Visiting University of Glasgow Archive Services

Planning for your visit:

To help you identify the records you wish to consult, contact us so that staff can direct you to the most appropriate item-level catalogue. This may be online, or we may send you a catalogue by email as a pdf. A very small number of catalogues are only available to consult in our searchroom. Please email us with the references and descriptions of the items you’d like to see. We will check that there are no access restrictions, and aim to have some of the items ready for your arrival.

Our Thurso Street searchroom has a wireless network for researcher use. Staff and students of academics who are part of the eduroam network (www.eduroam.org) should refer to this guidance on accessing the wireless network: https://www.gla.ac.uk/myglasgow/it/eduroam/. A temporary account can be set up for all other visitors - please request it in advance if possible. Log-in details will be emailed to you.

You may bring a power cable for your device, as each reader space has a power socket. Please turn off any sound facilities or wear headphones, to minimise any disturbance for other readers. (Please note that the University does not accept liability for any computer faults that may occur while using our sockets).

Please remember to bring with you:

- Photographic proof of identity – a passport, driving licence, travel pass or other ID card
- A pencil (for filling out order slips)
- Paper (which can be in the form of a notebook, or sheets in a ring binder or folder), or a laptop computer, for making notes
- Background information about your research, so that you have all the details to hand
- Cash or cheque to pay for copying, or a digital camera to take images yourself, free of charge

Arriving at Archive Services:

The main searchroom (at 13 Thurso Street, Glasgow, G11 6PE) is marked at the bottom of the map in this document. The map includes a photograph of the view from Dumbarton Road down Thurso Street to our building. The entrance door is to the right-hand side, between the arches and the tower. The searchroom is on the 2nd floor – please press the appropriate buzzer, give your name and state that you are visiting Archive Services for your research.

If you have an appointment for the ground-level searchroom (77-87 Dumbarton Road, Glasgow, G11 6PW), this is on the south side of Dumbarton Road. The entrance door is immediately to the right of the windows.

If you get lost or find that you are running late, please phone the Duty Archivist:
0141 330 5515.

A member of staff will meet you on arrival, and ask you to complete a reader registration form, hang up your coat, and put your spare belongings in a locker. There are (gender-neutral) toilets available.

During your visit:

In the event of an emergency where the building must be evacuated, please follow the Emergency Exit signs and staff guidance to the nearest emergency exit. Do not stop to take anything with you. The Assembly point for the Thurso St building is across the road, 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.
Visiting Glasgow University Archive Services

- **Your research**
  Two members of staff will be on hand to assist you during your visit: the **Searchroom Assistant** will explain to you how to use the catalogues and order documents and copies, while the **Duty Archivist** will be available for further, more detailed, questions.

  You may consult further catalogues and order further items during your visit: order slips are collected at 9.45am (Monday to Thursday), 10.15am, 11am, 11.30am, 2pm, 2.30pm, 3.15pm, 4pm.

  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.

  Documents must be returned 15 minutes before closing. If ordering items for 9.30am the next day, please fill out your slips before the last collection on the previous day.

  Please note that, with other people using our services at the same time, we are not always able to get out everything that a reader has ear-marked for their visit. We are keen to help researchers make the most of their visit, so please keep the Searchroom Assistant informed about which are your priority items to see.

- **Copying services**
  We offer a range of copying services – details are available at [https://www.gla.ac.uk/myglasgow/archives/copyingservices/](https://www.gla.ac.uk/myglasgow/archives/copyingservices/) and in the searchroom. Copies will only be made if no excessive damage will occur to items as a result of the process.
  You may use a digital camera, without charge. The following conditions apply: copies are for personal research purposes only; personal data covered by Data Protection legislation is not photographed; 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.
  All copying is at the Duty Archivist's discretion.

- **Library**
  At Thurso St we have a selection of books relating to the University of Glasgow, Glasgow and business, which you are welcome to read in the searchroom.

- **Food and drink**
  In both buildings, we have a small tea-room, with a water dispenser and tea- and coffee-making facilities, where you are welcome to eat any food you bring. There are plenty of places to eat nearby, on Dumbarton Rd and Byres Rd, at Kelvingrove Art Gallery & Museum and Kelvinhall, and on the University campus.

After your visit:

- **Comments**
  We hope you find your visit worthwhile. Please use the Comments forms in reception to let us know your thoughts.

- **Donations**
  The searchroom service we offer to readers is free of charge. If you have found your visit worthwhile, we would be very grateful for a contribution towards preserving the collections we hold for future generations of users. There is a collection box in reception, and donations can also be made online: [https://www.gla.ac.uk/connect/supportus/libraryfund/specialcollectionsarchiveservices/](https://www.gla.ac.uk/connect/supportus/libraryfund/specialcollectionsarchiveservices/).

- **Permission to Publish**
  Guidance is available here: [https://www.gla.ac.uk/myglasgow/archives/copyingservices/publicationofcopies/](https://www.gla.ac.uk/myglasgow/archives/copyingservices/publicationofcopies/).

We wish you every success with your research.
77-87 Dumbarton Rd
Office

13 Thurso St
(Searchroom)
Record handling guidelines

The archives we look after are 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 for a donation from Reception) if making handwritten 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 documents by using the book supports or 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 difficulty the staff will be happy to help
♦ smoke anywhere inside the building (since 26th March 2006 it has been an offence, under the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, to smoke in enclosed public spaces in Scotland)

Thank you for your co-operation

Moira Rankin
Senior Archivist & Head of Service