

## **Our Reading Room**

We provide a bespoke space for consulting our records and training for using them. This space is our physical hub on campus.

## **Enquiry Service**

Our enquiries range from general to the very specific and our service is open to everyone. Contact is via our website, email, telephone or in person. The majority of our enquiries result in researchers accessing material from our collections; physically or digitally. Examples of our more specialised enquiries include one to one subject based sessions and media work.

## **Learning, Teaching and Research**

We provide content and resources for learning and teaching and are continuously working to embed our primary source records into course and module development. We provide tailored classes and seminars including engagement-led hands on learning. We are also happy to provide support for funding bids. The Archive Centre is a creative space that encourages team building and participatory sessions for all subject areas.

## **Community, Public and Creative Engagement**

As part of our outreach activities we are pro-active in hosting and participating in events that encourage people from all walks of life, and all ages, to experience our archives and special collections. These events can be subject or practice based allowing our materials to be used in inspiring ways. We have an in-house exhibition programme and loan material to external organisations for exhibition purposes.

## **Offering and Gifting material to GCU**

All our collections are gifted to the University so we assess the suitability of material offered, do site visits if necessary to survey potential donations, and co-ordinate the gifting process taking ownership and building relationships with our donors.

## **Preserving the Corporate Memory**

It is important that certain records created across the University are kept permanently. These records give evidence about the functions, policies and decisions of the University and ensure its historical continuity. We are responsible for taking ownership of such records via departmental record retention schedules and professionally caring for them to ensure their longevity. We are also responsible for making the records accessible.