


# ARCHIVES & COLLECTIONS : FORM GROUP BOOKING

SEPTEMBER 2022

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## How to send us this form:

Please fill in all required fields and then save or download  the PDF, making sure to select the *with your changes* option. Locate the saved file on your device (usually in the 'Downloads' folder) then email it to:

[archives@gsa.ac.uk](mailto:archives@gsa.ac.uk)

## Important note about Data Protection:

For information about when, why, where and how we collect, use, and store personal data please refer to [The Glasgow School of Art's Data Protection Policies](#).

## About our group sessions:

- **Specialist sessions** cover the School's history, our collections and activities - for example current conservation and cataloguing projects.
- **Handling sessions** enable your group to view, engage with and discuss 10 to 15 requested items from our collections in detail.
- Both types of session usually last one hour, but can be combined into a single two-hour experience.
- The maximum group size is 12.
- All group sessions are subject to availability and require careful planning to arrange access to the items you want to see. We may need to decline your booking, or provide you with alternative dates for your visit, if the necessary resources are unavailable.
- **Please submit your booking request at least 2 weeks before the date you would like your group to visit the Archives.**

## Price guidelines:

There is **no charge or fee for GSA staff or student groups**, but we do ask some external groups for a small contribution:

- **Voluntary / not for profit** – no fee, but we ask groups to consider providing a donation towards the work of the Archives & Collections
- **All other external groups** – £50 per hour.

We can accept payment or donations by credit card, or we can arrange an invoice for your institution.

**Thank you for your interest in visiting The Glasgow School of Art's Archives & Collections. We will contact you on receipt of your form to confirm session details and, where applicable, to arrange payment.**

## About your group

Name of your group\*

Number of people\*

Name of main contact\*

Contact address\*

Telephone number\*

Email address\*

## About your visit

What type(s) of sessions do you need - and how many?\*

What areas of interest / types of material you would like to cover?\*

Additional information

Proposed date(s)\*

Payment method (if applicable)