

# Frequently Asked Questions about Glasgow City Archives

## My Archives session appointment

To book an Archives session appointment, please email [Archives@glasgowlife.org.uk](mailto:Archives@glasgowlife.org.uk) or call Glasgow City Archives during opening hours on 0141 287 2910.

Please book at least one week and a maximum of four weeks in advance.

Archives appointments will be for a maximum of three hours per session with customers limited to one appointment per day, and a maximum of one visit per week.

Four places will be available for general researchers and two for those using architectural drawings/large plans. You will be assigned a table and your order will be placed there in advance of your arrival.

You will be sent Reader's Registration and Test & Protect forms to complete in advance of your visit. You can either email these in advance to [archives@glasgowlife.org.uk](mailto:archives@glasgowlife.org.uk) or bring them on the day.

You will be advised in advance on any specific conditions on access to Archives materials and we will confirm all appointments by email where possible. You should be ready to show this email on the day.

## How many items can I request in advance?

Customers can request up to six items in advance of an Archives session. Materials are only available for use during your appointment. All documents will be quarantined for 72 hours after use.

To request items, please email [Archives@glasgowlife.org.uk](mailto:Archives@glasgowlife.org.uk) or call Glasgow City Archives during opening hours on 0141 287 2910.

## Will I be able to get help with my research?

We will provide a remote advice service in advance, offering assistance, some searching of finding aids and suggestions on sources to consult.

We can provide some in-person assistance and you can approach the searchroom desk which has a Perspex screen in place to protect you and the staff.

## Can we browse the catalogues and indexes?

If you need to consult the catalogues, index cards etc, please ask the Duty Archivist who will do the search for you

## What can I take into the search room?

To help us ensure the safety of our visitors and staff and preserve the records for future generations we ask you to observe guidance for using the search room including the wearing of a mask, and rules regarding handling documents. You should only bring what you need with you:

- You may take two items from the following list into the reading room with you: laptop, tablet, mobile phone or camera (all on silent). You can bring in one notebook
- You may not bring in pencils, pens or research material. A pencil will be provided for you.

- No coats, bags or umbrellas – please leave in the lockers provided in the Archives foyer

### **How should I handle the Archives?**

Everyone visiting the City Archives has a responsibility to preserve the documents in our care. We do not allow gloves to be worn in the search room, in line with long-standing guidance relating to the preservation of our collection.

There are some general practices that should be followed by everyone:

- No sanitiser or hand cream is allowed in the searchroom. You should wash your hands before you start working or after any use of sanitiser or hand cream outside the searchroom. There are toilets on each floor of the building, including adjacent to the Archive search room
- Use powder-free nitrile gloves (we will provide these) when handling photographs, and hold them by the edges (the only exception to our gloves rule – the natural oils in skin can damage the surface of photographs)

### **How can we get photographs of the archives?**

We will permit you to use a hand-held camera, phone, tablet or laptop, to take still images of documents, where this is in line with our policy on self-photography. Fees will be remitted during the current situation.

We can, if required, provide copies for you. All documents will be quarantined for 72 hours before and after copying.

### **How do I enter the library?**

Customers will enter from the Granville Street entrance only. The North Street entrance will remain closed. Please follow signage for Archives appointments and queue towards Berkeley Street.

### **Who do I speak to if I have any further questions?**

If you have any further questions regarding your Archives session appointment, please email [Archives@glasgowlife.org.uk](mailto:Archives@glasgowlife.org.uk) or call Glasgow City Archives during opening hours on 0141 287 2910.