

Frequently Asked Questions about Glasgow City Archives

My Archives session appointment

Appointments are available Tuesday to Thursday, 10am to 4pm, and the first Saturday every month, 10am to 4pm.

To book an Archives session appointment, please complete the Archives Appointment Booking Form at [Archives Appointment Booking Form](#) and email to archives@glasgowlife.org.uk. If you do not have access to email, please 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.

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 form in advance of your visit. You can either email this form in advance to archives@glasgowlife.org.uk or bring it with you 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.

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.

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 the rules regarding handling documents. You should only bring what you need with you:

- You may bring the following with you into the searchroom: laptop, tablet, mobile phone or camera (all on silent), and notebooks.
- No coats, bags or umbrellas – please leave in the lockers provided in the Archives foyer
- No pens, please use pencils only

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.

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 or call Glasgow City Archives during opening hours on 0141 287 2910.