

Terms and Conditions for Accessing ELC Museums' Collections

You can study objects from our collection at ELC Museums Headquarters. Everyone is welcome to access ELC Museums research materials but children under 16 should be accompanied by an adult.

Contact details

Address: Libraries and Museums Headquarters, Dunbar Road, Haddington EH41 3PJ.

Telephone: 01620 820618 or email via the website <http://www.eastlothianmuseums.org>

Opening hours:

11:00am –4:00pm (Monday and Wednesday)

11:00am – 2:00pm (Thursday)

How do I know what to ask for?

The JGC website <http://www.johngraycentre.org> provides an overview of the collection and allows users to identify the collection areas that they are interested in. For general enquiries contact the Collections Officer on the number above.

How do I arrange to see it?

All material must be ordered in advance. Requests to view museum objects are made through the Collections Officer. Viewing requests can be made online, by telephone or by post. Requests must be made at least two weeks in advance; longer at busier times. The Collections officer will confirm your booking at least one week in advance of your proposed visit and reserve a space for you in the study area or store.

If the objects requested are restricted or need special viewing arrangements you will be informed accordingly. It may take longer to organise access for this type of material and it may be necessary to suggest alternative viewing dates.

Many museum objects have 'object files' containing related information. You may request to see these also but only at the time of booking and they will be supplied with the museum objects. If not requested at the time of booking, they may not be available.

What do I do when I get to ELCMS HQ?

Please ring the bell to gain entry. On entering you will be asked to sign the fire register at the reception desk and you will be issued with a visitor badge. You will need wash your hands and will then be directed to the study area or store.

You will need to read and sign the Code of Practice for using ELC Museums Research Materials and will need to provide proof of identity and address, such as a passport, photo driving licence, Young Scot card, a copy of a recent utility bill, or bank or credit card statement.

Before being issued with the requested material, the duty invigilator in the absence of the Collections Officer will give you any special handling instructions. The material will then be taken to your desk and you are free to view or study it in line with the Code of Practice.

When you have finished with the material you should inform the duty invigilator, who will return it to the store.

You are recommended to wash your hands after handling museum objects.