

## **Accessing Glasgow Museums' Collections**

Glasgow Museums collection is a Recognised Collection of National Significance to Scotland.

Our extensive collection provides invaluable information for people wishing to undertake research in Art and Design, Human History, Natural History or Transport and Technology. The research facilities are open to all, from school children undertaking assignments through to postgraduate students completing dissertations to professional researchers or members of the public who have an interest in our collection.

### **Research Charter**

Everyone is welcome to study objects from our collection. However, there may be some restrictions to accessing objects for reasons of health and safety or cultural sensitivity. Children under 16 should be accompanied by an adult.

Access to the collection is free. We welcome enquiries relating to the collection but please be aware that our resources are limited and a charge may need to be levied if our staff need to spend a considerable amount of time researching your enquiry.

We also have a reference library of books relating to our collection and museum archive materials which are available for use by the public.

We encourage you to prepare for your visit to Glasgow Museums Resource Centre by reading the Code of Practice for using Glasgow Museums Research Facilities.

### **Contact Details**

Initial enquiries should be made to:

Tracey Hawkins  
Collections Research Assistant  
Glasgow Museums Resource Centre  
200 Woodhead Road  
Glasgow G53 7NN

0141 276 9300

[navigator@glasgowlife.org.uk](mailto:navigator@glasgowlife.org.uk)

Opening hours

10am to 4pm, Tuesday – Thursday

11am to 4pm, Friday

### ***How do I know what to ask for?***

The Collections Navigator website provides an overview of the collection and allows users to identify the collection areas that they are interested in.

<http://collections.glasgowmuseums.com>

For general enquiries contact the Collections Research Assistant on the number above.

### ***How do I arrange to see it?***

All material needs to be ordered in advance. Requests to view museum objects are made through the Collections Research Assistant at the address above. Viewing requests can be made online, by telephone or by post.

Object viewing requests must be made at least two weeks in advance. The Collections Research Assistant will confirm your booking at least one week in advance of your proposed visit and reserve a space for you in the Research Room. If the objects you are interested in can only be studied in store we will make arrangements for a store visit.

If the objects requested are restricted or need special viewing arrangements you will be informed accordingly. It may take longer to organise access for this type of material and it may be necessary to suggest alternative viewing dates.

Many museum objects have 'object files' which contain information relating to the object. You may request to see these, and they will be supplied with the museum objects you wish to see.

***What do I do when I get to GMRC?***

On entering the building you will be asked to sign the fire register at the reception desk and you will be issued with a visitor pass. You may be asked to wash your hands and to deposit your coats and bags in the lockers provided. You will then be directed to the Research Room or Library.

On the first day of each period of study you will need to register as a user and sign the Code of Practice for using Glasgow Museums Research Materials.

If you wish to draw or photograph material you will be asked to sign a separate permission form.

Before being issued with the requested material, the duty invigilator will give you any special handling instructions. You will then be asked to sign an issue receipt.

The material will then be taken to your desk and you are free to view or study it in line with the Code of Practice.

When you have finished with the material you should inform the duty invigilator, who will check it against the issue receipt.

You are recommended to wash your hands after handling museum objects.