ARCHIVES & COLLECTIONS
ACCESS POLICY

POLICY DETAILS:

Purpose of this Policy	This Access Policy sets out how the GSA's Archives and Collections welcomes visitors, shares information, and removes barriers so everyone can see, use, and enjoy its collections and buildings
Date of approval	October 2026 TBC
Approving body	Academic Council
Supersedes	Archives and Collections Access Policy 2023
Date of EIA	May 2026
Date of next review	October 2029
Author	Polly Christie, Head of Archives and Collections
Responsible Executive Group Area	Deputy Director (Research and Innovation)
Related policies and documents	Archives and Collections Visitor Information Archives and Collections Reading Room Rules Archives and Collections Copyright and Terms and Conditions Archives and Collections Reprographic Service Guide Archives and Collections Copy Request Form Archives and Collections Reproduction Request Form – Publication only Archives and Collections Reproduction Request Form – Broadcast, website and other Archives and Collections Loan for Exhibition Policy Archives and Collections Loan Request Form Archives and Collections Guidelines to Support Borrowing Archives and Collections Group Bookings guide or form? Archives and Collections Teaching Support guide or form? Data Protection and Closure Periods in GSA Archives & Collections Archives and Collections Data Protection Guidelines for Researchers Archives and Collections 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's Archives and Collections actively safeguard, develop, document and preserve the institutional records of GSA and the artefacts and archives of staff, students, businesses and individuals associated with the School.

We do this to make the collection accessible in order to support scholarship and research, inspire creativity, and to surface hidden narratives contained within the School's history which are of relevance to contemporary academic and civic audiences.

Access to the collections is achieved both physically and digitally.

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:

The Archives and Collections' holdings are 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.

Archives and Collections (A&C) can be accessed via:

- Exhibitions and displays at The Window on Heritage visitor centre in the Glasgow School of Art's Reid Building.
- The Archives and Collections reading room at The Whisky Bond.

The Reid Building

Our temporary exhibitions and displays are shown in The Window on Heritage visitor centre in the Reid Building.

- Temporary exhibitions are advertised on the Archives and Collections website.
- No booking is required to attend exhibitions.
- There is level access to the exhibition spaces, as well as wheelchair accessible toilets which are also gender-neutral.

- There is a small amount of chargeable on-street parking near the Reid building, but we would advise use of public transport where possible.

The Whisky Bond

- 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 on **0141 566 1418**, or by emailing archives@gsa.ac.uk. 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 which are gender-neutral 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 the Archives and Collections team on **0141 566 1418**, or email archives@gsa.ac.uk 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. Some archive materials are also presented in a IIIF (International Image Interoperability Framework) format which allows us to share and deliver high-quality digital assets to remote users.
- 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.
- Instagram and a blog are used to highlight current activities, new collections and news-worthy stories.

- The GSA is committed to making its digital resources accessible in accordance with the The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. We know some parts of our website are not yet fully accessible. For more information, please check the Accessibility statement on our website.
- 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

- Access to some material may be restricted for reasons of data protection or because of conservation considerations.
- Due to data protection legislation, access cannot be granted to uncatalogued 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.