



University of KwaZulu-Natal Library, Pietermaritzburg

UNIVERSITY ARCHIVES

Guide to information resources and services

What is available at the University Archives?

- Material revealing the origins and development of the University: spans 1910, when Natal University College (NUC) was established, through the years of the former University of Natal (UN)(1949-2003), to the present day University of KwaZulu-Natal (UKZN) (1 January 2004-)
- The collection covers both the Pietermaritzburg (Pmb) and Durban campuses (Howard College and Medical School), and more recently, publications from the Edgewood and Westville campuses have been received.

The collection includes:

- University publications
- minutes and agenda of University bodies and committees
- a photograph collection
- biographical information on staff, prominent alumni, and honorary graduates
- papers of prominent persons associated with the University
- records from particular University offices
- press cuttings on University activities/events and persons
- past examination question papers
- University Oral History Project interviews
- other audio-visual material
- some memorabilia items (eg. University blazers, ties, old sign board)
- a 'trial' or pilot electronic archives (in progress)

1. University publications

- produced by academic disciplines and schools, support divisions (such as Public Affairs, the University Press), research units, as well as student publications, e.g. *Nux*.
- frequently consulted 'official' publications include:
 - University calendars (yearbooks)/ faculty handbooks
 - graduation ceremony programmes
 - Annual reports of the Vice-Chancellor and University Principal

2. Minutes and agenda of University bodies and committees

- Council; Senate; Boards of Faculty; other committees.

3. Photograph collection

- Over 5000 accessioned photographs and albums. Covers: University buildings and grounds; individuals; ceremonies; staff, student, residence, sport, SRC, RAG and department photographs.

4. Biographical information

- Information (including CV's) on past and present staff, prominent alumni, and honorary graduates.

5. Papers of persons associated with the University, and records from particular University offices

- Examples include:
 - papers of Professor John Bews (first Principal of NUC), and Dr EG Malherbe (third Principal of NUC/later UN).
 - records of the Deputy Registrar and Director of Administration of the former University of Natal, Pietermaritzburg.

6. University Oral History Project interviews

- Video-recorded interviews (indexes and transcripts in progress) with eight University persons who have also been actively involved in the broader community.

7. Pilot project: Electronic archives

- Electronic documents - commenced as a pilot project and not accessible to the University community as yet.

Who may use the Archives?

- students and staff of UKZN
- members of the public, including local and overseas researchers, and alumni

Hours of service

- Monday to Friday, 08h15 - 13h00

Where to find the University Archives

- On the Golf Road part of the Pmb campus: the Archives building is behind the School of Psychology and the Hexagon Theatre.
- For more detailed directions, please call the Archives on 033 260-5622.

Information service

- Users must visit the Archives in person to do their research.
- A phone call ahead of visiting (033 260-5622) will allow staff to retrieve material ready for use, and/or to call back with an indication of the amount of material available on a particular subject. Archives staff are not in a position to undertake personal research. We will however do our best to find the information needed.
- There is no charge to consult material at the Archives.
- Users are required to abide by the Archives rules. A leaflet *Rules for consulting material* is provided.
- Archives staff will locate material as users are not given access to the stacks.

Copying services

The following copying services are provided to users: photocopying; scanning of photographs; and colour copying of photographs. This service is subject to certain provisos detailed in the leaflet *Rules for consulting material*.

Contact details

Should you require further information about the University Archives' resources and services, please contact the Archivist, Carol Davids, or Principal Archives Assistant, Senzo Mkhize:

Telephone/ fax: 033 260-5622

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