

Visiting the University Archives

Step 1: Use the Archives and Special Collection Catalogue to find the item(s) you want to see, and note the reference code and name of each item

Step 2: Determine which site you will be visiting - Thurso St and Level 12 are separate and do NOT share items (if you have items from both sites you will have to make two separate appointments)

Step 3: Go to the Book an Appointment Website (<https://www.gla.ac.uk/myglasgow/archivespecialcollections/bookanappointment/>) and select the Staff and Student link for the correct site

University of Glasgow

→ STAFF LOGIN → STUDENT LOGIN → STAFF A-Z

Home / MyGlasgow / Archives & Special Collections / Book an appointment

ARCHIVES & SPECIAL COLLECTIONS

IN-PERSON VISITS

When booking, please specify the items you would like to consult.

Level 12 of the Library: For Rare Books & Manuscripts and Scottish Theatre Archive

- UofG staff and students - Book an appointment
- General public - Book an appointment (first-time users will need to register)

Thurso St: For University Archives and Scottish Business Archive

- UofG Staff and Students - Book an Appointment
- General public - Book an appointment (first-time users will need to register)

If you require stair-free access to these collections, get in touch to discuss options.

Step 4:

For a full day appointment, select an available date and your estimated arrival time

OR

Click the half day appointment link at the bottom of the page and select either a 9:30-1:00 or 1:00-4:30 appointment slot

Step 5: Fill in the box with the information from Step 2

Step 6: Press the 'Book Appointment' button and wait for an email confirmation from the archive!

