Archives and Special Collections
Visitor information sheet

The University of Strathclyde Archives and Special Collections is open to staff and students of the University and to members of the public, free of charge. However, it is essential to contact us at least one week in advance of your planned visit, so that material can be retrieved from store, and a place reserved for you in the reading room. You must also complete an online reader registration form prior to your visit.

Please note: Archives and Special Collections arrangements are being conducted in line with Government and University Covid-19 guidance and could be subject to change at short notice.

Enhanced safety measures due to Covid-19
All Archives and Special Collections visitors are expected to abide by the University’s enhanced safety measures for the Andersonian Library.

- You must wear a face covering inside the Library building, except where a medical exemption applies to you (as defined in the legislation).
- One-way systems are in place on stairs and in corridors. Please pay attention to signs and instructions from staff.
- Please wash your hands and/or use hand sanitiser provided frequently during your visit.
- For the time being there will be no food allowed in any part of the Library.
- We may be required to release to NHS Scotland Library entry and exit data in support of the Test & Protect service.

Temporary access arrangements due to Covid-19 restrictions
- Access to the library for all archives visitors is by the service entrance at 101 St James Road.
- On arrival please push the button on the intercom and a member of library staff will open the door.
- You will be asked to put on a face covering before entering the building.
- A member of Archives and Special Collections staff will collect you from the entrance area and escort you to the reading room.
Identification
When visiting for the first time, please bring photographic proof of identity such as a passport or driving licence, and proof of current address such as a recent bank statement or utility bill. Strathclyde staff and students should show their staff or student card.

Reading room
The reading room is a bright and comfortable environment, with laptop places and tables for conducting research. Digital cameras may be used without flash. Please note we cannot guarantee access to sockets for charging your devices.

Most of our material is unique and irreplaceable. Please familiarise yourself with the Reading Room Regulations before and during your visit. Always use a pencil in the reading room and follow the advice of the reading room supervisor for handling the materials.

All material must be ordered in advance of your visit as there will be no collections from the store during reading room opening hours.

Quick guide to our reprographics charges
You may be asked to complete a Copy Request Form for any material required.
- Low resolution copying: 50p per page (plus VAT)
- Scanned digital images: £10 for first image, £5 for each additional image (plus VAT)

Internet access for visitors
The Wi-Fi Guest service is available throughout the University of Strathclyde allowing guests and visitors reliable, fast and free access to the internet on campus. Please ask for further information on your arrival.

Alternatively, visitors from participating institutions should connect to ‘eduroam’, the University’s primary wireless service. Your device will require to be configured at your home institution before you arrive.

Opening hours
Monday to Friday, 10.30-15.30 by appointment only. The reading room is closed on local and public holidays.

Local contact details
Telephone: 0141 548 2497
Email: archives@strath.ac.uk
Address: Archives and Special Collections
Andersonian Library
University of Strathclyde
Curran Building
101 St James Road
Glasgow G4 0NS

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