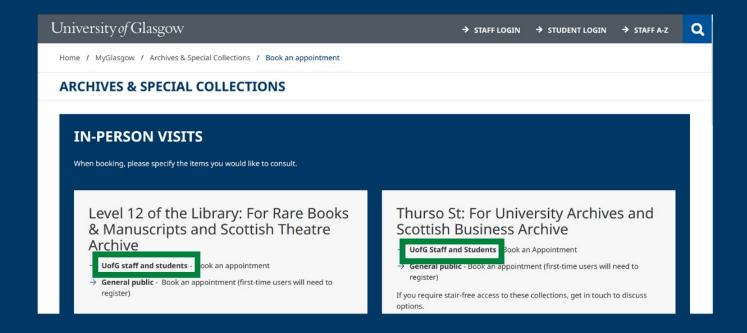
## Visiting the University Archives

**Step 1**: Use the Archives and Special Collection Catalogue to find the item(s) you want to see, and note the reference code and name of each item

**Step 2**: Determine which site you will be visiting - Thurso St and Level 12 are separate and do NOT share items (if you have items from both sites you will have to make two separate appointments)

**Step 3**: Go to the Book an Appointment Website (<a href="https://www.gla.ac.uk/myglasgow/archivespecialcollections/bookanappointment/">https://www.gla.ac.uk/myglasgow/archivespecialcollections/bookanappointment/</a>) and select the Staff and Student link for the correct site



## Step 4:

For a full day appointment, select an available date and your estimated arrival time

OR

Click the half day appointment link at the bottom of the page and select either a 9:30-1:00 or 1:00-4:30 appointment slot

Step 5: Fill in the box with the information from Step 2

**Step 6**: Press the 'Book Appointment' button and wait for an email confirmation from the archive!

