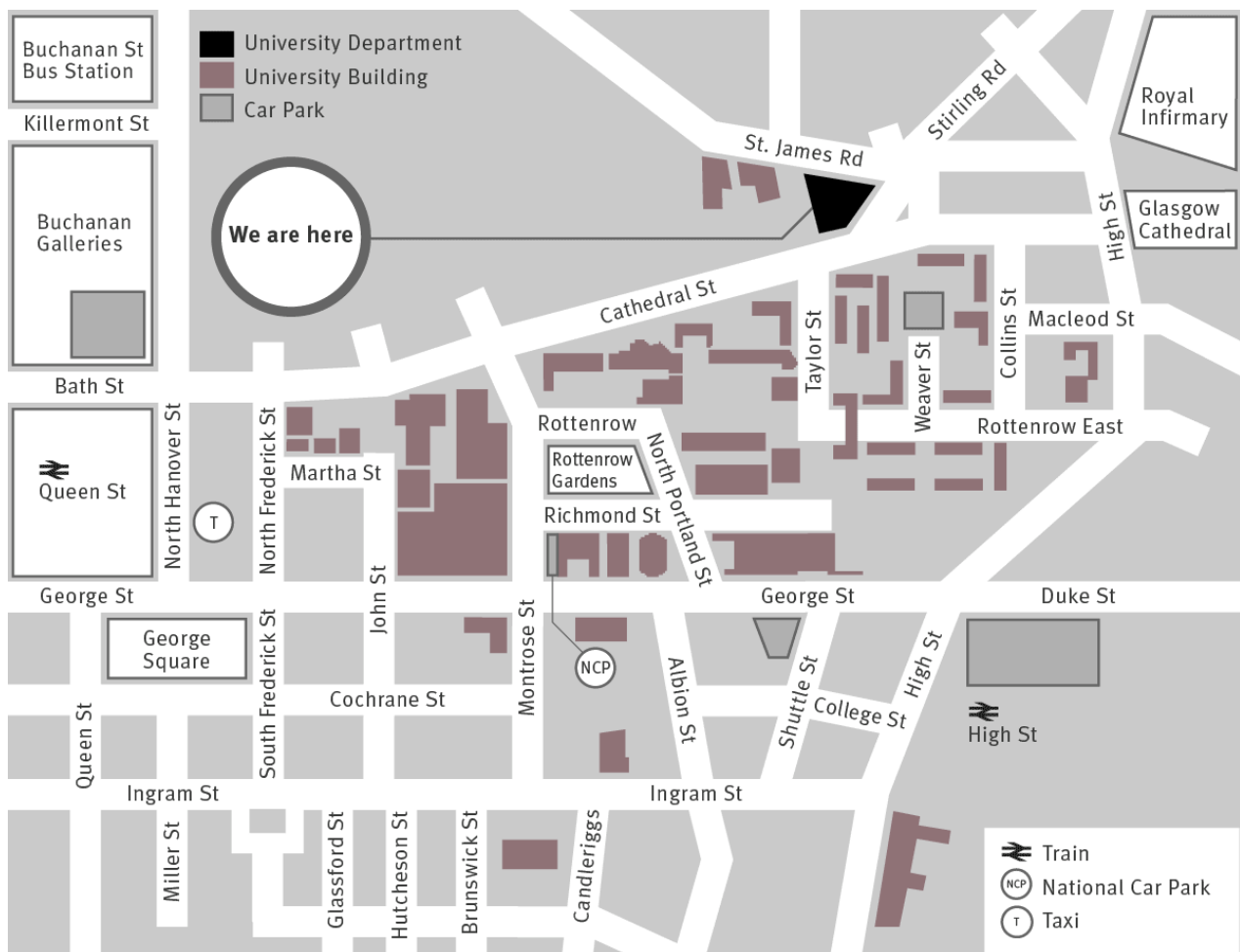# Archives and Special Collections – Visitors' guide

The University of Strathclyde Archives and Special Collections are open to staff and students of the University and to members of the public, free of charge. It is advisable to contact us in advance of your visit, so that material can be looked out from store, and a place reserved for you in 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 bank statement or utility bill.

Location

The reading room is located on Level 5 of the Andersonian Library in the Curran building in Glasgow city centre. Enter the library off Cathedral Street. When you reach the security gate please inform the library attendants that you are here for Archives and Special Collections. They will inform us that you have arrived and direct you to the reading room.

Reading room

The reading room is a bright and comfortable environment, with laptop places and tables for group or individual research. Digital cameras may be used without flash.

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.

Quick guide to our reprographics charges

You may be asked to complete a *Copy Request Form* for any material required.

Black and white copies: A4 - 30p A3 - 40p

Scanned digital images: £12 for first image, £6 for each additional image.

Internet access for visitors

The Cloud Wi-Fi 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, if you are visiting Strathclyde from an institution that participates in the eduroam scheme, you can connect to the "eduroam" SSID to gain basic Internet connectivity. Your device will require to be configured in advance before you arrive. The eduroam service is being increasingly deployed across the wireless infrastructure.

Opening hours

Monday - Friday 09.00 – 16.50

Please note that the reading room will be closed on public holidays.

Local contact details

Telephone: 0141 548 2497

Email: archives@strath.ac.uk

Address: Archives and Special Collections
          Level 5, Andersonian Library
          University of Strathclyde
          Curran Building
          101 St James Road
          Glasgow G4 0NS