



## McGregor Museum Kimberley

### History Department: Policy

#### Access to Museum Collections

Collections are not open to the general public but may be visited by appointment. Users of the collections include:

##### 1. Researchers

By prior arrangement they may have access to the collections in the company of the curator. The researcher must sign for all items removed from the collections.

##### 2. General Public

Generally the public do not have access to the collections. Individuals may be granted permission to visit at the discretion of the curator in charge.

#### Use of Material in the Museum

All material used in Museum exhibitions and displays may be photographed. Material in the collections is made available to visitors under the following conditions:

- An appointment must be made in advance. In the case of visitors arriving unexpectedly the curator will make every effort to assist them.
- Visitors are free to view the requested material made available to them by the curator.
- No items may be replicated, photographed or photocopied without the permission of the curator.
- Original manuscript or typescript documents and items carrying an embargo may not be replicated, photographed or photocopied.

The amount of material to be handled at any one time by researchers is limited to the following:

- Photographs: Maximum 3 folders
- Documents: Maximum 5 files.
- Objects: 5 items

#### Research fees

These are charged at the discretion of the curator. All fees are reviewed annually. If research fees are payable the following amounts are used as a guideline:

- R 100.00 – R 150.00 for private researchers and members of public.
- R 150.00 – R 300.00 for funded researchers and commercial clients e.g. Publishers.

Fees for film companies and TV crews to be negotiated.

## Use of Photographic Material

### 1. Photographs may be copied provided the following conditions are met: –

- The client pays for all costs incurred including postage and packaging.
- Payment to be made on receipt of invoice prior to the order being processed.
- Copyright fees are payable if the photographs are used in publications, displays, exhibitions and for commercial purposes.
- Copyright rests with the Museum and a copyright or ownership agreement form must be filled in and signed by both parties before an order is processed. Copies to be retained by them.
- Should copyright rest with another institution the client must obtain permission from them to use the photograph.
- The Museum must be acknowledged in all publications, displays and exhibitions where the photographs are used.
- A copy of a publication using photographs from the collection is to be donated to the Museum's research library.
- Rare and fragile photographs are not available for copying.
- Large scale copying of photographs is subject to the approval of the Director on behalf of the Board of Trustees.
- With the curator's permission clients may use their own equipment to scan or photograph material in situ.

### 2. Fees

The prices given are subject to change and reviewed on an annual basis:

- Fees for scanning, e-mailing and writing to disk are dependant on the Museum's Desktop Publishing Department.
- Clients pay for the work done by the Photographic Studio (Kimco).
- Copyright fees.
- Private researchers and individuals = R80.00 per image.
- Funded researchers and publishers = R150.00 – R300.00 per image.
- Exceptions can be made under certain circumstances at the discretion of the curator and museum accountant.
- Commercial Enterprises, Film Companies and TV crews = Costs negotiable.

## Photocopying of Material in Collections

### 1. Photocopying of documents and photographs may be done with the permission of the curator providing the following conditions are taken into account:

- No original manuscript or typescript documents and those carrying an embargo may be photocopied.
- Extensive photocopying of material is not permitted without prior permission from the curator and Museum Director.
- Copyright rules must be complied with when photocopying material.
- An ownership agreement form must be filled in and signed by both parties. Copies to be retained by them.

### 2. Fees

All clients must pay for their photocopying.