

ARCHIVES & COLLECTIONS ACCESS POLICY

POLICY DETAILS:

Date of approval	May 2022
Approving body	Museum and Archives Committee
Supersedes	Archives and Collections Access Policy April 2020 Archives and Collections Access Policy November 2018 Archives and Collections Access Policy May 2017 Archives and Collections Centre Archives Access Policy November 2015
Date of EIA	April 2022
Date of next review	May 2024
Author	Polly Christie
Responsible Executive Group Area	Deputy Director (Research and Innovation)
Related policies and documents	Archives and Collections Visitor Information Reading Room Rules Copyright and Terms and Conditions Reprographic Service Guide Copy Request Form Reproduction Request Form – Publication only Reproduction Request Form – Broadcast, website and other Loan for Exhibition Policy Loan Request Form Guidelines to Support Borrowing Group Bookings Teaching Support Data Protection and Closure Periods in GSA Archives & Collections Data Protection Guidelines for Researchers Statement of Public Task
Benchmarking	Collections Trust Northern Ireland Museums Council Museums Galleries Scotland UAL Accessibility Statement for Digital Collections Ashmolean Museum of Art and Archaeology Access Policy and Plan 2018-2023

The Glasgow School of Art Archives and Collections aim to:

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

We welcome feedback on our services. Users can provide feedback via email: archives@gsa.ac.uk, in writing to GSA Archives and Collections, The Whisky Bond, 2 Dawson Road, Glasgow G4 9SS or using our [online feedback form](#).

Physical Access:

- Archives and Collections (A&C) can be:
 - accessed via the Archives and Collections reading room at [The Whisky Bond](#);
 - viewed on display at Glasgow School of Art's Reid Building;
 - enjoyed through [regular temporary exhibitions of the collections](#).
- The Archives and Collections' reading room is open to all visitors including the School's staff and students, external researchers, groups, families and members of the general public. You do not have to be affiliated with Glasgow School of Art to access our holdings, but please note, all children must be accompanied by an adult.
- Our reading room is based at [The Whisky Bond](#), and up-to-date opening times are published on the [Archives and Collections website](#).
- We ask visitors to make an appointment in advance by [contacting the Archives and Collections team](#). Please let staff know if you have any specific access requirements.
- Drop-in visits will be accommodated subject to availability.
- Our reading room facilities include disabled parking, lifts, disabled toilets and adjustable study desks to accommodate wheelchairs.
- **Non-GSA visitors will need to register, and provide proof of identification**, for instance a photographic record (passport or driving licence), a staff or student card, or some official documentation (a utility bill, a bank card or statement, a HMRC tax notification e.g. P45 or P60, a card or notification from DWP e.g. child allowance, pension, a council rent card or tenancy agreement or confirmation from an electoral register search).
- All visitors to the Archives and Collections must follow the **Reading Room Rules** which can be seen in the [Policies & Guides area of our website](#).

- Anyone interested in the holdings who isn't able to visit in person can [contact us with their enquiry](#).

Digital Access

Digital access to the collections is provided via a website, an online catalogue and through social media channels.

- Glasgow School of Art [Archives and Collections' online catalogue](#) provides a listing of our holdings, with contextual information and images where available.
- The [Archives and Collections' website](#) includes induction videos, curated content, browsable themed collections, how-to guides and help pages to aid access to the collection.
- [Twitter](#), [Instagram](#) and [a blog](#) are used to highlight current activities, new collections and news-worthy stories.
- Our online resources meet [The Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations](#).
- All information is conveyed clearly and accurately, using accessible language.
- Information is offered in alternative formats where possible and appropriate.
- Glasgow School of Art Archives and Collections content is also delivered through third party online portals such as the [Art UK website](#) and through the [Archives Hub](#).

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.
- Due to data protection legislation, 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 visitor's requirements.
- Most records which are over 30 years old are available for public consultation. Glasgow School of Art's institutional 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 student records until they are 75 years old in order to maintain personal confidentiality.