



1. Know what you want to see
  1. Try not to request an entire collection; be as specific as you can
  2. Record the title and reference code
  3. Find which archive your materials are in (if you have materials from both locations, you will have to make two separate appointments)
2. Either go to <https://www.gla.ac.uk/myglasgow/archivespecialcollections/bookanappointment/> or follow the pathway below, starting at the University library's home page
  1. "Collections" below the library search bar → "Archives and Special Collections"
  2. Under "Consult our collections", select "Book an in-person or virtual appointment"
  3. Click "UofG staff and students" under the location you would like to visit

## General Tips

- Try to plan your booking at least 5 days in advance to ensure the staff has adequate time to prepare for you
- Be sure to let the staff know when you plan on showing up and how long you intend to be there (a rough estimate is better than nothing)
- If you plan on being there for less than 3 ½ hours, consider booking a "half day" appointment, located towards the bottom of the "Appointment Booking Service" page (pictured below)

Appointment Booking Service

Meeting type: Archives & Special Collections: Library Level 12

January 2025

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This option is for booking a full day appointment in our Archives & Special Collections Library Level 12 reading room (typically 9.30am-4.30pm). Note that visitors are encouraged to let us know their expected arrival and departure times.

If you cannot see availability for your preferred date, please check our half day appointments instead:  
 University of Glasgow: [Half Day Appointments](#).  
 General public: [Half Day Appointments](#).

Prior to making a booking, please check our [online catalogues](#) to see descriptions and select items for consultation. Library Level 12 is home to our [Rare Books & Manuscripts](#) and [Scottish Theatre Archive](#) collections. Include the titles and references of the items you'd like to see in the 'Items to be viewed' box when booking.  
 Please email [library-asc@glasgow.ac.uk](mailto:library-asc@glasgow.ac.uk) for help if necessary, or if you are not sure which location you should book.

Once you've booked an appointment, wait for the confirmation email and be sure to follow their instructions