

**THE GLASGOW  
SCHOOL OF ART**

**ARCHIVES & COLLECTIONS**

# **STATEMENT OF PUBLIC TASK**

**APRIL 2022**

**The Archives and Collections service at The Glasgow School of Art operates within a complex Higher Education environment. It is subject to internal regulatory processes and to applicable external legislation including the [Re-use of Public Sector Information Regulations 2015](#).**

The service operates in line with the following core functions:

- To support GSA staff and students in their teaching, learning, creative practice and research activities.
- To support the School's administrative functions.
- To enable the wider community to access and enjoy GSA's heritage.

The service does this by collecting, safeguarding and making accessible the materials it holds in trust for society and which serve as the institutional memory of the GSA.

In order to fulfil its core functions the Archives and Collections produce, disseminate, hold and use a large number of information assets that are presented in various formats. The key online access points for these items is the [Archives and Collections Catalogue](#).

In addition, the service re-uses information to:

- Create electronic and print resources about our holdings and services, such as collection guides, blog posts and exhibition interpretation
- Provide tailored information in response to specific research and/or reprographic enquiries, as well in the preparation of collections-based teaching materials.

Details about accessing information from the Glasgow School of Art Archives and Collections holdings can be found in the following online documents, which can be seen in the [Policies & Guides area of our website](#):

- Access Policy
- Visitor Information
- Teaching Support
- Group Bookings
- Reading Room Rules
- Data Protection and Closure Periods
- Data Protection Guidelines for Researchers
- Copyright and Terms and Conditions
- Reprographic Service Guide
- Loan for Exhibition Policy

You can contact the Archives and Collections team at [archives@gsa.ac.uk](mailto:archives@gsa.ac.uk) or by calling 0141 566 1418.