



Dutch Reformed Church in South Africa: Archives

<http://kerkargief.co.za>

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General guidelines for researchers doing research at the Archives

Request form

All researchers must complete the “*Request for Research Information*” form for each new research topic. The form is available on the website (click on *Research Form*, the *Word-format*) or can be requested from the Archives.

To search for the relevant archival material needed by the researcher, it is of crucial importance that the “*Request for Research Information*” form is completed correctly. Please note that researchers will under no circumstances be allowed to personally search the Archives’ vaults for specific research material. The staff members of the Archives will, based on the completed research form, indicate to researchers what archival material is available. Staff members will stay in contact with researchers (via e-mail, fax or telephone) to know which sources are of interest to the researcher. The material will then be taken (if possible) to the research room where it can be studied.

Appointment

Researchers should arrange in advance for a research visit and appointment with the Archives, to enable the staff to do a search for the relevant material, and to have the material waiting in the research room where the researcher can have access to it.

Research assistance

The Archival staff will only do the search for sources of information, whilst the researcher must conduct the actual research him/herself. Example: When someone would like to do research on the SCA at the Franschhoek High School, the Archives would indicate that the Dutch Reformed Church in Franschhoek published two festive albums. In both a chapter is dedicated to the local High School. The researcher will then have to do the reading of these two chapters to determine what is said about the SCA. The Archival staff will not do the reading for the researcher.

In exceptional circumstances, researchers (bona fide and non-bona fide researchers) can file a request to the Archives for research assistance. After consultation, a quote will be given. A research fee is usually calculated based on the actual personnel costs. However, may be reduced, at the discretion of the Archives. The extent to which the research will be useful for other researchers and the DRC, will also be taken into consideration.

Business Hours

The Archival staff is on duty between 08:45 and 16:00. Researchers will be served in the research room between **08:00 and 15:45**. As is the case at commercial banks, the staff needs time to attend to administrative tasks and to

handle archival material, prior to and after they can serve members of the public.

Fees

Research: R15 per hour or part of an hour / R90 per day

Photostats: 50c per page

Scans: 50c per page

Payment

A form will be provided to keep track of the hours of research. Payment is done at the end of the research session. Only **cash**. Make sure that you receive a receipt.

Register

An attendance register is signed daily.

Other guidelines

- Bags/backpacks will be locked away in a cupboard after removal of allowable items.
- **Items allowed:** laptop, camera, cell phone for taking photos, pencil, rubber and note paper.
- **Items not allowed:** pen, fluorescent pen, sticky notes, eats and drinks.
- Hands must be kept clean and dry always. Paper cloths will be provided.
- Acid free gloves will be provided for the handling of old and brittle documents.
- A magnifying glass will be provided on request.
- Page markers will be provided. Please, don't use your own page markers.
- No documents may be taken outside the reading room.
- Handle only one box of documents at a time.
- Please keep the order of the documents in the order you received it.
- **We ask very politely:** Please handle all documents with care and great respect!
- Personnel will assist you in making photocopies and scans on request.
- Cell phone calls may only be made and received outside the reading room.
- Please keep silent out of respect for the other researchers.
- No young children allowed. High school pupils are welcome.
- Please feel free to ask for help whenever you need assistance.

Thank you very much for your friendly co-operation