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## General guidelines for researchers doing research at the Archives

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### Request form

All researchers must complete the “*Request for Research Information*” form for each new research topic. The form is available on the website in PDF- or Word-format. Click on:

<https://www.kerkargief.co.za/navorsing/#AN>

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 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.

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.

### Guidelines

- Bags/backpacks will be locked away in a cupboard after removal of allowable items.
- **Items allowed:** laptop, camera, mobile phone, pencil, rubber and note paper.
- **Items not allowed:** pen, fluorescent pen, sticky notes, eats and drinks.
- Hands must be kept clean and dry always. Sanitizer and paper cloths will be provided.
- 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 or scans on request.
- Photos of the documents may be taken, but without a flashlight.
- 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.
- Tea/coffee will be provided in the tearoom where you can enjoy your own snacks as well.
- Please feel free to ask for help whenever you need assistance.

## Business Hours

The Archival staff is on duty between 08:45 and 16:00. Researchers will be served in the research room between **08:30 and 15:30**. 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.

## Bona fide Dutch Reformed Church researchers

Bona fide Dutch Reformed Church (DRC) researchers **do not pay** any hourly or daily research fees. Such researchers are:

- Enrolled theological students from any of the DRC theological training institutions who want to do research aimed at a study / academic assignment (but not for any other purpose such as private or genealogical research).
- Lecturing staff from any of the DRC theological training institutions who are busy with subject related research (but not for any other purpose such as private or genealogical research).
- Official researchers from Synods, Presbyteries, Church councils, Commissions and Organisations (and all the variants such as task teams and service groups) who pay for the archival service to the DRC in South Africa (currently the General Synod; the Synod of Western Cape; the Synod of the Eastern Cape; the Synod of the Northern Cape; the Synod of Goudland (Western Transvaal); the Synod of Northern Transvaal, the Synod of Highveld, the Uniting Reformed Church, the Dutch Reformed Church in Africa and the Reformed Church of Africa). By “official” is meant when a synod, presbytery or church council assigned to a specific researcher the task to gather information or to do research on their behalf.
- Students and lecturers from other universities or institutions with which the Archive has a standing agreement.
- Researchers who do not qualify for the above, but who do research that the DRC or the Archives could use in a meaningful way, can be declared as a bona fide researcher, based on the discretion of the Administrator of the Dutch Reformed Church in South Africa.
- Bona fide researchers must pay for photocopies, scans and photos as described hereafter.

## Fees

### Doing own research at the archives

Research: R20 per hour or part of an hour / R100 per day

### Doing research with the help of Archival personnel

General research:	R200 per hour
Speciality research:	R250 per hour
Genealogical research:	R250 per hour
Certified certificates:	R100 per certificate
Photocopies/scans:	R2 per page
Photos (taken by personnel):	R10 per photo

### Genealogical enquiries

Search for 1 – 5 entries in registers: R100

(Without detail on the congregation’s name and date of birth/marriage, a search can’t be undertaken)

## 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** please. Make sure that you receive a receipt.

## Register

An attendance register is signed daily.