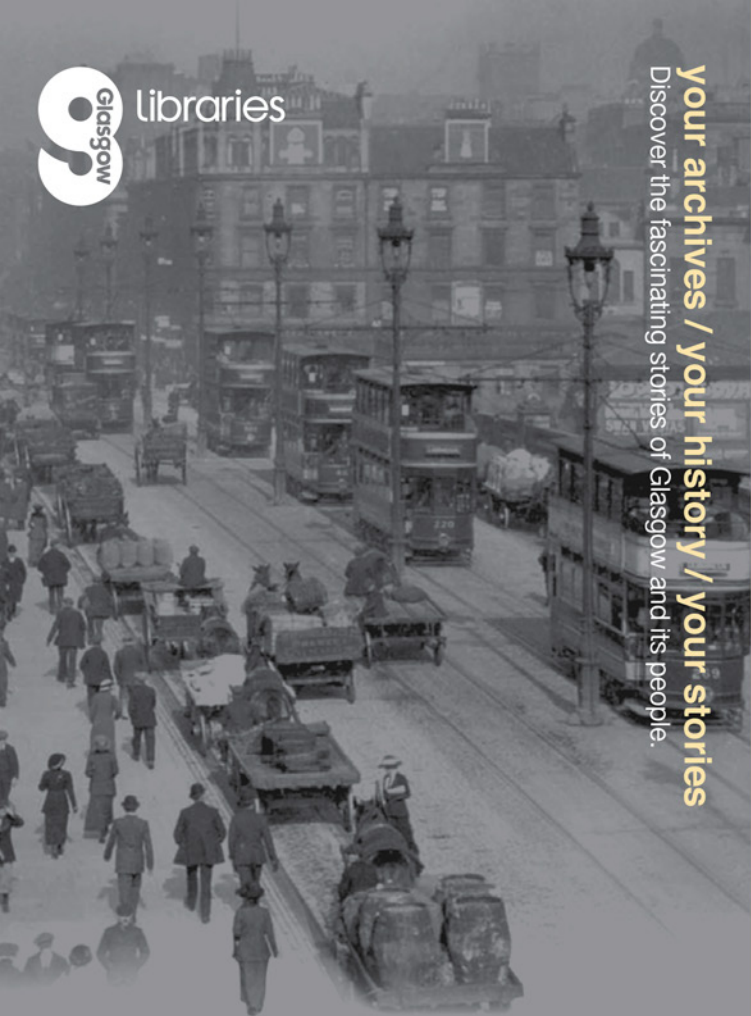


your archives / your history / your stories
 Discover the fascinating stories of Glasgow and its people.



glasgow's archives

Using archives: Your practical guide to accessing the archives and unlocking Glasgow's incredible history first hand.

“Archives are a vital element of our cultural heritage and of a modern democratic society, in which information, and access to it, are properly valued.”

the archives

Welcome to the Archives, where you can indulge in the wonderful documentary heritage of Glasgow and the west of Scotland over eight centuries.

Please help us to preserve our archival heritage for future generations.

Before you visit

You do not have to book an appointment or reserve a place in advance.

If you already know the document references you can pre-order documents by contacting the archivist.

When you arrive

Bags and briefcases may not be taken into the searchroom. They can be placed in nearby lockers for a small deposit.

Registration

On arrival, users should complete a daily registration form, available at the archives searchroom desk. The duty archivist will advise you of the searchroom regulations (copies of which are available in the searchroom), and assist you with your enquiry.

carrying out your research:

Finding aids

A finding aid can be a paper or electronic catalogue, card index, computer database, or reference book which you can use to help you identify, use and understand the documents you need for your research. The archivist will guide you to the most appropriate finding aids to help you.

Requesting documents

Each document is identified by a unique reference number which can be found in the indexes and catalogues. Once you have identified which documents you would like to see:

- Complete a request slip, which you can find on the enquiry desk or at the computers.
- Hand the completed slip to the archivist or place it in the document request box on the enquiry desk.
- The documents will then be retrieved by a member of staff from the archive store.

Document retrieval

- Document retrieval should usually take 20 minutes.
- If undue delays are likely to occur we will keep you informed.
- Not all documents are stored on site. The archivist will confirm timescales to retrieve documents from out-stores.

Handling documents

- Please handle all documents with respect and treat them with the utmost care.
- Please do not bring food or drink into the searchroom.
- Only use PENCIL in the searchroom.
- On occasion very fragile documents may not be produced to avoid further damage.
- Please return the documents to the archivist once you have finished with them.
- Copying may only be carried out by archives staff and is permitted at the discretion of the archivist.

services

The public searchroom has a large number of finding aids, including databases for the family historian, as well as paper catalogues and indexes of most of our holdings. You can also access summaries of many of our catalogues online at www.scan.org.uk. The duty archivist is happy to help and will point you towards records which will assist with your enquiry. Those undertaking a research project may wish to make an appointment with an archivist to discuss possible sources. Some records may be closed for 30 to 100 years in line with Data Protection. We can supply photocopies of documents and plans, as well as laser and other photographic services.

: We are happy to talk to groups, either in The Mitchell or elsewhere.

The Archives exist to preserve and give access to the historical records of Glasgow. We are always keen to accept further gifts and deposits (on long-term loan) of records of historical significance, which will help us understand the ordinary and extraordinary people and events, which helped shape the history of Glasgow.

Searchroom Opening Hours

Mon / Wed / Thu / Fri	9am-5pm
Tue	9am-8pm
Sat	By prior arrangement

Document Productions

Mon / Wed / Thu/ Fri	9am-1pm, 2pm-4pm
Tue	9am-1pm, 2pm-7pm

Please check to confirm about Tuesday evening productions.

Archives and Special Collections

The Mitchell Library
North Street
Glasgow G3 7DN

T: 0141-287 2910

F: 0141-226 8452

E: archives@glasgowlife.org.uk

www.glasgowlife.org.uk/archives

How to find us:

