Information for Readers

Fire Precautions

In the event of an emergency where the building must be evacuated, please follow the Emergency Exit signs to the nearest emergency exit. Do not stop to take anything with you. The Assembly point is in the adjacent Car Park, where a member of staff will check you off on the register you signed on your way in. Do not re-enter the building until you are told it is safe.

Opening times

Mon - Fri 09.30-17.00.
Appointments are always advisable.
Documents must be returned **15 minutes** before closing.

Finding Aids

Our catalogues can be consulted on the PCs in our searchroom. Summary descriptions of our collections are available via our website. Item-level catalogues are either available online, as MS Word documents on the PCs, or as paper prints in the searchroom. Staff will direct you to the most appropriate copy. Our website features a number of subject-based source lists; paper copies are available for a small donation. Finding aids are available in large format on request.

Ordering documents

Items can be produced in advance to be ready on your arrival.

Otherwise order slips are collected at:
9.45am, 10.15am, 11am, 11.30am, Noon, 1.30pm, 2pm, 2.30pm, 3.15pm, 4pm.

If ordering items for 9.30am the next day, please fill out your slips before the last collection on the previous day.
Use **one order slip per item**, as part of the slip represents the retrieved item on the shelf, and items may not be stored consecutively.
For preservation reasons, you are likely only to be issued with one item at a time.

IT facilities

PCs are available for consulting archive catalogues. A record is maintained of all use of searchroom PCs.
Each reader space has a power socket. If using a laptop, please turn off any sound facilities to minimise any disturbance for other readers. The University will not accept liability for any computer faults that may occur while using our sockets.
Access to the wireless network can be arranged. As this has to be arranged through University IT Services, it is best requested in advance. If you would like to arrange access during your visit, please ask staff for assistance.

Staff

You will be welcomed by a member of staff in our reception. In addition to the Assistant who supervises the searchroom and deals with archives and copying requests, there is always a Duty Archivist available if you wish to discuss any aspect of your research, other sources or the holdings of other repositories.
Copying services

We offer a range of copying services, including photocopying, digitisation and plan copying. Full details and prices are available on request. Copies will only be made if no excessive damage will occur to items as a result of the process. All copying is at the Duty Archivist’s discretion.

You may use a digital camera, without charge, at the discretion of the Duty Archivist. The following conditions apply: copies are for personal research purposes only; there is no disruption to the work of staff or other readers; there is no risk of damage to the original material; and flash is not used.

You may not photograph material from GD or RHP collections.

Library & Books for sale

Archive Services has a collection of books relating to the University of Glasgow and education, and business and technical histories, which researchers are welcome to use. Borrowing is not permitted. A list of books for sale is on our website. Please ask if you would like more details about any of these resources.

Copyright

Requests to publish material from the Archives should be made in writing, using the appropriate application form. The Duty Archivist is happy to discuss any requests to publish material. Where records are on deposit from the National Records of Scotland or from the relevant business, applications may be referred for approval in advance of the Senior Archivist’s decision. Fees for publication are at the Senior Archivist’s discretion.

Donations

The searchroom service we offer to readers is free of charge. If you have found your visit worthwhile, we ask that you make a contribution towards preserving the collections we hold for future generations of users. There is a collection box for any donation you care to make. We assure you that no matter the amount, your donation is appreciated.

Nearby cafés and restaurants

A small tea room, with tea- and coffee-making facilities and a water dispenser, is available for readers to take a break or eat their lunch. There are also a number of cafés, restaurants and pubs on nearby Dumbarton Road and Byres Road, and cafés at the Kelvingrove Art Gallery & Museum and the University main building.

Comments and Suggestions

We hope you have found your visit useful. Please use the Comments forms to make suggestions for improvements to our service.

For more information see our website at http://www.gla.ac.uk/archives
Record Handling Guidelines

The material held in this repository is unique and irreplaceable. We ask you therefore to abide by the following regulations to ensure that the archives you use survive for future generations.

You must always:
♦ Use a pencil (available to buy from Reception) or computer to make notes in the searchroom
♦ leave bags larger than A4 in a locker
♦ handle the records carefully, using the gloves provided when asked
♦ avoid putting strain on the spine of an open volume - don’t try to force it to lie flat; don’t leave it lying open face downwards, don’t mark your place with anything other than a strip of paper
♦ protect the items by using the book supports and weights when asked to by the staff
♦ open only one file, box or bundle at a time to avoid mixing paper between files; ensure that you return files with the pages in the original order in which you received them

You must never:
♦ use a pen or an eraser in the searchroom
♦ eat or drink in the searchroom
♦ use flash photography
♦ touch the text of documents
♦ mark documents in any way
♦ lean on, or place anything on top of, documents, plans or books, whether open or closed
♦ try to force documents to open - if you are having difficulties the staff will be pleased to help
♦ smoke anywhere inside the building

Thank you for your co-operation
Lesley M. Richmond, Director of Archive Services