



University of KwaZulu-Natal Library, Pietermaritzburg

Rules for consulting material

University Archives guide

Welcome to the University Archives. We hope your research time spent at the Archives will be fruitful and enjoyable.

Please call on the Archivist or the Principal Archives Assistant for assistance at any stage.

Hours of service: Monday to Friday 08h15 to 13h00

Please leave any bags, including briefcases, files and books in the lockers provided in the reception office.

Only notepaper, pencils and laptop computers are permitted in the Reading Room.

Users must complete and sign a registration form acknowledging that they have read, understood and will abide by the rules contained in this leaflet, before they may consult any material.

- Users may not eat, drink or smoke in the Reading Room.
- Cellphones may not be used in the Archives building. Kindly ensure your phone is switched off.
- Please do not adjust the vertical blinds in the Reading Room. They must remain closed.
- Users must request the material they would like to use. They are not permitted into the stacks and may not touch any material in the stackroom.
- Material is available for consultation in the Reading Room only, and is not available for loan.

Handling and consulting material

- Before handling any material, please ensure that your hands are clean. Our bathroom facility is available should you need to wash your hands. Soap and paper towels are provided.
- Please handle all material with great care.
- Items must be kept in their existing order. Please bring any apparent misfilings to the attention of the Archivist.
- Please consult only one box of material at a time and one folder at a time.
- Handle documents only by their edges.
- **Only pencils** may be used in the Reading Room (as ink from pens may accidentally mark material). Should you not have a pencil, you will be provided with one to use. Kindly hand it in when you have completed your research.
- No notes or marks may be written on material.
- Existing notes and marks on material may not be erased or deleted. Folding, tearing, cutting or tracing any material is forbidden.
- Please do not lean or press on material whilst taking notes. Do not place books or other heavy items on top of documents as this may damage them.

- Please do not allow material to protrude off the table. The material is likely to fall or get knocked and damaged.
- Clean white gloves (which will be provided) must be worn whilst consulting photographs and albums. Please do not remove photographs from their see-through mylar enclosures.

Copying services

Photocopying, scanning of photographs, and colour copying of photographs is offered.

Photocopying

- Users must request any material they would like copied.
- Photocopying may only be carried out by staff.
- Material in danger of being damaged will not be copied.
- Photocopies must be paid for by users.
- Users are limited to 100 copies per week at current library charge for a photocopy. Any copies over and above 100, charged at double the rate. In addition, a reasonable time period will be set by Archives staff as to when additional copies may be collected.

Scanning of photographs

- Photographs scanned (or an existing digital version made available) for users at their request.
- Scanned photos e-mailed to users as attachments.
- No charge for scanning and e-mailing a photo to a user. Adequate time must be allowed for staff to do this work. Last-minute 'demands' will not be accommodated.

Colour copying of photographs

- A limited number of colour copies of photographs will be made for users at a facility away from the Archives.
- Service subject to availability of machine.
- Adequate time must be allowed for staff to have material copied.
- Copies must be paid for by the user.

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