



Access to School of Scottish Studies Archives & Library (SSSA&L)

Currently access is restricted to pre-arranged appointment to conduct research of the card index and finding aids only. Please note that staff in this building may take extra-COVID precautions, such as distancing, and mask-wearing and windows will be open to help with the flow of air.

To arrange an appointment email scottish.studies.archives@ed.ac.uk and you will be asked to fill in a registration form

On site, staff will give an induction of how to use the finding aids and can discuss further access to listen to or consult material. We cannot currently offer listening or consultation of archive material on the premises, but this can be arranged either remotely or via in-person appointment at the Centre for Research Collections.

If you wish to re-use archive material for any public use, please ask staff about this process and the current turnaround for dealing with requests. We have a webform process for all requests and details can be found on our website: <https://edin.ac/3iJlxLT>

Reading Room Regulations

- Leave personal belongings in lockers
- Do not remove items from the Search Room
- No pen, or food or drink allowed in the Search Room
- No photography or copying of archival resources

Copyright and Data Protection

Material in the Sound Archive is normally subject to more than one copyright, under the 1988 Copyright Act: everyone involved in the recording has copyright, which may or may not be assigned to the SSSA&L and the literary or artistic copyright of the person(s) from whom the recording was made. SSSA&L do not hold any rights to the literary, musical or artist rights in our recordings.

Rights of privacy and confidentiality must also be recognised and respected. The use and disclosure of all information about living, identifiable individuals is governed by the Data Protection Act (2018). Visitors must ensure that they do not use or disclose any personal data found in the course of their research that may cause or be likely to cause damage or distress to any person who is the subject of the data while he or she is alive or likely to be alive (assuming a life span of 100 years) and identifiable.

Re-use of Material

For material for re-use in publication, broadcast or public use, there is a necessary process of checking permission and copyright status and possibly seeking written permission for use. This can take up to 20 working days, but delays can be expected. SSSA Archive & Library Assistants can discuss this process with you.

Similar conditions may apply to other collections material from the Archives, especially if deposited by another institution or individual. Permission from both

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