

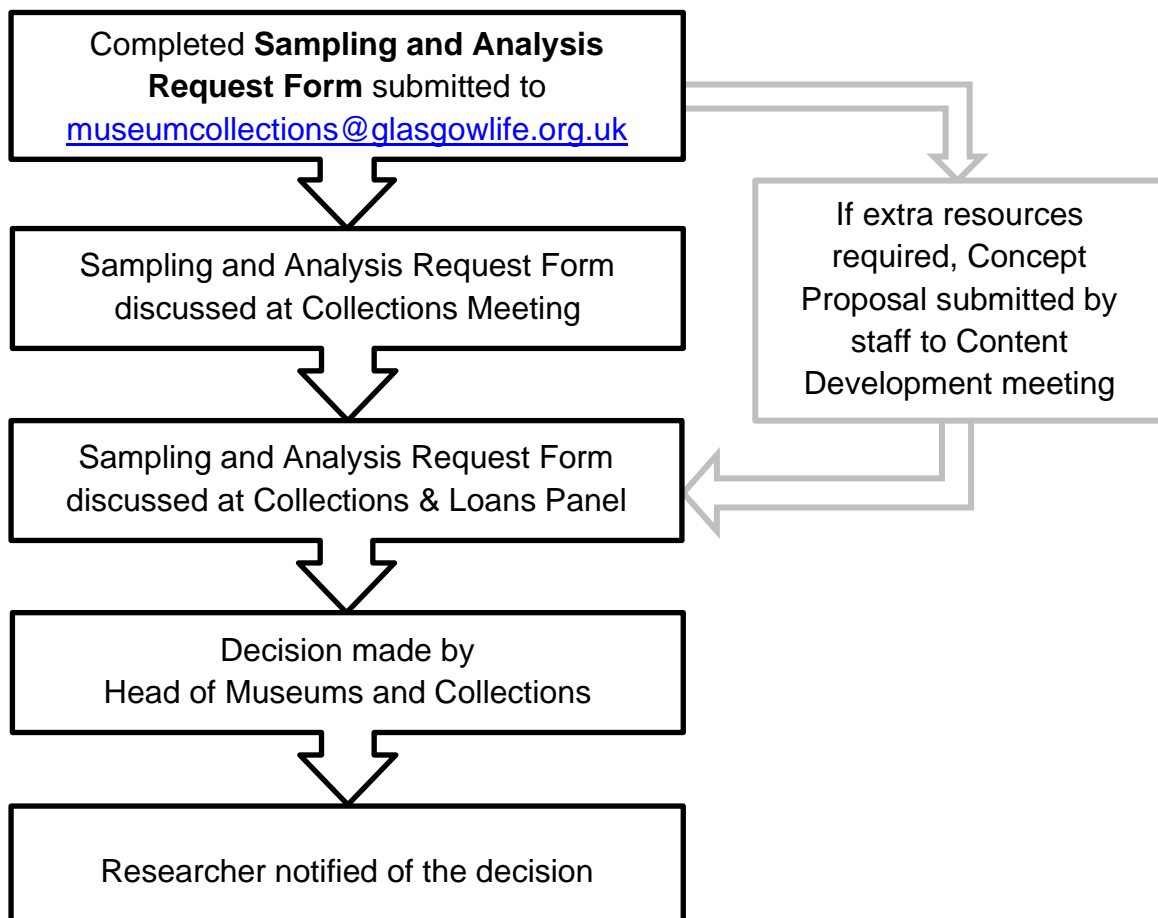
## Sampling and Analysis Guidelines

Glasgow Life Museums is the operating and trading name used by the department that manages Glasgow City Council's museum collection on behalf of the City of Glasgow. It forms part of the charitable company Culture and Sport, Glasgow (CSG), which also operates under the trading name of 'Glasgow Life'.

Glasgow Life Museums encourages the responsible use of its collection for the purpose of learning, teaching and research and is bound by the *Code of Ethics for Museums* as defined by the Museums Association. These **Sampling and Analysis** guidelines explain how to request scanning, casting and/or sampling of an object(s) in Glasgow Life Museums' collection, the criteria for making a decision, process for scanning, casting and/or sampling and conditions for sharing the research.

### Requests and Approval

A **Sampling and Analysis Request Form** must be filled in by anyone requesting permission to carry out scientific analysis of the collection, including scanning, casting and/or sampling from the objects and destructive analysis, which is defined here as analysis that will alter the physical nature of the sample obtained or of the object itself. Any techniques that are used to analyse, collect the object (where necessary) and prepare samples must minimise the risk to the object.



Researchers should allow a minimum of 6 weeks from submission for Glasgow Life Museums, and where necessary Glasgow City Council's Cultural and Leisure Services Committee, to reach a decision. Any requests that require additional resources from Glasgow Life Museums, for example logistics technicians or photographers, will need to go through Glasgow Life Museums' project management procedure in order for the resources to be allocated, which takes a minimum of 12 weeks from submission to reach a decision.

All Sampling and Analysis Request Forms are assessed on the following criteria:

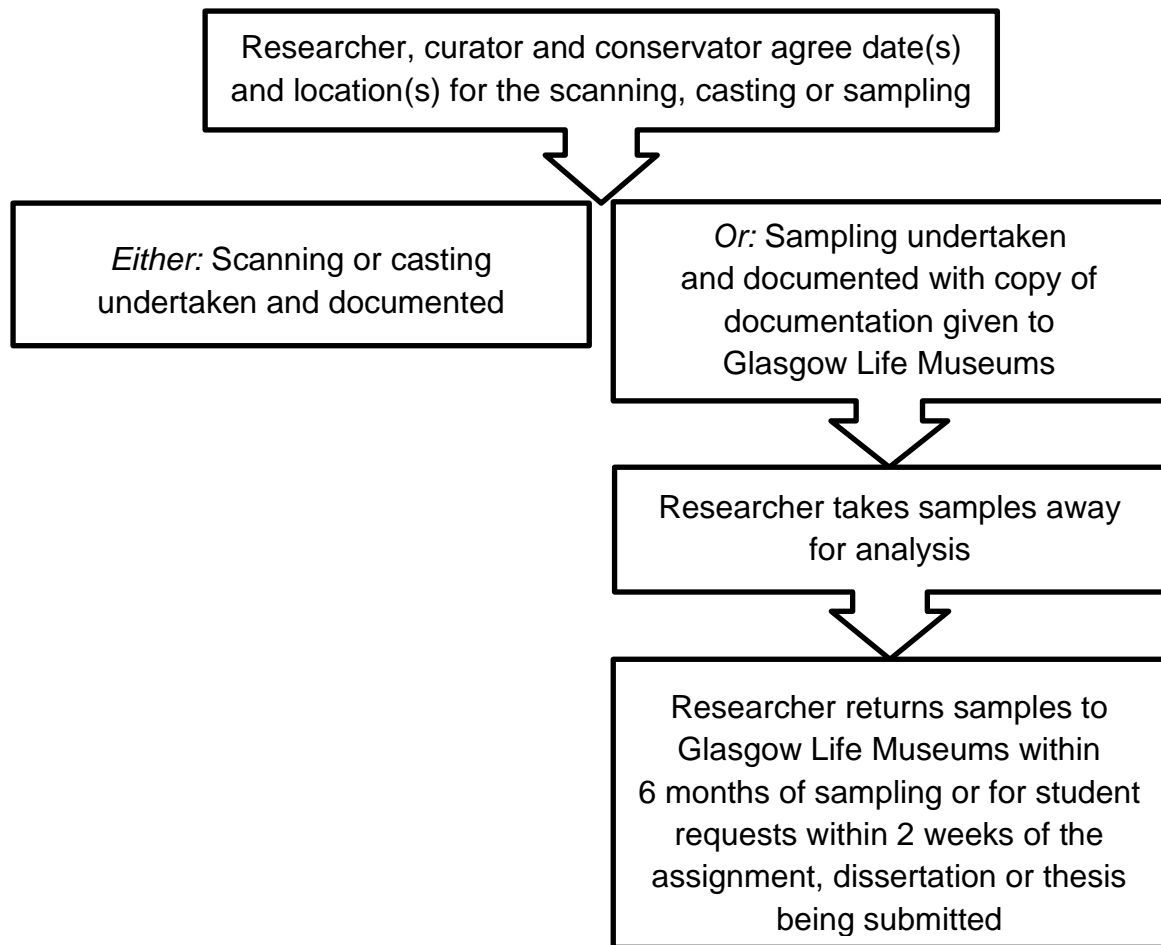
- both the reason for, and academic quality of, the request;
- the condition of the object(s);
- whether the object has been scanned, cast and/or sampled previously;
- legal restrictions on sampling, scanning or casting the object;
- the availability of the object. If the object(s) is on display, the impact of the removal of the object upon the visitor experience and other educational programmes will be taken into consideration;
- the feasibility of the proposal;
- the conservation and curatorial benefit and merit of the proposal
- the appropriateness of the proposed methodology in answering the research queries, including the size and quantity of samples required;
- the expertise and experience of the researcher in scanning, casting or sampling and analysis;
- the location of any proposed work. Will a loans agreement be required? Are there any restrictions on lending or a moratorium on loans?
- the Health and Safety implications of the proposal;
- the research benefits and curatorial merit, including potential outputs such as display or publication;
- the timescale;
- the internal resources required to facilitate the scanning, casting and/or sampling;
- whether there are any wider benefits of the scanning, casting and/or sampling.

### **Sampling and Analysis**

Researchers should arrange with the relevant curator and conservator a suitable date(s), time(s) and location(s) for the scanning, casting and/or sampling to take place. Wherever possible, the work should be undertaken while the object is on Glasgow Life Museums' premises and in the presence of a Glasgow Life Museums' conservator. Glasgow Life Museums may require that the in-house conservator carries out sampling. If the object(s) leaves Glasgow Life Museums' premises for scanning, casting and/or sampling a Loan Agreement must be in place.

For sampling, the location of the sample(s) must be planned and agreed by the curator, conservator and researcher and the suitable long-term storage of samples should be discussed. The location from where each sample is taken must be documented clearly with a short text description, annotated photographs and/or diagrams.

Samples and any remains from the analysis must be returned 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. Samples should be returned in a format that will support long term storage unless agreed otherwise in writing.



### Sharing the Results

Researchers must provide Glasgow Life Museums with a copy of all images in their original format (X-ray, transparency, print, digital, etc.) 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. These will form part of the records pertaining to each object and must be sent to Glasgow Life Museums not more than 6 months after their respective completion dates.

With regard to DNA sampling, the researchers must submit the DNA sequence to an approved (officially recognised) database following consultation with and approval by Glasgow Life Museums.

Glasgow Life Museums reserves copyright and all other commercial, moral, and intellectual property rights to material in its collections. This includes samples extracted from these materials by any third party.

Glasgow Life Museums may embargo the results to allow the researcher to publish within 5 years. All reports, thesis and publication must credit Glasgow Life Museums: Glasgow City Council and cite the object(s) by Glasgow Life Museums' accession number. Permission to reproduce images of Glasgow Life Museums' objects must be sought separately from the CSG Photolibrary ([photolibraryenquiries@glasgowlife.org.uk](mailto:photolibraryenquiries@glasgowlife.org.uk)) and a reproduction fee may apply. If the results have not been published within 5 years of the scanning, casting or sampling then Glasgow Life Museums may publish the results.