

# AN INTRODUCTION TO USING ARCHIVES



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7/2

GB 1614  
GAC/1614/3  
St Benedict's  
Drom chapel

GB 1614  
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Cathedral  
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GB 1614  
GAC/1614/3/1-14  
Bethel Schools  
7/2

GB 1614  
GAC/1614/3/15-34  
Bethel Schools  
7/2

GB 1614  
GAC/1614/3/1-102  
Secondary School  
Knightswood

GB 1614  
GAC/1614/3/1-105  
Glasgow Univ

GB 1614  
GAC/1614/3/1-29  
OS  
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GB 1614  
GAC/1614/3/1-30  
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F3

GB 1614  
GAC/1614/3/1-31  
Hospice Clydeside

GB 1614  
GAC/1614/3/1-5  
School Longside

GB 1614  
GAC/1614/3/1-7  
Church  
Cumbernauld

GB 1614  
GAC/1614/3/1-8  
Church  
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# An Introduction to Using Archives

**Archives are records created as part of everyday activities which have been kept for their long-term usefulness. They can be in any format, including paper, digital, and audio-visual.**

To find out about GSA's archive holdings see our website at:

<http://www.gsa.ac.uk/archives>

## **Finding archive collections:**

**Many archive collections are held in local record offices and university archive services. Other archive collections are held by businesses and individuals; this material can be harder to locate and may not be available for researchers to access.**

You can **search for records** held by The National Archives and by other public archive repositories in the UK using the main search box on **The National Archives Discovery website**: <http://discovery.nationalarchives.gov.uk/>

You can **search for an archive repository** in the UK using the "Find an archive" search box on **The National Archives Discovery website**:

<http://discovery.nationalarchives.gov.uk/>

## **Using archive collections:**

**Archive materials can be accessed on a reference-only basis and you will usually need to make an appointment before visiting a repository. As archives are often unique and/or fragile, most repositories will ask you to follow certain procedures to ensure the material isn't damaged. These include: handling material carefully, using a pencil to take notes, not eating or drinking, and asking permission before taking photographs.**

**The Archives Hub** website provides useful guidance for researchers who are new to using archives: <http://www.archiveshub.ac.uk/guides/usingarchives/>

The Glasgow School of Art's **Infosmart** online resource provides guidance on undertaking research in general. It covers how to define your research interest, how to find relevant sources, and how to evaluate, cite and use these sources (including information about copyright): <http://www2.gsa.ac.uk/library/infosmart/>

## Archive Repositories in and around Glasgow:

Click on the links below to find out more about what these repositories hold and where they are located.

[Anniesland College](#)

[Archives and Special Collections, The Mitchell Library](#)

[Baptist Union of Scotland](#)

[Cardonald College](#)

[Central College of Commerce, Glasgow](#)

[Centre for Contemporary Arts](#)

[East Renfrewshire Archives](#)

[Glasgow Art Gallery and Museum](#)

[Glasgow Caledonian University Archives](#)

[Glasgow City Archives](#)

[Glasgow College of Building and Printing](#)

[Glasgow College of Food Technology](#)

[Glasgow College of Nautical Studies](#)

[Glasgow Museums Resource Centre](#)

[Glasgow Roman Catholic Archdiocesan Archive](#)

[Glasgow School of Art Archives](#)

[Glasgow University Archive Services](#)

[Glasgow University Library, Special Collections Department](#)

[Glasgow University: Hunterian Art Gallery](#)

[Glasgow University: Hunterian Museum](#)

[Glasgow Women's Library](#)

[HarperCollins Publishers](#)

[Hutchesons' Schools Archives](#)

[John Dewar & Sons Ltd](#)

[John Wheatley College](#)

[Knights of St Columba](#)

[Langside College](#)

[Lillie Art Gallery](#)

[NHS Greater Glasgow and Clyde Archives](#)

[North Glasgow College](#)

[Royal College of Physicians and Surgeons of Glasgow](#)

[Royal Conservatoire of Scotland](#)

[Royal Faculty of Procurators in Glasgow Library](#)

[Royal Highland Fusiliers Regimental Museum](#)

[Scottish Baptist History Archive](#)

[Scottish Brewing Archive](#)

[Scottish Canals/British Waterways Board](#)

[Scottish Football Museum](#)

[Scottish Jewish Archives Centre](#)

[Scottish Music Centre](#)

[Scottish Screen Archive](#)

[Stow College](#)

[Strathclyde University Archives](#)