



Royal Conservatoire
of Scotland

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Archives & Collections Access Policy

Document Revision History

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1.3	December 2019	Stuart Harris-Logan	Caroline Cochrane	Archives & Collections Access Policy



Archives & Collections Access Policy

The Royal Conservatoire of Scotland's Archives and Collections are open to all researchers, including the Conservatoire's staff and students, external and independent researchers and members of the public; open Monday to Friday, 9:30 – 16:30. Information on our collections including our catalogue can be accessed online:

www.rcs.ac.uk/why_rcs/campusandfacilities/archives/

Users are advised to make an appointment in advance of their visit by contacting the Keeper of Archives & Collections on archives@rcs.ac.uk or 0141 270 8299. Please let staff know if you have any specific accessibility requirements.

Please note that access to some material may be restricted due to data protection provisions, embargoes placed by depositors or for reasons of conservation. Access to uncatalogued material will be managed on a case-by-case basis and is at the discretion of the Keeper. Please note that material appertaining to living persons or those containing personal data under seventy-five years old will be held to be private.

Where copyright, data protection and conservation needs allow, copies of documents or photographs of objects may sometimes be obtained from the Collections. There may be a charge incurred for this service. Copies and photographs are for the purposes of research for a non-commercial purpose or private study and must not be sold, circulated or recopied.

The Royal Conservatoire of Scotland's Archives & Collections welcome visitors from every part of the community and is committed to promote equality of opportunity in all aspects of the service.

- Archive staff will endeavour to respond to all enquiries whether by post, email or telephone.
- Unfortunately, we are unable to undertake detailed research on behalf of enquirers, but will look into available sources to determine whether a personal visit for research is warranted.
- The Conservatoire reserves the right to refuse access to material within the collections when access would be detrimental to physical condition (or where any restrictions are placed on items by the donor).

For further information please contact the Keeper of Archives & Collections at archives@rcs.ac.uk or 0141 270 8299.