University of Dundee Archive Services

Guidelines for Readers
About the Archives

Archive Services is part of Archive, Records Management and Museum Services (ARMMS) and manages and maintains the University of Dundee's archive collections. The Archives holds material relating to the University and to individuals and organisations in the Tayside area and beyond.

The main aims of the department are to:

- secure the long-term preservation of the University archive collections and selected non-University institutional and personal records relating to Dundee and Tayside
- promote and use these collections to support the University’s aims of research, teaching and learning
- provide access to the archive and promote their use among external researchers and the wider public
- foster links between Dundee and Tayside communities and the University
- preserve and promote corporate, cultural and social memories and identities

The Archives are open to members of the public as well as the University and hold extensive collections of interest to a wide range of researchers. Areas covered include education, religion, social and business history, medicine and health, and local and family history.
Welcome to Archive Services at the University of Dundee

The following information is intended to ensure that you get the most out of your visit to the Archives.

Registration and reception

- On arrival at the Archives please report to the person on the search desk.

- If you have not been to the Archives before you will need to complete a registration form and show staff some form of identification such as a driving license.

- In signing the registration form you are agreeing to abide by search room regulations and that you will comply with legislation with regard to the use of personal data.

- You will be issued with a Reader Ticket which should be brought on all subsequent visits to the Archives. Reader Tickets should be renewed every 3 years. The expiry date will be on your ticket.

- Coats should be left on the coat stand and all bags and other items put in the lockers provided.

- Please remember to turn off your mobile phone or Blackberry.

- Personal music devices are not allowed in the Archives.

- No eating (including sweets or chewing gum) or drinking is allowed.

- Personal computers may be used but readers do so at their own risk.

- The use of cameras and other photographic devices or scanners anywhere in the archives is prohibited.
Finding material in the Archives

- Search room staff will be happy to discuss your research or interests and to advise on appropriate sources.

- Lists or catalogues of all our collections, including background information about them, are available as Word documents in the search room. A summary list of all our collections is also available.

- Most of our collections can be searched through our online catalogue, [http://www.dundee.ac.uk/archives](http://www.dundee.ac.uk/archives). If you cannot find what you are looking for it is always worth asking a staff member.

- A number of additional databases, including some subject lists, are available, please ask staff for details.

- A number of books are available on the shelves in the search room but many more are available to consult. Archive staff can fetch these for you, please consult our book catalogue (online) or our local history book collection index available in the search room.

Ordering material

- To request an item please complete a consultation slip. One slip should normally be completed for each item selected. If you are unsure how to complete the slip, or how many slips to fill out, please ask a staff member.

- Items cannot be removed from the search room.

- Items will be issued one at a time. Documents should be returned to staff when finished with.

- Staff may refuse to issue records which are in an unfit condition or are subject to a closure period.
Handling archives

- Items should be handled with the utmost care at all times. Material may be fragile or irreplaceable. Please ask staff if you are unsure how to handle an item.

- Only use pencils when taking notes. Do not make any marks on documents or attach anything to them.

- You should not have any items near the documents which could damage them such as pens, correction fluid and sharp objects.

- You should not lean on documents or write on notepaper resting on items. Please make sure that you have enough room to look at the archives without harming them.

- Search room staff will issue rests, weights and other items for the protection of the material if appropriate.

- If you remove loose items from volumes please replace them exactly where you found them. When looking at loose items in folders or boxes please be very careful to keep them in the order that they were in when they were issued.

- Gloves should be worn when handling unprotected photographs or certain manuscripts, but not at other times. If in doubt ask a member of staff.

- If you notice a problem with any items or cause any damage to the archives, please inform a staff member as soon as possible.

Ordering copies of archives

- All copying is done by archive staff.

- Items can be scanned or photocopied but copying will depend on the size and condition of the item as well as copyright legislation.
Please refer to signs in the search room for charges relating to copying. If you wish to have something copied please tell the search room staff who will ask you to complete a form.

It is sometimes possible to make copies immediately but normally they will be ready for collection or posted to you after 3 working days.

Research services

Archive staff may be able to carry out research for you. Normally the first half an hour is free, then a charge will be levied for each half an hour.

Opening times

The Department is open at the following times (please note that we are closed from 1.00-2.00 for lunch):

During semester*:

Monday, Wednesday: 9.00am-5.00pm
Tuesday (staff dependent): 9.00am-6.00pm
Thursday: Closed all day to readers
Friday: 9.00am-5.00pm

Outside semester:

Monday, Tuesday, Wednesday, Friday: 9.00am-5.00pm
Thursday: Closed all day to readers

* semesters are the University terms

Documents may be issued to readers up to 30 minutes before the search room closes.

It is sometimes necessary to close at other times and since reader space is also limited it is always advisable to make an appointment, either in person, by telephone or by e-mail.
Our holdings

The Manuscript Collection contains business, organisational, church, legal and private records, including substantial collections relating to the jute and linen industry in Dundee and West Bengal, India. Other collections include estate papers, and records relating to significant individuals and institutions in the Dundee and Tayside area.

Ecclesiastical Collections include records relating to the Brechin Episcopal Church (including papers of Alexander Penrose Forbes, Bishop of Brechin, diocesan records and archives relating to local churches), the Glasite and Sandemanian Church, and the Arbroath Methodist Church.

The University Collections comprise records of the University of Dundee and its predecessor institutions - University College, Dundee, and Queen's College, Dundee - dating from 1881 to the present and merged institutions including Duncan of Jordanstone College of Art and Design and the College of Education.

The NHS Tayside Archive contains the records of many of the hospitals and other medical institutions in Perth, Dundee and Angus. These include Dundee Royal Infirmary, Dundee Royal Lunatic Asylum, Perth Royal Infirmary and Sunnyside Royal Asylum, Montrose. Other records include the Hospitals Boards of Management papers.

Environment and Leisure Collections include records relating to hydro-electricity and its environmental impact; extensive riverflow and rainfall data for Scotland; 19th and 20th century meteorological office data; mountaineering and hill walking records, and various records relating to sport and leisure and the built environment.

The Michael Peto Photographic Collection contains over 120,000, predominately black and white, images taken by the Hungarian photo-journalist Michael Peto (1908-1970). Major themes include pre and post-war Britain; the arts, especially the London ballet scene; Cambridge Prospect Theatre Productions, Eastern Europe, Israel and India.

The Turner-Mckinlay Photographic Collection comprises over 15,000 photographs/images from the University collections, including many images of Dundee.

The Map and Plan Collection contains over 10,000 maps and plans, mainly relating to Dundee and Tayside

The Kinnear Local Collection is an important book collection containing a substantial number of local books and newspapers including many rare items.

The Joan Auld Memorial Collection relates to British labour, social and shipping history. It was established in memory of the first University archivist.
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To keep up to date with news from Archive Services follow our blog at

www.archives-records-artefacts.com/

or Twitter at https://twitter.com/UoD_Archives_RM