008

Below is a table of contact numbers in case of emergency. From any phone, a landline or a mobile, if you dial “911” you will be connected directly with an emergency switchboard that will handle your call and direct the relevant authorities to your emergency. Even a mobile phone that has no credit can dial this emergency number.

Emergency Numbers

Traffic Police for road accidents and traffic issues	190
Rescue Police for robbery and harassment	191
Highway Patrol for issues on the highways	194
Tourist Police Department	196 ext. 4661
Paramedics and Fire Brigade	199
Police, Emergency, and Rescue/Civil Defense	911
Telephone Information Directory (landline only)	1212
Royal Jordanian at Queen Alia Airport	+962-6-445-3052
Royal Jordanian 7th Circle City Terminal	+962-6-585-7111
Queen Alia Airport Information Desk	+962-6-500-2777

ACOR Staff

ACOR staff members are here to help you. The office is open every day (except Friday) from 8:00 AM to 4:00 PM.

Director	Barbara A. Porter (Front Office 308)
Associate Director	Jack Green (Front Office 308)
Assistant Director	Akemi Horii (Room 301)
Administrator	Rabab Samawi (Front Office 300)
Deputy Director	Nisreen Abu Al Shaikh (Room 302)
Accountant	Dana Al Shanteer (Room 303)
Head Librarian	Carmen (Humi) Ayoubi (Library)
Assistant Librarian	Samya Kafafi (Library)
Project Archivist	Jessica Holland (Archive Room 215)
Development Assistant	Starling Carter (Room 301)
IT Consultant	Ashraf Darawish (itservices@acorjordan.org)
Chef	Ghassan Adawi (Kitchen)
Facilitator	Sa'id Adawi (at Large)
Building Maintenance Manager	Abed Adawi (Basement)
Conservation Technician	Naif Zaban (Lab)
Head Housekeeping	Cesar Octavo (at Large)
Housekeeping Staff/Laundry	Norma Costales (at Large)
Housekeeping Staff/Evening	Janet Lumbang (at Large, 604 in evenings)

Note: ACOR's USAID SCHEP (the Sustainable Cultural Heritage Through Engagement of Local Communities Project) includes more than 10 staff members whose offices are on the 2nd floor. See <http://usaidschep.org/contents/Team.aspx> for staff.

Please be considerate: some staff members live in the building. This does not mean they are on duty 24 hours a day seven days a week. Please respect the office hours and days off (Fridays and Jordanian holidays). If you have business in the office, it should be completed by 4:00 PM on a business day, and better yet before 2:00 PM. If you need assistance on a Friday or holiday, you **MUST** make **PRIOR** arrangements when possible.

If there is an emergency after office hours, first check if there is anyone in the office or if the Director or other staff is in the building; if it is an absolute emergency, **call 911** or consult with the police guard outside. You will find a first aid kit in the kitchen on the main floor of the building. In **an emergency after hours**, please contact:

Janet Lumbang, Night Duty (Room 604)	+962-780-975372
Dr. Barbara Porter (Room 500)	+962-777-341341
Dr. Jack Green (Room 412)	+962-777-770445
Akemi Horii (backup) (Room 412)	+962-770-100155

Note: Remember to dial “9” when using an ACOR phone to get an outside line:

U.S. Embassy (business hours)	+962-6-590-6950
U.S. Duty Officer (after hours/weekends)	+962-6-590-6500
U.S. Embassy Marine Command Post	+962-6-590-6500

Keeping in touch with ACOR

After your stay at the ACOR Hostel, we hope that you will keep in touch. There are several ACOR outreach initiatives that may interest you, even after your journey continues elsewhere.

The ACOR Newsletter. ACOR publishes a newsletter twice a year (summer and winter) that includes a scholarly article about current research in archaeology, history, or cultural heritage in Jordan as well as updates on ACOR programs and activities. It contains information about the ACOR Fellowship program, scholars in residence and award recipients, and it recognizes individuals who donate to ACOR. The entire catalogue of published *ACOR Newsletters* is available on the ACOR website (under “Publications”). The *ACOR Newsletter* is mailed around the world at no cost to subscribers. To enroll, simply give the ACOR administration your mailing address with zip code while you are here or via email to acor@acorjordan.org and note that you want to be on the list.

ACOR Updates. Through our website or by request either in person or via email we will enroll your email in ACOR electronic updates. You will receive several major communications per year. First, you will receive the *ACOR Newsletter* twice a year (summer and winter) electronically as a pdf document. Second, you will receive *ACOR Insights* twice a year (spring and fall). *ACOR Insights* is an E-Bulletin that draws from materials published on the ACOR Blog. Blog posts are written in a journalistic style by ACOR staff and by invited contributors. They include beautiful photography and an informal view into the research of ACOR fellows, the lives of ACOR community members, and other activities around Jordan where ACOR plays a role. *ACOR Insights* is only distributed via email. You can also follow us on Facebook, Instagram, and Twitter.

The ACOR Lecture Series. If you are in Jordan or in the region, we encourage you to attend the public lectures that ACOR organizes on a monthly basis during the academic year. These public lectures are presented by senior researchers who speak for about an hour in English on topics related to archaeology and cultural heritage, and the lectures are followed by a Q&A period and then a reception. You can enroll your email address via the website by clicking “mailing list” or simply by sending an email to acor@acorjordan.org and asking to be enrolled. You can see information promoting past ACOR public lectures on our website under “Publications.” The ACOR Lecture Series sends an email promoting the lecture and listing other announcements approximately twice a month during the academic year. Most recent lectures are posted on YouTube.

Donate to ACOR. ACOR is a private, non-profit organization supported by contributions from foundations, corporations and individuals, and by funds generated by the Amman operation. Donations are welcome. ACOR is tax exempt as an American 501(c)(3) organization. Besides supporting the Amman ACOR

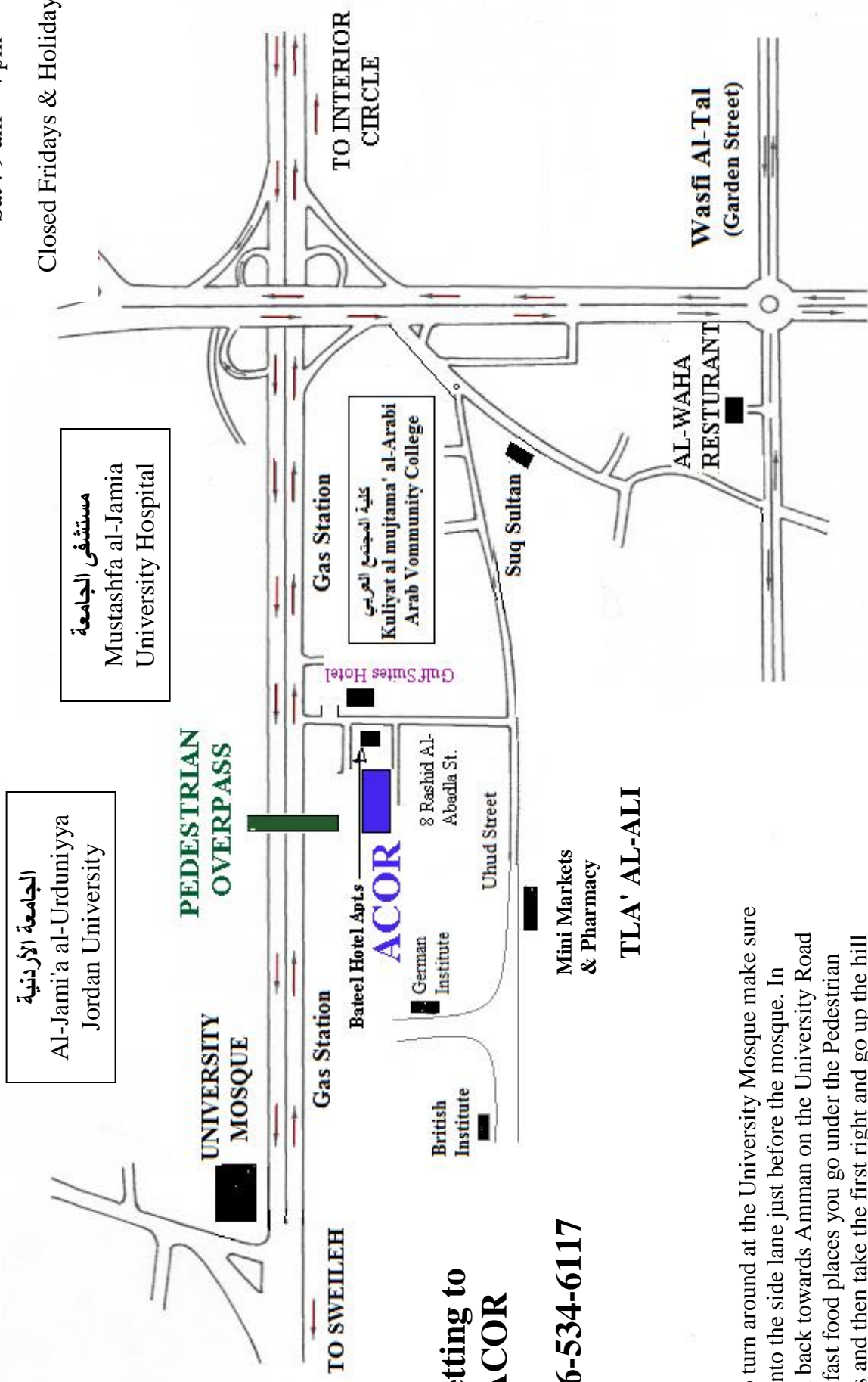
operations, it is possible to target your support for the ACOR Library or to specific fellowship programs that award talented students and scholars. There are fellowships specifically for Jordanian students as well as fellowships for Americans and other nationalities to visit Jordan and pursue their research either at ACOR or in the field. You can see more information on our website under “Donate.”

OFFICE HOURS

Sun – Thurs : 8 am – 4 pm

Sat : 9 am – 4 pm

Closed Fridays & Holidays



Getting to ACOR

+962-6-534-6117

Note: To turn around at the University Mosque make sure you get into the side lane just before the mosque. In direction back towards Amman on the University Road after the fast food places you go under the Pedestrian Overpass and then take the first right and go up the hill and turn at the second right by the garbage bins. We are a six-story building with a guard post.