

Code of Practice for using Glasgow Life Museums Research Materials

All our users must sign and observe this Code of Practice. It is designed to protect the collection and ensure a pleasant environment for all our users.

Access

In principle all museum objects and collection records are available for public viewing and study. There are some objects which require more stringent access conditions due to their condition, cultural sensitivity, legal conditions or health and safety requirements. Users will be advised of these conditions when making a booking and it may take longer to arrange access.

Using the Research Rooms

Most of the collection consists of items which are rare, unique or fragile and users are asked to treat the materials with care and respect.

You may only use pencils, a mobile phone, tablet or laptop to take notes or make drawings in the research rooms, as ink can permanently damage objects.

Users are required to follow the instructions given by Glasgow Life Museums staff for the safety and security of the collection. You should wash your hands before and after handling any collection items. Where protective equipment is required (e.g. gloves) this will be provided for the user.

Users are responsible for all items issued to them until returned to Glasgow Life Museums staff.

Visitors are asked to respect other users and conduct any necessary discussions quietly. Food and drink are not permitted in the research rooms as this could result in damage to the collections. Bags and coats are not permitted in the in the research rooms, and must be deposited in the lockers provided.

Sharing research

Where Glasgow Museums' collections form a significant part of a research project we request that a copy of the completed study, whether published or not, be deposited with us for future reference. This may be a digital or hard copy.

Data Protection requirements

Our collection records may contain personal data relating to living individuals. Researchers are responsible for full compliance with Data Protection legislation in relation to any processing of personal data obtained from our collection records.

By signing the declaration at the bottom of this form you are undertaking to abide by the conditions of access and use as outlined above.

File Holder:	Issue:	Retain for:
Research & Curatorial	May 2023	5 years (review)

I promise to adhere to this Code of Practice.

Signed: Date:

Print name:

Address:
.....

Email: Phone:

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: Code of Practice for using Glasgow Museums Research Materials



(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 access Museum objects and collection records within Glasgow Life Museum venues. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



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



(more information)

You can find more information about how we handle your personal information at: 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

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