

JOHANNESBURG



HERITAGE FOUNDATION

Resource Centre: Holy Family College, 40 Oxford Road, (entrance on Third Avenue), Parktown
Opening times: **Mondays and Thursdays, 09h00 to 13h00**

CONDITIONS OF ACCESSING MATERIAL AT THE RESOURCE CENTRE IN PERSON OR REMOTELY

1. Admission

- Admission to the Resource centre is only by prior appointment with Diana Steele on research@joburgheritage.org.za. Please include a completed application form with your appointment request.

2. Hours of Operation

- **Monday and Thursday: 09h00 - 13h00**

3. Application

- Prospective researchers must complete an application form and sign the declaration accepting the terms of access, which includes remote access where we provide the copies and information electronically.

4. Access

- No physical material may be removed or borrowed from the Resource Centre.
- A researcher is responsible for all material handed over for consultation until it has been returned to the JHF staff member.
- Published material in our small library may be consulted as required.

5. Handling of Material

- The order of loose documents must not be disturbed.
- Pictorial material must not be removed from books.
- Books and files should not be returned to the shelves or cabinets but left for correct refile by the staff.

6. Notes and Photocopies

- Notes may be taken by researchers. Photographs may not be taken without permission.
- Photocopies or scanned images of published and original material may be provided, at the discretion of the JHF.

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- The South African laws of copyright apply to all Resource Centre material and no material may be published to which copyright applies.
- Selected digitized information may be transferred electronically by a member of staff via email or to a personal USB drive on request.

7. Publications emanating from use of material

- A researcher shall acknowledge the JHF Resource Centre as the source in any quotations from, or references to, documents consulted or pictorial matter reproduced.
- Nothing in this paragraph shall be construed as affecting the South African law of copyright.

8. Commitment by the Researcher

- By signing the application form, the researcher is committing to present a complimentary copy of the publication, thesis or research report to the JHF resource centre.

9. Fees for use of JHF Resources

Resource Centre Rate Card (access to Resource Centre / initial email enquiry):

JHF Members:	Free (unless for financial gain)
Undergrad Students:	R100
Post-Grad Students:	R200
NGOs / NPOs / Professionals / Commercial Entities:	R250
Photocopies:	R2 per page
Additional Librarian Research (physical archive):	R500