

Visitor Handbook

Welcome to The Archbold Center at Springfield Guesthouse, Dominica. The Archbold Center serves as a local-not-for-profit management company for Clemson University's Springfield Plantation Estate. In partnership with Clemson University and a consortium of member universities, we provide a supportive learning environment for students, researchers and educators from all over the world to experience and appreciate the culture, wildlife and beauty of the Commonwealth of Dominica.

We are here to help with your work and make your life at the station as enjoyable as possible. Please make yourself at home and let us know how we can help.

Welcome!

The Archbold Center Staff

Index



THE ARCHBOLD CENTER

INDEX	1
WHAT TO BRING	2
LODGING	3
Rooms and Dormitories	
Laundry	
Housekeeping	
FOOD	4
Service	
Menu	
WATER	5
Water System	
River Bathing	
Showers	
ELECTRICITY	6
COMMUNICATION	7
ADECnet WiFi	
Video Conferencing	
Phone Calls	
Mailing Address	
LECTURES, CONFERENCES AND WORKSHOPS	8
RESEARCH FACILITIES	
WORKSPACES	9
LIBRARY, COLLECTIONS AND CLASSROOM	10
LAB, EQUIPMENT, TOOLS	11

SECURITY, HOUSE RULES, EMERGENCIES

ESTATE AND MAINLODGE	
SECURITY	12
HOUSE RULES	13
Theft	
Night Hikes	
No Entry	
Smoking	
Drugs	

CODE OF BEHAVIOR	14
EMERGENCIES	15

FACILITY USE POLICIES

FACILITY PERMISSION AND REQUIREMENTS	16
--------------------------------------	----

INFORMATION DATABASE	17
----------------------	----

RESEARCH POLICIES

SCIENCE RESEARCH	18
OTHER ACADEMIC RESEARCH	19
SERVICE LEARNING	20

SHIPPING TO DOMINICA

SHIPPING METHODS	21
SHIPPING PROCEDURES	22

MAPS AND OTHER MATERIALS

MAP OF DOMINICA	23
ARCHBOLD CENTER BROSHURE	24-25

CONTACT INFORMATION	26
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What to bring...



DOCUMENTATION

At the Archbold Center, we have taken every possible step to ensure that we operate on your behalf with the highest level of academic and ethical transparency and credibility. All research groups and individuals must therefore provide copies of signed research permits or letters of permission from the appropriate Dominican authority upon arrival. Service learning or community development/ volunteer groups must also provide the appropriate endorsement letters upon arrival. You are permitted to check in without all the documents in hand provided these documents are waiting for you in the respective government office. However, your research or project must not begin until these signed documents have been collected and submitted to the main office. Copies of these forms will remain with us for our records in addition to copies of any University IRB letters, letters of introduction, etc.

PLEASE REFER TO THE RESEARCH APPLICATION SECTION OF THIS HANDBOOK FOR MORE DETAILS

WHAT TO BRING

River/beach towels
Personal toiletries
Prescription medication
Rugged field clothes
Sweatshirt for cool nights
Hiking shoes with flexible soles
Sunscreen, bug spray, water bottle, sun hat
FLASHLIGHT!!

WHAT WE NEED FROM YOU!

Flight schedules
Group size
Gender breakdown
Food requirements
Passport numbers
Health information



Lodging

Rooms and Dormitories

Historic Springfield Plantation Guesthouse (circa 1760) caters to the specific needs of groups, families and individuals. Graduate students and families enjoy the privacy of lodging in our self-contained apartment or the "Bee House" cottage. Student groups appreciate that our dormitory service sleeps no more than eight people per room while others may retreat to the privacy of single and double occupancy accommodations. Some rooms have bunk beds and others do not. Nearly every room has balcony access. Each room is equipped with a three-piece bathroom that is cleaned daily by our housekeepers. We are working to improve the closet space in each room, until then, we suggest that you keep your belongings in your suitcase stored neatly under your bed. Standing fans or ceiling fans are available in every room, as well as mosquito nets, tables and chairs.

There is no air conditioning available in any room but our elevation and orientation in the valley provide for cool evening temperatures.



Laundry

Laundry service is available upon request. A laundry bag is located in every room. Each bag represents "one load". All laundry will be machine washed, dried and folded within 24 hours on weekdays. We are not responsible for any items that shrink or require any special cleaning instructions. If the item cannot endure machine wash and dry then do not include it in your laundry bag. Each load costs \$15 US. The cost can be divided among dorm residents. Laundry is picked up at the bar every evening. Only staff members are permitted in the laundry area.

Housekeeping

Your accommodations should be clean and ready for you when you arrive. Bedding and towels are provided but we do not supply personal hygiene products aside from a basic hand-body-shampoo soap provided in every guest washroom. Washrooms are cleaned daily; sheets and towels are changed every three days or less. Residents are responsible for normal tidying during their stay. Maintenance needs should be reported to the office, or to any staff member when urgent.

Food

Service

Breakfast:

Served at the back verandah from 7:00 - 8:30am

Lunch:

We serve only bagged lunches unless alternate arrangements have been made. One bagged-lunch is provided for each guest. Lunches are distributed at the breakfast table. If you are staying in, you are welcome to order lunch from our lunch menu.

Dinner:

Dinner is a three course pre-set menu served in the dining room at 7:00pm sharp. Dinner time adjustments can be made with advance notice. Additional plates of food or lunch items may be purchased from the attending staff member. Shirts and shoes must be worn in the dining room at all times. **Visitors and guests may dine with you for an additional \$15 US fee but we require at least four hours advance notification to prepare the additional meals.**



Menu

Breakfast:

Continental breakfast includes cereal, muffins, toast, seasonal fresh fruit and fruit juice with local jams and fresh brewed local coffee.

Lunch:

Lunches usually include juice box, banana or mango, couple of cookies, some mixed nuts, as well as sandwiches, rotis and panini. We avoid mayonnaise-based items as much as possible.

Dinner:

Springfield is well known for serving delicious local dinners. Most of our fruits and vegetables are grown on the estate or purchased from local markets and nearby farmers. Fresh local soup and home-made rolls are served every evening with garden salad, fresh vegetables and dessert.

ALCOHOL

YES, THE BAR IS OPEN...AND WE DO NOT ALLOW ALCOHOL IN THE ROOMS

The bar is open from 5pm to 9pm but we will stay open a bit longer or close earlier upon request from your professor or group leader. Unlike major hotels, our prices are competitive with local rum shops and we serve similar items.

We do not serve or sell glasses of ice. All bar sales are cash only.

Water

Water System

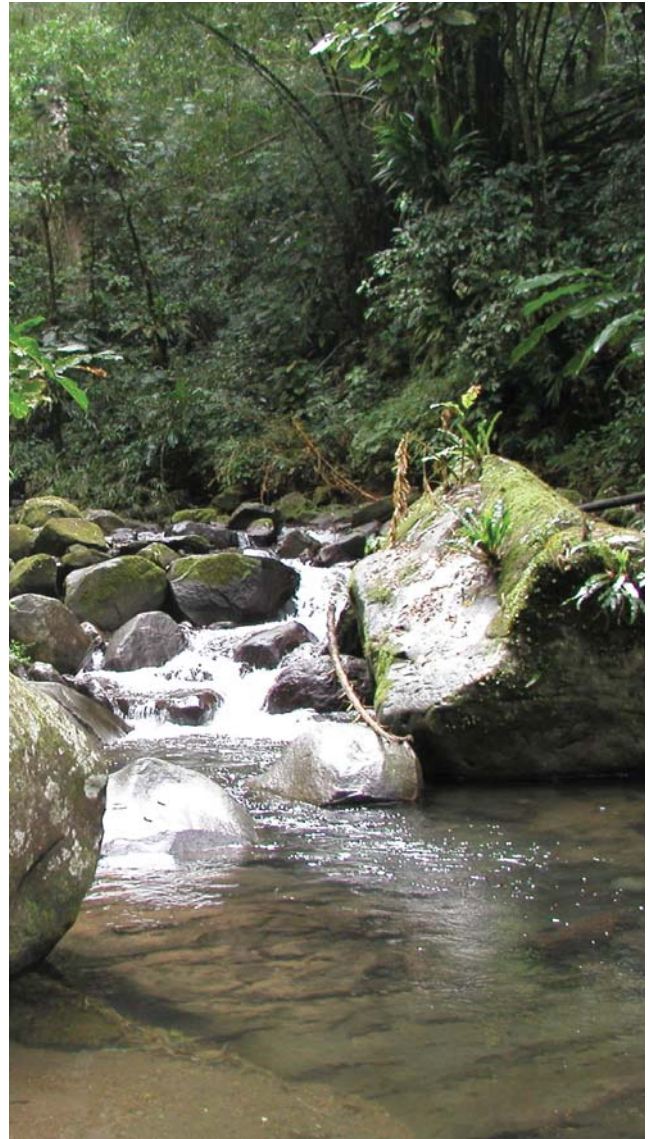
All the water at Springfield is fresh mountain spring water sourced from the estate. The water is safe to drink directly from the tap. Bottled water is available for purchase from the kitchen and gift shop.

River Bathing

“River bathing” is a way of life in Dominica. We recommend that every guest enjoy at least one early morning river bath. Springfield makes its own river-friendly soap that we suggest for river bathing. This soap is for sale in our gift shop.

Showers

Every room has hot water on demand. A heating element is located in the shower head but you need to turn on the shower head switch first (the switch is labeled and located near the entrance to the bathroom). The water flows over the heating element to raise the water temperature for your shower. The higher the flow rate the lower the water temperature. Please DO NOT fiddle or fuss with the shower head. If you do so, we can almost guarantee that you will break it and it may take us up to a week to replace the item. Please remember to turn off the switch when you are finished showering.



Did you know...

60 acres of Springfield land is a protected water catchment?

NO ONE is permitted BY LAW to enter the protected watershed without permission from the Dominica Water and Sewerage Corporation (DOWASCO). Please respect this .

Electricity



Transformer



Plug Adaptor

Dominica's electricity service supplies electricity with 220v power level. This is different from the 110v North American power supply. Please take care as you charge your cell phones and cameras. Our 220v service will destroy all North American 110v hair driers, shavers, cell phones, digital camera battery chargers and iPod chargers within seconds.

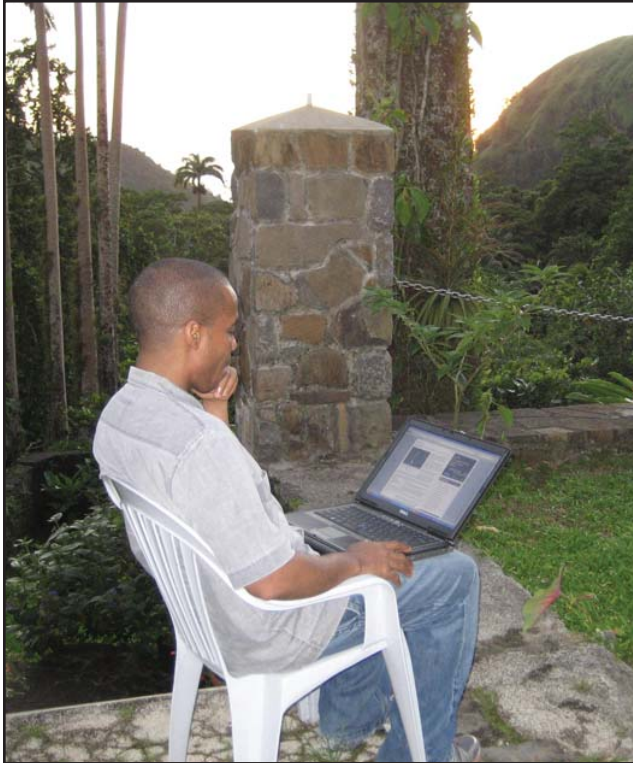
A transformer (also known as a "step down" transformer), converts the grid-supplied voltage from 220v to 110v. So a transformer changes the voltage but an adapter only changes the plug shape. 110 -120 volt level is the voltage that North American appliances run on. So, you need to use a transformer, not just an adaptor, for all 110v appliances.

Big (high wattage) appliances, like hair driers, electric drying ovens, etc. need high capacity transformers. You need to count the amps, volts and watts on your appliance before plugging into a transformer. Here's the equation: $\text{volts} \times \text{amps} = \text{watts}$. For example, if you have an iPod that is 110v and 0.5 amps, you would need 55 watts to charge it. Therefore only three iPods would charge safely on a 200 watt transformer, eight iPods on a 500 watt transformer and so on.

The Archbold Center is not responsible for any damaged or stolen personal items resulting from anything that has to do with anything...including electricity.

**110v charging stations are available in the Classroom, Library and the Bar.
When in doubt, do not hesitate to ask us. We'll help you figure it out.**

Communication



ADECnet WiFi

High-speed ethernet connectivity is available in the classroom, library and laboratory. The WiFi hot spots cover all buildings on the estate including Stream House dormitory and Bee House cottage. The classroom is open 24h/day and is equipped with Windows workstations and a printer.

The Archbold network is called **"Springfieldairnet"** and is password protected from unauthorized connection. Access password will be provided to you with your check-in documents.

Video Conferencing and Distance Education

Our facilities are equipped with PolyCom Video conferencing provided through the American Distance Education Consortium (ADEC).

"Smart Classrooms" can be accessed through the ADEC network of over 100 North American Universities. Dominica is a long way from our North American partners so the signal can suffer breaks and pauses from time to time especially in bad weather but we are working to fix this.

Phone Calls

- A payphone is located in the breezeway.
- A few cell phones are available for rent. Calls can be received on these pre-paid cell phones free of charge.
- SKYPE is ideal for international calls as the office phone is not available for guest use.

Mailing Address

Archbold Tropical Research and Education Center
Imperial Highway, Springfield Estate

P.O. Box 1594, Roseau,
Commonwealth of Dominica

Office telephone: 1-767-449-3026

Guest Lectures, Conferences and Workshops, Private Functions

Guest Lectures

From time to time, the Archbold Center is pleased to invite local professionals or Government officials to the center, to give after dinner lectures. Visiting experts will often dine with the students then move to the classroom for a one hour lecture. We are pleased that government ministers, public figures, heads of local businesses and regional scientists have joined us in the past.

A standard honorarium of \$100US per lecture is required. We will need at least a month's advance notice to confirm the lecture time.

Conferences and Workshops

Workshops and conferences are hosted on a regular basis at the center. Support service is customized to our client's needs. Resident groups are welcome to use the conference room free of charge. A projector can be provided for a small rental fee and refreshments can be served for an additional charge and with advance notice.

Major conferences and workshops requiring multiple rooms, registration staff and office support will require at least two weeks advance booking. The Archbold Center can accommodate a conference for up to 60 participants, lodging is available for 40 people.

Private Functions

The Archbold Center will host weddings and private functions during times when students are not in residence. To assure the highest quality control and smooth execution, all events are hosted and catered by the Archbold staff. Packages are available for various types of events; please enquire with the office for more information.



Research Facility

Workspaces

There are four designated workspaces at the Archbold Center that are available for use but each is uniquely suited for different kinds of work. Depending on the number of different groups in residence and their respective schedules and ambitions, workrooms will be assigned to each group for maximum productivity and minimal use conflict.

Laboratory

The laboratory is in high demand at certain times of the year. It is important that lab space be reserved before arrival. The back section of the lab is reserved for activities that require large, clean working surfaces and good lighting. The front part of the lab can be used for similar work but space is limited.

Classroom

The classroom has three computers and a number of desks and chairs. Depending on the requirements of the group in residence, the classroom can be used as a full 24hr workroom and lectures will be reassigned to the great room of the Archbold House.

Collections Workroom

Located above the laundry is our proposed collections workroom. This is a fairly large room that will house our insect and herbarium collections. Large tables and chairs and adequate lighting will make this an appropriate alternate room for the front lab. This room should be ready for use by June, 2009.

Lower Stream House

The lower level of Stream House is a large open area with a sink, counter space and tables. This is a good area for projects that require a lot of space to spread out, for setting up fish tanks, air-drying soils, etc. This space is unsuitable for long term projects, however.

Common Spaces

All porches and verandahs are common spaces. Guests are asked to keep these areas tidy and free from clutter to ensure safe passage in the event of an emergency. The back verandah of the main lodge and the back verandah of Upper Stream House are social areas but the quiet hours must be observed. These areas should not be used for project workspace without the manager's consent.

Resource Library, Natural History Collections and Classroom

Library

Our small resource library contains fiction and non-fiction books, a student research project database, scientific reference material and a good selection of reading material from Dominican authors, including books about the natural history of Dominica as well as local periodicals and national newspapers. All books need to be signed out from the office.

The library is open to resident guests during regular office hours and open to the public by appointment. Clemson University digital library holdings are also available from the library computers.

Natural History Collections

The insect collection and herbarium are located in the workroom. The collections are accessible for viewing by resident guests and visitors by appointment only. A searchable database of the Springfield collections is accessible from any computer. Specific geographic locations of species are not listed in the database.

Classroom

The classroom is open to residents 24 hrs/day and to the public by reservation. The room is equipped with 110v electrical outlets, projectors, viewing screens, blackboard, Windows workstations and video conference / distance education equipment. The room seats 25 people comfortably for lectures and up to 20 people for workshops.



Laboratory, Equipment and Tools

Laboratory

The laboratory is open to residents 24hrs/day and to the public by appointment. If you require workspace in the lab reserved for you, please make these arrangements in advance of your arrival. There is no fee for workspace but we do charge a small fee for equipment rental.

LAB EQUIPMENT:

The lab is modestly equipped with microscopes, dissecting scopes, state-of-the-art drying ovens, pH meter, electronic balance, nanopure water distillation, glass and plastic ware along with basic collecting and mounting equipment. A complete list of laboratory items is located in the office. Rental fees are charged for some items. Residents are encouraged to reserve equipment time and lab space well in advance of your arrival to avoid scheduling conflicts. Due to the high cost of electricity, a fee of \$5US + tax is charged for every 12 hrs of drying oven use.

SOLVENTS AND PRESERVATIVES:

Formalyn and 95% ethanol can be sourced locally with advance notice. Any additional buffers, solvents, reagents or trace metal grade acids must be specially imported and the lab is not yet equipped with these items.

Estate Tools / Field Equipment

The estate is equipped with tool kits and basic carpentry supplies. A \$50US deposit is required over and above the small rental fee for all power tools and a \$20US deposit is required for smaller items like cutlasses, hand saws, pruners and screwdrivers. These fees are charged to cover the cost of replacement in the event that an item becomes lost or damaged. Nearly everything in Dominica is imported with high tariffs and nothing is easily replaceable. Please treat these items with care.



Security, House Rules, Emergencies

Security



Estate Security

The Archbold Center is small in size compared with other tropical centers throughout the world but fairly large by Dominican standards. Historic trails and roads course through the property that were once the main highways linking one village to another. These trails are known to the current generation but trespassing boundaries are normally respected. Specific individuals have “right of way” access to their farms that can only be reached by traversing through estate property. Their land is private land and visitors are not welcome without the land owner’s permission or accompaniment. Land boundaries should be clearly marked. Please respect the no trespassing signs and the land owners will respect you.

Main Lodge Security

Entrance gates are open at 6:30am and closed at 6:30pm Monday through Friday. They are closed all day Saturday and Sunday unless we are hosting public events or cruise ship visitors on those days. **It is very important that these gates remain closed during those hours. As you drive in and out of the property be sure to close the gate after you.**

Archbold House: The main lodge is actually made up of two properties. One side is owned by Clemson University and the other side is owned by Jennifer Nicault, John Archbold’s daughter. Both lands are under management control of the Archbold Center but Mrs. Nicault’s property should be respected as private property. No guests or residents are allowed access to the Archbold House without accompaniment by a staff member.

Dogs: The Archbold Center dogs are not pets. They are not vicious animals but they can be extremely unwelcoming to unwanted visitors. The dogs stay at the manager’s house at all times during the day with a few exceptions. We will allow them to run from time to time at night when appropriate. They are friendly animals, however we must insist that guests never feed, play with or rough house with the dogs.

Visitors: Archbold Center staff should all have name tags or Archbold T-shirts for identification. All guests, taxi drivers, vendors, fish mongers etc must check in with the office upon arrival. If you see anyone “hanging around” or looking lost, please inform any staff member and they will approach the individual.

Keys: There will be a \$50US charge for lost keys. This fee is charged because if you lose your key, we need to change the locks. Feel free to leave your key in the drop-off box for safe keeping before heading out for your day. You can pick it up when you return.

**DOMINICA IS A SAFE COUNTRY BUT COMMON SENSE SHOULD ALWAYS PREVAIL.
KEEP YOUR DOORS LOCKED AT ALL TIMES AND KEEP YOUR VALUABLES OUT OF SIGHT.**

Basic House Rules

The Archbold Center is a very busy place. We will often host several different university groups at one time. Common space is limited making it very important for Archbold employees to have the freedom to work quickly and efficiently to accommodate your needs. The following house rules have been established to ensure your comfort and productivity.

Theft

Do not leave any valuables unattended at any time. Keep your doors locked. If you are storing valuables in your room, keep them out of sight. The Archbold Center is a very safe place but we cannot watch everyone all the time. You are welcome to store valuables with us in the office but you will have access to these items only during office hours. **The Archbold Center is not responsible for any lost, damaged or stolen personal items.**

Night Hikes

Never go anywhere alone at any time. If you are planning a night time walk or research activity you must inform the manager. Please write down the names of people in your group, the group's cell phone number, your destination and the time you intend to leave and return and leave the note with the bartender or manager. Keep a cell phone with you and call the manager if you are running late.

No Entry

Residents are asked not to enter the kitchen, laundry, tool shed or bar area at any time. Please do not interrupt the kitchen staff for special requests while they are working in the kitchen or in the process of serving meals. When you require assistance please check the office during office hours or speak with the bartender if the office is closed. We are happy to attend to your needs but we need to do our jobs, too.

Smoking

Smoking is not permitted in any of the rooms or on any porches. Smokers are asked to smoke in the driveway or the back verandah. Regardless, please be respectful of others who would rather enjoy the fresh Caribbean air.

Drugs

Drugs, including marijuana, are illegal in Dominica. If you are caught using or in possession of illegal substances at the Center or anywhere in the country, you will be expelled from the property immediately.

Behavior

Code of Behavior

Everyone visiting or living at The Archbold Center is expected to abide by an honorable and considerate code of behavior. This means showing respect for others, even if they hold widely divergent opinions from yours.

We try to provide an inviting, friendly and nondiscriminatory forum for the free and rich exchange of ideas. Receptivity to your fellow residents and consideration of them in every way possible helps to ensure a peaceful, productive and conflict-free environment.

Grievences and Problems

Problems, complaints or non-safety related emergencies having to do with the Center's policies, procedures, actions or facilities should be brought to the attention of the Managing Director. This includes all research and teaching issues. Interpersonal conflicts not related to use of the Center are best solved among the parties involved. However, all staff members will make themselves available to assist in resolving such conflicts. We are 100% committed to maintaining a healthy and nurturing environment for our student visitors and all our residents.

Quiet Hours

Quiet hours are **10:00pm to 7:00am** Social gatherings should be held at the back verandah not in the rooms or on porches. Please remember that residents keep widely varying hours and that noise travels easily. All residents are asked to respect requests from other residents for reduced noise irrespective of the hour.

Office Hours

The main office is staffed by the Managing Director and the Operations Manager. **Office hours are from 10:00am to 6:00pm Monday through Friday 12 months a year.** The Archbold Center is a sprawling and dynamic place; office staff are often required to move about throughout the day. If you cannot find us, please leave a message with a staff member or call us on our cell phones.



Emergencies

Fire

Every room is fitted with a fire extinguisher and a smoke detector. On the back of every door is an evacuation map with exit routes, designated meeting point/ safe zone and emergency phone numbers. Please familiarize yourself with the fire evacuation procedures.

Hurricane

Springfield is a hurricane shelter. We are well informed with information on approaching storms. Office staff will assist you in every way possible to make flight changes should you wish to leave the island in advance of the storm. The kitchen and the basement of the Archbold House are the two safe zones on the property. Our kitchen remains stocked with food supplies, fuel, flashlights etc. Our generator provides light to these rooms and to power the Internet.

Earthquake

Dominica is a volcanic island and earthquakes are not uncommon. In the event of an earthquake, visitors are asked to move away from all balconies, porches and glass windows. The biggest danger in an earthquake situation is fire and shock resulting from downed power lines and broken gas lines. Walk outside to the driveway roundabout as soon as possible.

Medical

If you are experiencing or witnessing a medical emergency situation, contact the manager immediately. Basic first aid supplies are located in the kitchen. There is a doctor on call.

EMERGENCY PHONE NUMBERS

Police, Fire and Ambulance: 999

MANAGER: 276-3747

Police HQ: 448-2222

Princess Margaret Hospital: 448-2231



Facility Use Policies

Universities, high schools and other learning and research institutions from across the globe are drawn to study the biology of Dominica's protected rainforest covered mountains year after year. The Archbold Center caters to a wide variety of research activities including science and social science research, summer camp experiences as well as service learning activities.

The Center was established in 2005 and over time these policies have been developed for our mutual benefit.

Facility Use Permission

Permission to Use the Archbold Center Facilities

Regardless of the type of activity you hope to accomplish, you must first apply to the Archbold Center by writing to the Managing Director, briefly describing your proposed activity. If your program is approved, we will assist as you apply for permission from the Dominican Government.

The Archbold Center's approval of your project does not guarantee approval or endorsement by the Government of the Commonwealth of Dominica.

Archbold Center Facility Use Requirements

By residing at or working in association with the Archbold Center, researchers automatically agree to the following terms:

- 1) Researchers will secure the necessary permits from the Government of the Commonwealth of Dominica for research, collecting and exporting. Failure to do so will result in denial of residency or use of facilities at the Archbold Center.
 - 2) Researchers will submit quarterly and / or final reports on their research project and four copies of all publications resulting from their research in Dominica.
 - 3) All researchers will be personally liable under Dominican law for any misrepresentation or illegal collecting or exporting or any unethical or illegal behavior.
 - 4) The Archbold Center reserves the right to refuse facility access and /or withdraw support for any initiative which it feels may undermine its relationship with the Dominican authorities, Dominican community, donor agencies or academic community.
 - 5) The burdens of proof and of timely application are on the applicant. The Archbold Center will take no responsibility for delays caused by late application or incomplete documentation.
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Information Database

Data Base Policy

We maintain a database of information on all research projects carried out at the Center. The objectives are to create a secure archive of Dominican natural history information and to promote the coordinated use of complementary data sets. This archive is intended to provide natural history knowledge of Dominica and Springfield, accessible to Dominican nationals. The collection is critical to enhance the value of the center as a research site and national resource. Data sets will help us to establish sufficient base-line data for gap analysis and to prioritize research efforts for possible funding at the Center.

We recognize the interest of researchers in controlling the use of data that they have collected. At the same time, institutional and societal commitments substantiate an obligation to ensure the eventual accessibility of the data.

For these reasons, the Archbold Center implements the following data archival policy to guarantee the long-term availability of such data sets and their protection from unauthorized use:

1. A research proposal is required before initiating work at or from the center and a brief report must be submitted to our office at the end of each stay. Researchers may also be required to submit fully documented data sets in cases where the project involves data of broad utility or special interest to the Archbold Center or to the Government of the Commonwealth of Dominica (e.g., information on temporal patterns; spatially-referenced physical, chemical, and biological data and data on rare or endangered species.)
2. The Archbold Center will safeguard data from release to persons not specifically authorized by the investigator for a period of three years after the data are deposited. This protection can be renewed every year upon written request of the investigator. The data will be made generally available in the absence of such a written request or in the event of an investigator's death.
3. In the case of projects already underway, it is especially critical that investigators appreciate the importance of depositing previous data to enhance the value of future data that must be deposited on request.

The Archbold Center's database terms and conditions do not supersede any national government requirements. All Center users will be required to sign an agreement to this effect upon check-in.



Research Policies

Science Research

Government Permission

Individuals intending to carry out environmental and/or biological research of any kind, anywhere on the Island, must have written permission from the Government of the Commonwealth of Dominica, Ministry of Agriculture, Fisheries and Forestry. ALL APPLICATION FORMS MUST BE OBTAINED DIRECTLY FROM AND SUBMITTED TO THE APPROPRIATE GOVERNMENT AUTHORITY NO LESS THAN TWO MONTHS IN ADVANCE OF YOUR INTENDED VISIT TO ENSURE SUFFICIENT PROCESSING TIME.

Residency at or use of the Archbold facilities will be denied to those who have not secured the necessary research, collecting and export permits from the Dominican Government.

University study abroad groups that are not actively engaged in research projects are still required to inform the ministry of your proposed activities and obtain written endorsement from the appropriate government division to satisfy the requirements for residency at the Archbold Center.

The Archbold Center requires all individuals conducting research under our auspices to adhere to the laws and regulations pertaining to the legal collection, import and export of scientific specimens. Respect and knowledge of the laws of the Commonwealth of Dominica, international conventions (e.g., CITES, CBD), and the laws of the country to which scientific specimens are being exported to or from is expected of all Archbold Center investigators.

It is the responsibility of each researcher to obtain information regarding collecting, import from, or export to other countries from the appropriate authorities of each country.

Upon approval of the Archbold Center's residency / facility use application, we will assist you with the Government application procedure.

The Archbold Center maintains a zero-tolerance policy regarding the failure to comply with national regulations and requirements associated with specimen collecting and the export and import of scientific specimens.

Ignoring the Archbold Center's policy will lead to denial of access to our facilities, disciplinary action and possibly dismissal

Other Academic Research

Social Sciences Research Permission

Individuals and groups proposing to carry out social science research including but not limited to health science, liberal arts, tourism, physical education and humanities research will require letters of endorsement and permission from the appropriate local government authority before being permitted to reside at or use the Archbold Center facilities. In many cases, research projects are sufficiently broad in scope that they may fall under the auspices of two or more government ministries. When in doubt, the Archbold Center will seek the advice of government officials to determine the appropriate course of action.

All prospective researchers must apply to the Archbold Center by contacting the managing director by e.mail with a brief summary describing your proposed research project or activity. With this information we can begin to assist you with the Government permit application process.

We request the following documents from all social science, health science and humanities research investigators:

1) **A one-page concept note**, written in layman's terms that briefly summarizes your proposed research agenda. This document will help government officials or partnership agencies to accurately discuss your project with their colleagues to determine how and if they will proceed with endorsement and/or collaboration. This concept note is required at least three months in advance of your intended arrival.

2) **Endorsement / letter of introduction** from your faculty dean or advisor written on institution letterhead.

Depending on the nature of your proposed activity, we may also require one or more of the following:

- 3) **Letter indicating university IRB (Internal Review Board) approval of your project**
- 4) **Disclosure of project funding sources**

Service Learning

International Service Learning Endorsement

A unique way of “learning by doing,” service learning programs offer university students the opportunity to work in partnership with local community groups, schools, clubs, co-ops or NGOs across the country to exchange ideas and learn new skills while implementing useful community projects.

Service learning is not confined to any one academic discipline. The nature of this form of learning is participatory and collaborative. As with any other academic activity, service learning groups must apply to reside at or use the Archbold Center facilities by e.mailing the managing director and summarizing your proposed activity.

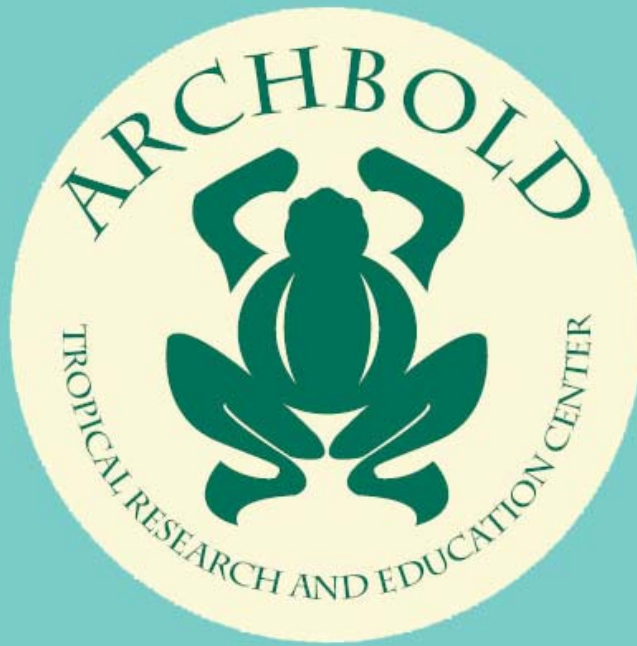
All prospective service learning groups must submit to our office **a one-page concept note**, written in layman’s terms that briefly summarizes your proposed service learning partnership idea. This document will help government officials or partnership agencies to accurately discuss your project with their colleagues to determine if and how they will proceed with endorsement and/or collaboration.

The cornerstone of service learning is community engagement and therefore we require an endorsement letter from the appropriate community-based authority. Depending on the nature of your project this authority might be the chair of the village Council, school principal, CEO of the local partner non-profit or recognized community group. Depending on the project, if your service learning activity is based at a local school or health center, for example, then we will also require a letter of endorsement from the Ministry of Education or Ministry of Health, respectively.

Like any form of partnership initiative, service learning activities are more likely to be successful when the request for partnership originates from the community group or local organization. Successful partnerships often require a great deal of time to organize. With this in mind, we request that a one-page concept note should be submitted with your Archbold Center application at least SIX MONTHS in advance of your intended arrival.

Depending of the nature of your proposed activity, we may also require one or both of the following:

- 1) **Introduction and endorsement letter** from your faculty supervisor, chair or dean
- 2) **Disclosure of funding sources**



Shipping Equipment to Dominica

Shipping Items to Dominica



Shipping Methods

By Air

FedEx, DHL, UPS and AmereiJet are the main air freight carriers that service Dominica. They charge by weight and volume and is the best method for shipping smaller packages or important documents. The shipping address for air cargo is:

Nancy Osler
c/o Archbold Tropical Research and Education Center
Springfield Plantation Guesthouse
Imperial Highway , P.O. Box 1594, Roseau
Commonwealth of Dominica
Tel: 1-767-276-3747 / e-mail: nosler@clemson.edu

By Sea

There are several ocean shipping companies and this is by far the least expensive option for large items. This method is the best option when shipping time is not an issue.

By Hand

This is recommended for small or expensive things like digital cameras and laptops. It is best not to place expensive items in your checked baggage. We advise that you bring them with you in your carry-on luggage.

By Freight Forwarding

Items can be sent directly to our freight forwarding address in Miami, Florida. Cost is a bit less than the other air freight options and a bit more than ocean freight. Charges are based on weight and volume.

Dominica Freight Systems (E-Zone)
7620 NW 63rd St. Miami Florida, 33166
Tel: 1-305-591-9597
c/o Nancy Osler, ATREC

PLEASE DO NOT SEND ANYTHING TO US UNTIL WE HAVE BEEN ABLE TO CONFIRM THAT ALL THE PAPERWORK ON THIS END IS FINISHED AND FUNDS HAVE BEEN TRANSFERRED TO OUR ACCOUNT IN ADVANCE TO PAY SHIPPING FEES AND TAXES.

Shipping Items to Dominica



Shipping Procedures

Taxes and Duty Concessions

Regardless of HOW you send items to Dominica, all items arriving in Dominica will be charged an Import duty (tariff), of varying percentages (anywhere from 0% to 100%) plus a 1.5% environmental levy plus a 3% customs charge and in some cases, a 0.5% tailgate charge based on the value of the items AND all shipping costs. Compounded on top of all that is a 15% Value Added Tax (VAT). Import duty concessions can sometimes be arranged for your items but this is a very time consuming process that requires several meetings and endorsement signatures from ministry officials. Should the government gives its approval, the subsequent processing time is up to six weeks with triplicate paperwork. Please note that pro-forma invoices will help us put the initial paperwork together but they are not acceptable as a customs documents. **We must have copies of the original bill (s) of sale to finalize the customs paperwork.** It is therefore very important that you KEEP YOUR RECEIPTS then scan and e.mail them to us. If an item arrives with no bill of sale to account for it, the customs officials have the right to value it as they see fit.

Shipping Used Items

When shipping used items please send us a note on university letterhead with an itemized list and assign to each item an approximate "garage-sale" value that will be taxed as described above. Customs will very rarely question the reported value of items that are obviously intended for research or education.

Shipping Items In and Out for Temporary Use

In this case, you are required to pay the port charge and environmental levy but the duty and VAT charges are waived as long as the items are leaving the country. You'll need to write a note to the Comptroller of Customs on university letterhead, indicating what the items are for and that they are leaving the country when you leave. Once the items arrive, the customs officer checks the inventory and we then submit to the Comptroller of Customs a blank check in exchange for the release documents on your behalf. The check is held in trust upon verification that everything that you brought into the country has left the country. The effort to bring the items in and send them out again is a very time consuming process that only we can do for you since it is our blank check that is being used. We therefore charge a flat rate of \$50US for this service over and above any other expenses.

Fees

The Archbold Center charges a 5% brokerage fee based on the value of the imported items (not the taxes) for serving as your import agent. This fee will be added to your lodging bill. However, we reserve the right to charge up to \$300US, over an above any added expense, if we are placed in a position of having to negotiate with port officials, or engage in any last-minute trouble-shooting efforts on your behalf resulting from incomplete paperwork or "surprise deliveries."



Maps and Other Materials

Scale 1:50,000

100



STUDY ABROAD



Universities, high schools and other learning and research institutions from across the globe are drawn to Dominica's rainforest covered mountains year after year. A safe country with rich biodiversity and friendly people, the "Nature Island of Dominica" offers a wealth of unanswered questions in many areas of study.

SCIENCE RESEARCH

Classroom, laboratory, reference library, computer lab, conference room, greenhouse space, ADECnet WiFi, herbarium

and insect collections are available 24 hours per day to resident guests and to the public by appointment. More than 150 acres of rainforest, successional forest and agricultural land are available on site.



PUBLIC OUTREACH

Our goal is to play an active role in the community and to serve as a unique resource of inspired learning for every Dominican. Summer internships, after-school programming, lectures and workshop series, interactive learning experiences and summer youth programming are planned for development.



SERVICE LEARNING

A unique way of "learning by doing," service learning programs offer university students the opportunity to work in partnership with local community groups, schools, clubs, co-ops or NGOs across the country to exchange ideas and learn new skills while implementing useful community projects. If your group has a project in mind, please contact us to discuss a service learning partnership.



THE
ARCHBOLD
CENTER

COMMONWEALTH OF DOMINICA



LODGING

Historic Springfield Plantation Guesthouse (circa 1760) caters to the specific needs of groups, families and individuals. Graduate students and families enjoy the privacy of lodging in our self-contained apartment or the "Bee House" cottage. Visiting groups appreciate that our dormitory service sleeps no more than eight people per room while others may retreat to the privacy of single and double occupancy accommodations. Continental breakfast, take-away lunches and hearty local dinners are offered with our full-service package. Rates vary according to group size and food requirements. With larger groups, two professors or facilitators may stay free of charge.



Dining room in the main lodge



Guest room in the main lodge

THE ARCHBOLD CENTER, INC. IS
A
DOMINICAN NOT FOR PROFIT
ORGANIZATION THAT OPERATES
SPRINGFIELD GUESTHOUSE AS A RESEARCH
AND EDUCATION CENTER, IN PARTNERSHIP
WITH
CLEMSON UNIVERSITY
AND AN INTERNATIONAL CONSORTIUM OF
UNIVERSITIES.



For rates, reservations and general inquiry,
contact:

Nancy Osler, Managing Director,
Archbold Center, Inc.
Springfield Plantation Guesthouse
Imperial Highway
P.O. Box 1594, Roseau
Commonwealth of Dominica

1-767-449-3026 (O)

1-767-276-3747 (M)

E.mail: nosler@clemson.edu

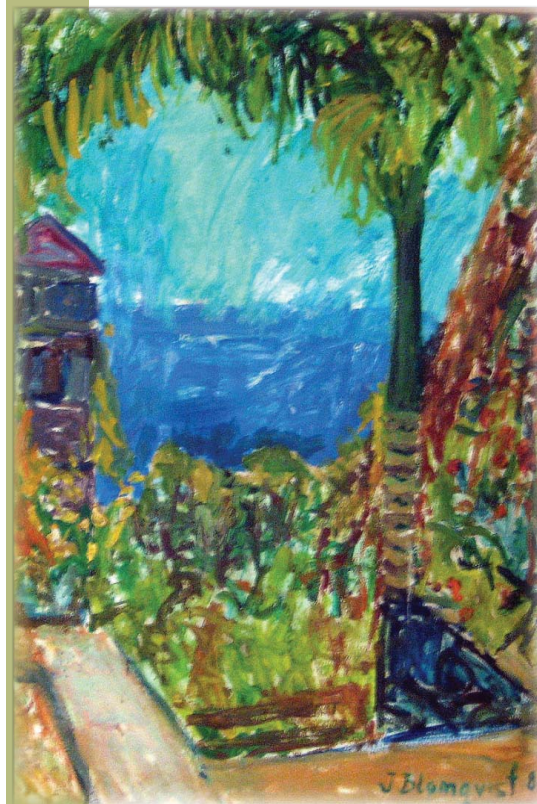
www.springfield-dominica.org

Facebook: Archbold Tropical Research



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THE ARCHBOLD CENTER



SPRINGFIELD GUESTHOUSE DOMINICA

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