

# Accessing Glasgow Museums' Collections

You can study objects from our collection at Glasgow Museums Resource Centre, We also have a publicly accessible reference library of books relating to our collection and museum archive materials.

Everyone is welcome to access Glasgow Museums research materials but children under 16 should be accompanied by an adult.

## Contact details

Address: Glasgow Museums Resource Centre, 200 Woodhead Road, Glasgow G53 7NN .

Telephone: 0141 276 9300

Email: [navigator@csglasgow.org](mailto:navigator@csglasgow.org)

## Opening hours

10:00am – 4:00pm (Tuesday – Thursday)

11:00am – 4:00pm (Friday)

### *How do I know what to ask for?*

The Collections Navigator website provides an overview of the collection and allows users to identify the collection areas that they are interested in. <http://collections.glasgowmuseums.com>

For general enquiries contact the Collections Research Assistant on the number above.

### *How do I arrange to see it?*

All material needs to be ordered in advance. Requests to view museum objects are made through the Collections Research Assistant. Viewing requests can be made online, by telephone or by post.

Object viewing requests must be made at least two weeks in advance. The Collections Research Assistant will confirm your booking at least one week in advance of your proposed visit and reserve a space for you in the Study Room. If the objects you are interested in can only be studied in store we will make arrangements for a store visit.

If the objects requested are restricted or need special viewing arrangements you will be informed accordingly. It may take longer to organise access for this type of material and it may be necessary to suggest alternative viewing dates.

Many museum objects have 'object files' which contain information relating to the object. You may request to see these, and they will be supplied with the museum objects you wish to see.

### *What do I do when I get to GMRC?*

On entering the building you will be asked to sign the fire register at the reception desk and you will be issued with a visitor pass. You will need to deposit your coats and bags in the lockers provided and wash your hands. You will then be directed to the Study Room or Library.

On the first day of each period of study you will need to register as a user and sign the Code of Practice for using Glasgow Museums Research Materials. You will need to provide two proofs of identity and address, such as a passport, photo driving licence, Young Scot card, a copy of a recent utility bill, or bank or credit card statement.

If you wish to draw or photograph material you will be asked to sign a separate permission form.

Before being issued with the requested material, the duty invigilator will give you any special handling instructions. You will then be asked to sign an issue receipt.

The material will then be taken to your desk and you are free to view or study it in line with the Code of Practice.

When you have finished with the material you should inform the duty invigilator, who will check it against the issue receipt.

You are recommended to wash your hands after handling museum objects.