

## Frequently Asked Questions about Special Collections

### Do I need an appointment to visit Special Collections?

For most items in Special Collections there is no need to book an appointment to see the material. However, you are welcome to call or email ahead and we can prepare material for you in advance of your visit.

There are additional conditions for consulting items from secure areas, and some items must be used under supervision and booked ahead in the Glasgow City Archives search room. The Search room will provide a registration form, and has limited capacity Tuesday to Thursday, which may restrict when these items can be seen. Please see [Glasgow City Archives' FAQs](#) for details on using the search room.

Staff will advise when discussing your research needs. Please email [specialcollections@glasgowlife.org.uk](mailto:specialcollections@glasgowlife.org.uk) or call The Mitchell Library during opening hours on 0141 287 2988.

### How should I handle the Collections?

Everyone visiting Special Collections has a responsibility to preserve the items in our care.

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

- No sanitiser or hand cream is allowed when handling Special Collections items. You should wash your hands before you start working or after any use of sanitiser or hand cream. outside the room. There are toilets on each floor of the building, including on Level 5
- No gloves are permitted when handling Special Collections items.

### How can I get photographs of the items in Special Collections?

We will permit you to take low resolution still images of our collection items for private study using a hand-held camera, phone, tablet or laptop, in line with our policy on self-photography, subject to rights. Staff will advise during your session.

We can, if required, provide copies for you. This will not be possible on the day, and charges may apply.

If images are required for reproduction or high quality copies, please ask Special Collections staff or contact [specialcollections@glasgowlife.org.uk](mailto:specialcollections@glasgowlife.org.uk) for terms.

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

If you have any further questions regarding your Special Collections session appointment, please email [specialcollections@glasgowlife.org.uk](mailto:specialcollections@glasgowlife.org.uk) or phone during opening hours on 0141 287 2988.