



Royal Conservatoire  
*of* Scotland

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Archives & Collections Access Policy



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## **Archives Access Policy**

The Royal Conservatoire of Scotland (RCS) is Scotland's national conservatoire, and the only institution solely dedicated to training and developing creative performance arts practitioners. The purpose of the Royal Conservatoire of Scotland's Archive is to preserve and make available the Conservatoire's own collections of institutional and performance archives and to enhance these holdings with collected material related to our core activities. The diverse nature of our output and the importance it has within Scotland's cultural identity make this archive a truly unique resource to be enjoyed nationally and internationally. The creative process at RSAMD is central to the cultural development of Scotland as a nation, and as such, our archive will focus on collecting, preserving and creating a national archive of performance material which will contribute not only to the learning, teaching and research needs of the Conservatoire, but to a national and international audience with interests in Scotland's performance culture, and the wider cultural memory.

The Conservatoire's collections are key cultural assets which it holds in trust for both the Conservatoire and the nation. RCS Archives welcomes people from every part of the community and is committed to promote equality of opportunity in all aspects of the service, however, some restrictions on access are inevitable due to the nature, content or physical condition of the material. The following guidelines on access to the material are in place to ensure the security, preservation and continued availability of these unique and irreplaceable collections.

- Archive staff will attempt 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.
- Access to RCS Archives is on an appointment only basis. All researchers will complete any registration documentation specified by staff prior to accessing material from the Archive.
- The Conservatoire reserves the right to refuse access to material within the collections when access would be detrimental to the records' physical condition (or any restrictions are placed on items by the donor)
- Where conservation, copyright and other considerations permit, staff may be able to provide copies from the collections. A cost may be attached to this service.
- Copies are supplied for the purposes of research for a non-commercial purpose or private study and must not be sold, circulated or recopied.

Access to the Royal Conservatoire of Scotland's Archives & Collection is by appointment only and under the supervision of Archive staff. Please direct all enquiries to the Archives Officer, Stuart Harris-Logan: [arcihves@rcs.ac.uk](mailto:arcihves@rcs.ac.uk) 0141 270 8299.