

## CCA Archive Access Policy

- The CCA Archive is open to all researchers including the CCA's staff and external researchers including members of the general public, subject to proof of identification and acceptance of the Reading Room General Rules and Access Policy.
- The CCA Archive Reading Room is accessible Monday to Friday 10.00-18.00 by appointment only.
- Users are advised to make an appointment in advance by contacting [archive@cca-glasgow.com](mailto:archive@cca-glasgow.com)
- The archive, including books, journal and magazines, is for reference only and items have to be retrieved by a Reading Room designated member of CCA staff for consultation.
- The CCA has a policy that allows loans to be made from its archive for the purpose of exhibition/display at approved institutions. Loans to private individuals are not normally considered. You should consult a Reading Room designated member of CCA staff who will provide advice.
- There are facilities for researchers to bring laptop computers and free WiFi is available. There is also one computer for use when consulting archive information and databases.
- A television/video and DVD player is available for the consultation of audio-visual material in the archive.
- You may be allowed to photograph documents provided certain conditions are met. You should consult a Reading Room designated member of CCA staff who will provide advice.
- Requests for copies of documents, images and audio-visual material are accepted at the discretion of CCA staff and are considered on an individual basis. The CCA reserves the right to refuse to provide copies, for instance on preservation grounds or if the copyright permission exists elsewhere.
- Material subject to copyright law may not be published without the additional permission of the copyright owner who may not be the CCA. Guidance on tracing copyright holders may be available from Reading Room designated CCA staff, but the responsibility for clearing permissions rests with the person or organisation using the image.
- The CCA reserves the right to charge a publication/reproduction fee for information or images taken for publication or broadcast purposes.
- Access to some material may be restricted for reasons of data protection or because of conservation considerations.
- The Data Protection Act (1998) allows certain classes of records that contain personal data of living people to be accessed only for research and statistical purposes providing that certain conditions are met. You should consult a Reader Room designated member of CCA staff who will provide advice. A copy of the Data Protection Act (1998) is available online at [www.legislation.gov.uk](http://www.legislation.gov.uk)