

READING ROOM

NATIONAL ARCHIVES REPOSITORY

GENERAL INFORMATION FOR RESEARCHERS

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GENERAL INFORMATION FOR RESEARCHERS

1. GENERAL

You are cordially welcomed to the reading room of the National Archives Repository as a researcher. The staff will assist you in every possible way and to the best of their abilities.

To ensure the smoothest possible progress of your research, some important regulations and arrangements are herewith brought to your notice. The following aspects, about which more information is to be found hereunder, need your immediate attention:

- Records must be handled very carefully. (See regulation 23 of the attached regulations.)
- The supply of records from the strongrooms may be delayed depending on the amount of researchers visiting the Reading Room.
- You may not keep more than 1 volume at a time on your table. The table marked "day table" is available for the rest of the surplus records.
- You are not allowed to place any records on the floor. The regulation which stipulates that records can be reserved for 24 hours only, will be strictly adhered to.
- A copy of your thesis/publication must be donated to the National Archives. (For particulars see par. 9.1 hereunder.)

2. REGISTRATION AS RESEARCHER

- 2.1 On your first visit to the National Archives, the Reading Room assistant will register you and provides you with an admission ticket. The validity of the admission ticket expires on 31 March of each year (in the case of permanent researchers); a new admission ticket should therefore be obtained from 1 April of each year. This ticket must be produced on request every time you enter the Reading Room.

3. READING ROOM HOURS

- 3.1 Reading Room hours are as follows: 08:00 – 16:00 from Monday to Friday.

No records may be requested during and after the following times:

Between: 12:15 – 13:15; 10:00 – 10:15 and after 15:00

4. REQUISITIONING OF RECORDS

- 4.1 On each visit to the reading room, researchers are required to sign the researchers register. A declaration to abide by the rules and regulations of the Reading Room is signed on the first visit.

- 4.2 Records are requested by means of specially printed requisition forms which the researcher must complete and present to the reading room assistant. Under no circumstances will records be removed from the strongrooms between 10:00 – 10:15, 12:15 – 13:15 and after 15:00. Kindly arrange your requirements in such a way that the records reach you before that time.

- 4.3 Various aids are at the disposal of researchers to enable them to trace records, or groups of records, which they require, viz:

List of Archivalia: Comprises of a list of all sorted and unsorted records in a specific archives repository. This list enables you to ascertain which sources are available and to check whether you have consulted everything bearing on your topic.

Inventory: The inventory is a guide to the types of records in a relevant group of archives and provides description of specific files or records of that group.

Guides: The introductions on the use of the Guides to Non-Public Records, Microfilms and Photocopies are self-explanatory.

Computer terminal: References to records (mainly correspondence files) which have already been computerised may be obtained by means of the computer terminal in the reading room. A guide for the use of the terminal is available and the reading room official may be consulted in this regard.

Computer lists: Lists of all computerised archives are available and may be consulted.

- 4.4 Staff could inevitably not undertake to trace specific records; they can only give an indication of possible sources.

4.5 Any unnecessary delay in the delivery of records, records reported missing, as well as any other difficulties concerning the supply of records to the Reading Room, are to be reported to the Head of the Archives repository or her representative.

4.6 In the case of volumes containing loose records, researchers should take special care that the sequence of the records is not disturbed.

5. LIBRARY REQUISITIONS

5.1 Only when publications are contained in the library of the archives repository, will they be available to researchers. Inter-library loan requisitions cannot be arranged for the benefit of researchers.

5.2 Researchers are referred to other libraries for consultation of secondary published sources.

6. RESTRICTIONS ON RECORDS

6.1 All filmed archives obtained from the Public Record Office (photocopies, microfilms, photographs and maps), are subject to copyright restrictions stipulated by the Public Record Office. In short it amounts to this, that the material may be employed as sources, copies supplied to researchers, but no publication of a record or part thereof may be effected without the written permission of the Keeper of the National Archives of Britain. The researcher is required to obtain this permission of his own accord and to present it to the National Archivist. The address is as follows: The Keeper, Public Record Office, Chancery Lane, London WC2A 1LR, England.

6.2 Most filmed overseas archives and non-public records are to some extent subject to restrictions, and researchers are requested to make sure of these restrictions.

6.3 Restrictions on some non-public records are indicated in the Guide to Non-Public Records.

6.4 According to the National Archives and Records Service of South Africa Act 43 of 1996 (as amended). Researchers may, however, apply in writing to the National Archivist for permission to consult records in the closed period. A typed application, containing the following particulars, must be submitted:

- The exact records needed, i.e. the number, description and period of a file.
- The subject and period covered by and purpose of research.

- 6.5 Unarranged archives (i.e. archives without inventories or similar finding-aids), records in a fragile condition and in the process of being bound, are not available for consultation.

7. COPYING OF RECORDS

- 7.1 Researchers are not allowed to make copies for by themselves. All records to be copied records must be handed over to the Reading Room assistant. The copies will be returned to the researcher after payment of the amount due. The money is payable at the Registry Office, and the receipt should be presented to the Reading Room assistant before the copies may be handed over. Please do not expect the Reading Room assistant to handle any money; they are, in terms of the financial regulations, not entitled to do so.
- 7.2 Researchers should take care not to cause damage to the records.
- 7.3 As a result of the deteriorating condition of the estate files in the archives group of the Master of the Supreme Court all estate files prior to 1958 have been withdrawn from photocopying. The Reading Room attendant may refuse the photocopying of other records on the grounds of their fragile nature.
- 7.4 No copies from books or periodicals, except government publications may be made as these are subject to the stipulations of the Copyright Amendment Act (Act No. 75 of 1972).
- 7.5 The Archives Repository does not have the equipment to reproduce microfilm. Particulars will be supplied by the Reading Room assistant as to the way in which this can be arranged. The microfilm machine available in the Reading Room has however a copying facility.

8. TRANSFER OF RECORDS

- 8.1 No transfer of records can take place from this Archives repository to any other institution except the office where records were created.

9. COMPLETED WORKS BASED ON RESEARCH IN NATIONAL ARCHIVES

- 9.1 On completion or publication of a work, it is expected of the researcher in accordance with Art. 5(1)(d) of National Archives Act of South Africa (no. 43 of 1996), to present a free copy to the archives repository where research was conducted.

10. NATIONAL ARCHIVES PUBLICATIONS FOR SALE

- 10.1 Certain publications are for sale. A complete price list is obtainable from the Reading Room assistant.