



Architectural Association Archives

Reader Admissions Policy

Opening Hours

Term-time: Monday – Friday 10:30 – 5:30

Vacation: By appointment only

34-36 Bedford Square
London WC1B 3ES
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Introduction

The AA Archives consist of 500 cubic feet of documents, comprising primarily of the organisational and administrative records of the Association and School. Dating back to 1847, the collection also holds a wealth of AA ephemera, including posters, leaflets, photographs and medals, together with over 2000 plans, drawings and paintings. Consequently the archive forms the institutional memory and history of the AA and also constitutes a key resource for the study of architectural education over the last 160 years.

The collection has not yet been catalogued but a summary listing is in progress. For all queries regarding the contents of the collection please contact Edward Bottoms:

Tel: 020 7887 4049
Email: edward@aaschool.ac.uk

Architectural Association Archives
34-36 Bedford Square, London
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Opening Hours

Material from the AA Archives can be consulted between 10:30am and 5:30pm, Monday to Friday, during AA School terms.

Consultation of archival material during vacation periods is by appointment only.

Reader Admissions

Access to archival material is restricted to AA Subscribing Members, Visiting Members and members of the public who purchase a two-week Researcher Pass (£20). For full details regarding the benefits of membership please contact Alex Lorente on 020 78874076 or visit <https://www.aaschool.ac.uk/Members/Membership/benefits.aspx>

All Visiting Members and users with a Researcher Pass will be required by the Archives to provide proof of identity consisting of two forms of identification, at least one of which must show the same address as will be given on their application form (ie: passport, driving license or amenity bill); ideally one of the forms of identification should include a photograph.

Ordering Material

Requests for material to be consulted must be made at least 3 working days prior to the reader's intended consultation - this allows staff to assess the condition of the material and compile a detailed listing.

Consulting Material

To preserve the condition of the AA's archival material, readers are asked to adhere to the following general guidelines:

- Readers are responsible for the materials issued to them and should never leave documents unattended.
- No food or drinks can be brought into the reading room (including water bottles).
- Do not mark items in any way or make erasures of any kind. Potentially harmful substances must not be brought into the search-room. Only pencils may be used in the

reading room.

- When consulting a bound item, please use the bookrest and weighted chains provided by the staff. Never place an open volume face down.
- If the material is not bound it should be kept flat on the workspace provided.
- Please do not touch the surface of items unless it is unavoidable. Do not rest anything on items, lean on them or pile volumes on top of each other.
- Loose documents must be kept in the precise order in which they were issued.
- Consultation of material stored within a portfolio is only permitted if the working space of a whole table is available in the reading room.
- When using rolled material, please use the weights provided by staff to hold one small section of the document open at a time.
- No item may be used by more than one reader at a time.

Reproduction

Archives material cannot be scanned or photocopied. Photography is only allowed for fully catalogued material which has had a Conditions Survey. For further details and conditions for reproduction please consult a member of staff. Any photography permitted must be undertaken without using a flash.

Publication

The Archive must be notified of intention to publish or quote from any document within its collection and requests that a copy of the completed work be lodged with the archive. Please contact the Archive for the correct form of acknowledgment to be used.