

Code of Practice for using Glasgow Museums Research Materials

All our users must sign and observe this Code of Practice. It is designed to protect the collection and ensure a pleasant environment for all our users.

Access

In principle all museum objects and library materials are available for public viewing and study.

There are some objects which require more stringent access conditions due to their condition, cultural sensitivity, legal conditions or health and safety requirements. Users will be advised of these conditions when making a booking and it may take longer to arrange access.

Using the Library & Research Rooms

Most of the collection consists of items which are rare, unique or fragile and users are asked to treat the materials with care and respect.

You may only use pencils or a laptop to take notes or make drawings in the library or research rooms, as ink can permanently damage objects.

Users are asked to follow the instructions given by Glasgow Museums staff for the safety and security of the collection. You should wash your hands before and after handling any collection items. Where protective equipment is required (e.g. gloves) this will be provided for the user.

Users are responsible for all items issued to them until returned to Glasgow Museums staff.

Visitors are asked to respect other users and conduct any necessary discussions quietly.

The use of mobile phones or personal audio equipment is not allowed in the research rooms or library.

Food and drink are not permitted in the library and research rooms as this could result in damage to the collections.

Bags and coats are not permitted in the in the library and research rooms and must be deposited in the lockers provided.

Copyright Etc.

Users should ensure that any information obtained from our collections relating to living individuals is used in accordance with the principles of the Data Protection Act 1998.

Users may make drawings or take digital images for personal research purposes only. There is a separate permission form. Images can only be published or disseminated in any form with the express permission of Glasgow Museums.

Where Glasgow Museums objects are referred to in theses and publications their first citation should follow the style: <*object title*>, Glasgow Museums, <*accession number*>.

Where Glasgow Museums' collections form a significant part of a research project we request that a copy of the completed study, whether published or not, be deposited with us for future reference. This may be a digital or hard copy.

I promise to adhere to this Code of Practice.

Signed:

Date:

Print name:

Address:

Email:

Phone: