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TO: National Chairman DATE: 4/12/91

President

Secretary-General

Treasurer-General

Head of Research

Director of Information and Publicity

Director of Human Resources, Health and Education

Head of the Department of Education

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Herewith please find for your information a summary of a meeting held with Dr. Gibson Sirayi, Director of the Centre for Cultural Studies at the University of Fort Hare. There are three accompanying documents with the summary notes.

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Date:

SUMMARY OF MEETING WITH DR. GIBSON SIRAYI,
DIRECTOR OF THE CULTURAL STUDIES CENTRE,
UNIVERSITY OF FORT HARE

3rd December 1991

Present: Tony Trew, Mohammed Tikly

1.

Dr. Sirayi gave a detailed briefing on the Accommodation Schedule and Flow Diagram for the Library, Arcives and Museum at Fort Hare (attached). He emphasised that all ANC Collections will be kept seperate. The Museum will have different sections for the various ANC Collections.

However, the meeting felt that much more thought and planning is required on the Museum. For purposes of planning, Dr. Sirayi inquired about the estimated quantity of documentation the ANC envisages for Fort Hare. Dr. Sirayi tabled the attached Confidential Memorandum on security, accessibility, user aspect and copyright.

An AD Hoc ANC Archives Committee has been formed at Fort Hare, comprising: Dr. Sirayi (Chairperson), the Rector (S. Bhengu), the Academic Registrar (Dr. Khoapa), The Executive Assistant to the Rector (Prf. J.R. du Plessis), the Librarian (M. Moodley), Dr. N. Vera (Political Science Dept), Prf. B.M. Mini (Director of the Xhosa Dictionary Project) and Dr. Fihla (Faculty of Education).

The AD Hoc ANC Archives Committee is accountable to the Committee for the entire Cultural Studies Centre.

There is a need for an Interim Committee with representatives from (a) the Fort Hare Ad Hoc Committee, (b) the ANC, and (c) architects, to give further consideration to the conceptual plans and detailed physical planning.

A permanent joint structure will have to be established at a later stage.

Dr. Sirayi is preparing a funding proposal for discussion with the ANC. A strategy for raising funds will have to be worked out.

A briefing was given to Dr. Sirayi on the plans to retrieve ANC educational material from SOMAFCO (see attached copy of the terms of reference for John Pampallis's mission to Tanzania).

Fort Hare is working out a needs assessment for librarians, archivists, etc. A training component will be part of the overall Project. The ANC has trained about 15 librarians during the years of exile.

Two tentative meetings have been arranged for Dr. Sirayi: (a) with National Chaiperson, Cde O.R. Tambo on 10/12/91 and with the Head of the ANC's Research Dept, Dr. Frene Ginwala, on Friday 13 December '91, to brainstorm the proposed Joint Research Project.

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TO : Dr G T Sirayi
FROM : Manikam Moodley
DATE : 28 November

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 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. Vistors 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

Af 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.

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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.

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In consultation with those in authority at Mazimbu and Dakawa, assess and sort out material from all sectors and departments, and especially relating to SOMAFCO and the education sector in general, and to determine which items are to be brought to South Africa to be kept at the University College of Fort Hare.

Supervise preparations for packing and shipment.

Through the mission in Dar-es-Salaam, negotiate terms and conditions with a shipping company for the packing and shipment of the material.

Supervise the preparation of a list of all items to be brought back.

Enlist the cooperation of the librarians at Mazimbu and Dakawa with this Project.

Assist the Dar-es-Salaam Mission with the preparation of a formal submission on the Project to the Prime Minister's Office.

EOTES: A) The material to be considered for retrieval includes:-

1) documentation of all kinds, reports, minutes, circulars, memorandams, letters, etc, belonging to all structures; students, teachers, administration, production units, etc.

ii) ANC and other printed documents (brochures, plans, etc).

iii) audio-visual items: tapes, videos, photographs.

iv) artistic material: posters, paintings and prose produced by pupils, students teachers or the community. Sculptured and woven items.

v) Books deemed to be of historical and current interest.

vi) Teaching resources, such as teachers notes, handouts, etc.

vii) Examination Papers, students' scripts, certificates.

viii) Sports items (balls, bats, jerseys).

ix) Trophies, shields, whether issued for sports or other purposes.

x) Gifts received from donors, solidarity groups.

xi) Photo-Reports of visits undertaken by students, teachers, etc.

B) It will be advisable to visit all offices, educational and non-educational, and to consult as widely as possible with those in authority.

C) The mission will be coordinated by the Regional Projects Coordinator, Zwelakha Mankazana and the Head Librarian at Mazimbu.