

## The Glasgow School of Art: Archives and Collections Access Policy

- The Glasgow School of Art Archives and Collections are open to all researchers including the School's staff and students, and external researchers including members of the general public, subject to proof of identification and acceptance of the Reading Room Rules.
- The Glasgow School of Art Archives are open Monday to Friday 9.30 – 13.00 and 14.00 – 17.00. Information about our collections can also be accessed online at: [www.gsa.ac.uk/archives](http://www.gsa.ac.uk/archives)
- Users are advised to make an appointment in advance by contacting the Archives and Collections team. Please let staff know if you have any specific access requirements.
- Please note, as a result of the fire in the Mackintosh Building in May 2014 access to some areas of our holdings is limited. Access to some material may also be restricted for reasons of data protection or because of conservation considerations. Access cannot be granted to un-catalogued records until they have been checked for personal data. Any requests for access to such material will be managed on a case-by-case basis taking into consideration the type and volume of records in question and the researcher's requirements.
- Most records which are over 30 years old are available for public consultation. Records which are less than 30 years old can be accessed with the permission of the Head of the relevant department of the School. There is restricted access to some series of student records until these are 75 years old in order to maintain personal confidentiality.
- For further information please contact the Archives and collections team at: [archives@gsa.ac.uk](mailto:archives@gsa.ac.uk) 0141 566 1418

May 2017

Supersedes: Archives and Collections Centre Archives Access Policy November 2015

# THE GLASGOW SCHOOL OF ART

## Archives and Collections Access Policy

### POLICY DETAILS:

Date of approval	May 2017
Approving body	Museum and Archives Committee
Supersedes	Archives and Collections Centre Archives Access Policy November 2015
Date of EIA	
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Author	Susannah Waters, Archives and Collections Manager
Responsible Executive Group Area	Learning Resources
Related policies and documents	Copyright and Terms and Conditions Reprographic Service Guide Copy Request Form Reproduction Request Form Loan for Exhibition Policy Group Bookings
Benchmarking	N/A