**Sampling and Analysis Guidelines**

Ref No:

**A Applicant Details**

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| --- |
| Name: |
| Institutional Contact Details: address, email, phone |
| Position: |
| Institutional affiliation: |
| If a student, course details and name of supervisor with contact details: |
| Institution carrying out the analysis, with contact details: |
| Grant supporting body (if applicable): |

**B Project Information**

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| Project title: |
| Names and affiliations of any collaborators: |
| Names of Glasgow Life Museums staff project has been discussed with: |
| Brief description and research aims of project: |
| How will the use of Glasgow Life Museums’ collections contribute to your research aims? What will be the benefits of sampling, scanning or casting? |
| In what format will the outcome of your research be presented? |
| Please provide references to any published work relating to your project's aims or techniques: |
| Please provide the name and contact details of a scientific referee for your project: |

**C Object information and technical details**

To assist filling this section please check Glasgow Life Museums Collections Navigator (<https://collections.glasgowmuseums.com/>)

For **each** object or sample requested, please provide the following information.

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| Accession Number: |
| Object Description: |
| Material: |
| Location: On display / In storage |
| When is the sample or analysis required? |
| Size and weight of sample required: |
| How much and which part of the objects will be affected by sampling? |
| Method of sampling: |
| Who will take the samples and what relevant qualifications and experience do they have? |
| Method of storing sample(s) after analysis: |
| Method(s) of analysis of the sample(s):  |
| How will the sample(s) or object be affected during analysis? |
| Who will conduct the analysis and what relevant qualifications and experience do they have?  |

**D Applicant's Signature**

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| If permission for sampling and analysis is granted, I agree to undertake the following:1. To scan, cast and/or sample only in the presence of the relevant Glasgow Life Museums’ conservator.
2. To return samples and any remains from the analysis to Glasgow Life Museums within 6 months of the sampling taking place or for student requests within 2 weeks of the assignment, dissertation or thesis being submitted and in a format that will support long term storage unless agreed otherwise in writing.
3. To supply Glasgow Life Museums with a copy of all images in the original format and any data sets, analytical results, report, thesis, or publication (or relevant parts thereof) arising from the research and analysis carried out on Glasgow Life Museums collections with 6 months after their respective completion dates or for student requests within 2 weeks of the assignment, dissertation or thesis being submitted With regard to DNA sampling, to submit any DNA sequence to an approved database following consultation with and approval by Glasgow Life Museums.
4. To credit Glasgow Life Museums: Glasgow City Council and cite object(s) by Glasgow Life Museums’ accession number in any reports, thesis and publications.

**Note:** Failure to comply with the above will prejudice future requests from the researcher and their institutions. |
| Signature: |
| Print Name: | Date: |
| Print Post/Position: |
| **Note:** If student, signature of supervisor or course co-ordinator is required. |
| Signature: |
| Print Name: | Date: |
| Contact details: |
| Comments of supervisor or course co-ordinator: |

**Please ensure you have been provided with our (general privacy notice) for a form collecting personal information. You can also see our (privacy statement) on our website for further details on how we collect, use, share and store personal information.**

**Specific processing purposes and legal basis, etc:**  Sampling and Analysis Request Form

|  |  |
| --- | --- |
|  | **(controller) who we are:** |
|  | Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See **contact us** for details of our data protection officer. |
|  |  |
|  | **Specific (purposes) why do we need your personal information and what do we do with it?**  |
|  | 1. You are giving us your personal information to allow us to process your request to scan, cast and/or sample objects in Glasgow Life Museums’ collections. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.
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|  |  |
|  | **Specific (legal basis) for using your information:** |
|  | 1. Necessary for the performance of a task carried out in the public interest by Glasgow Life.

You can see a summary of how **your rights** are implemented for each **legal basis** used at: [www.glasgowlife.org.uk/privacy-rights](http://www.glasgowlife.org.uk/privacy-rights)**(more information)** You can find more information about how we handle your personal information at: [www.glasgow.life.org.uk/privacy](http://www.glasgow.life.org.uk/privacy). If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit: www.glasgowlife.org.uk/accessibility**(contact us):** You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: dataprotection@glasgow.gov.uk; and by telephone on: 0141 287 1055 |