

MTP/001/0007/26

TO : Dr G T Sirayi

FROM : Manikam Moodley

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CONFIDENTIAL MEMO

Introductory Remarks

Historically, political, and otherwise the ANC archives fulfills an important gap in South African historical writing. Its significance for historical research is so great and vast that when history is being re-written we will have what modern historians have been looking for - a true history of South Africa.

A. Security of the Centre

1. The Centre for Cultural Studies where the ANC archives will find its permanent home will be protected by an electronic surveillance equipment, 24 hours a day.
2. The Centre will also be connected to the Main Campus Control.
3. In addition to this it is also a requirement that this area be patrolled by uniformed guards every hour on the hour.
4. There will be an electronic clock which must be keyed by the guard every hour.
5. A video monitor in the security office will monitor all visitors entering the Centre.
6. Visitors will not be allowed to bring in any type of baggage or parcels into the Centre. Visitors will have to pass through a security check point.
7. It is also envisaged that security equipment similar to the ones used in the airports will be installed. It must be remembered that this Centre is a cultural heritage and therefore every aspect of security has been taken into account.

2. ACCESSIBILITY OF DOCUMENTS

A. SECURITY ASPECT

1. All documents will be electronically copied or microfilmed using the very latest technology.
2. All original documents, video recordings, films, etc, will be permanently archived.
3. Proper indexing, cataloguing, and classification will be adhered to following international standards for bibliographic control.
4. Documents will not be made available to researchers until the material has gone through procedure 3 above.
5. A register will be maintained of all users of the Centre.
6. International scholars will be issued with a visitors card for the duration of their visit to the Centre. This visitors card must be in their possession at all times and must be produced on demand.

5. Group visits will only be entertained by appointment, and only with the Director's approval.

B. USER ASPECT

1. Copies of documents will be made available for consultation in the reading areas only and not in the archival section.
2. Public Access Terminals will be made available in all reading areas and in the public reading area.
3. As the Centre will be a highly specialized archival depot users will not be allowed into the work and storage areas. Users will have to fill in an enquiry slip and then the relevant document will be retrieved for him by the library assistant.
4. Users will have to sign for all documents that they consult.
5. Only photocopies or microform documents will be made available for consultation.
6. Originals will only be consulted through electronic means.
7. Limited photocopying of documents will be allowed.
8. It is important that since the Centre will be community oriented, it should be open to all, and where necessary they should also be involved in projects that are of national concern. The Centre will be an educational experience for the nation. Special viewing areas will be maintained, including a museum of artifacts, paintings, relics, musical instruments, etc.
9. The Centre will also cater for tourists both locally and internationally. A curio shop where popular items can be sold will also be housed in the Centre.
10. A major conference centre, outdoor theatre, as well as an indoor arts and theatre complex is also a part of the whole educational process for community involvement.

C. COPYRIGHT

1. All material in the Archives will be copyrighted, no material will be made available for sale.
2. Special wishes or conditions of the various benefactors will be taken into account in assessing copyright privileges.
3. Printed indexes of all documents with relevant abstracts will be available for sale to all tertiary institutions, archives and other libraries.
4. Fair photocopying for research purposes will be allowed but subject to international copyright laws, or such rules as laid down by the Centre.