



RHODES UNIVERSITY
Where leaders learn

Grahamstown ●6140 ●South Africa

CORY LIBRARY for HUMANITIES RESEARCH
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Research and Search Policy and Fee Schedule

INTRODUCTION

This policy document consists of four (4) pages.

Cory Library is a non-circulating library-and-archive facility and indeed the premier custodian of materials on Eastern Cape history, heritage, culture and society. It supports inter-disciplinary research on the Eastern Cape in particular and southern Africa in general. In its effort to place the Eastern Cape more prominently within the scholarship on South Africa, Cory Library gladly receives book and archival deposits about the region – in isiXhosa, Afrikaans, German and English.

LIBRARY AND ARCHIVE RULES

- 1) Cory Library hours are Monday to Friday, 8.30 am – 4.30 pm. The Library is closed on weekends, public holidays and at the end and beginning of the calendar year for several days.
- 2) Walk-in researchers may phone or e-mail before visiting so staff can ascertain how best to assist.
- 3) Remote researchers must apply in advance for a Reader's Ticket (see our webpage <http://www.ru.ac.za/corylibrary/>). Remote and walk-in researchers may become a Friend of Cory Library at R150.00 per calendar year. Friends will receive a library card which allow access to all Rhodes University libraries.
- 4) Forms and inquiries must be e-mailed to cory@ru.ac.za
- 5) All the materials in the Library are subject to the Constitution and statutes of the Republic of South Africa. The onus is on the researcher to obtain reproduction rights and to observe copyright law.
- 6) We prefer "note-taking" with non-flash photographic equipment (cameras, cell phones, etc.). Researchers must however request permission to photograph sections in primary diaries, journals, letter books, etc. If permission is granted, the researcher may then photograph the relevant sections on a non-flash basis.
- 7) No bags are permitted in the Library. Lockers are provided for them.
- 8) Food is not allowed inside Cory Library. Water may be allowed in non-spill bottles.

OUR COLLECTIONS

- Books; rare books
- Manuscript collections
- Photographs and maps
- Government documents
- Journals, magazines and newspapers
- Church registers and genealogy collections
- Microfilm, tapes and videos

OUR RESEARCH OPTIONS

a) Research in Person

The researcher visits Cory Library and buys a reader's ticket at R30.00 per day. Reader's tickets for pensioners and Rhodes University alumni will be R15.00 per day. Access to our services and materials are free to Rhodes University staff and students. Cory Library staff will find requested materials and bring same to the researcher in one of our reading rooms. Photocopy facilities and a scanning service are available at a fee.

b) Remote Requests

- If a researcher cannot visit in person, an e-mail research or search request, which provides as much detail as possible, may be sent to cory@ru.ac.za to be placed in a queue. A staff member will be assigned to field the enquiry. **Fees for services or products to remote enquirers are payable in advance by electronic funds transfer (EFT) only.**
- If time permits, Cory Library staff members conduct research or searches on behalf of remote researchers / enquirers (see fee schedule hereunder). We (Cory Library) shall assess on a case by case basis which requests we can undertake.
- Kindly provide as much detail as possible when sending a search or research request.
- Requests by Rhodes University students and staff and Friends of Cory Library will enjoy precedence.
- As Cory Library staff members attend to many research / search requests, it will not be possible to attend to incoming requests immediately, and thus we operate a queue system.
- **While we make every effort to achieve a successful outcome to a research request, Cory Library cannot guarantee this.**
- We strongly discourage requests for photocopies. We prefer to scan and send by e-mail.

The research / search fee is not applicable to Rhodes University staff and students, who do their research on location with the assistance of the Cory Library staff.

This policy is subject to change without prior notice.

FEE SCHEDULE

SERVICE	REGION	UNIT PRICE	TIME / QUANTITY	ECONOMY SCALE
Catalogue and inventory searches	All	0.00	30 minutes	N / A
Historical research (i.e. non-genealogical and non-family history research)	Southern Africa	R200.00	1 st hour	then R100.00 / hour
	International	\$25.00	1 st hour	then \$12.50 / hour
Genealogical or family history research / search	Southern Africa	R120.00	1 st hour	then R60.00 / hour
	International	\$25.00	1 st hour	then \$12.50 / hour
Scans (registers and manuscripts materials)*	Southern Africa	R100.00	pages 1-5	then R10.00 per page
	International	\$25.00	pages 1-5	then \$2.50 per page
Scans of printed text* (TIFF or JPEG to PDF)	Southern Africa	R50.00	pages 1-5	then R5.00 per page
	International	\$25.00	pages 1-5	then \$2.50 per page
Photocopies A4 printed text**	All	R1.00 per page	pages 1-10	then R0.50 per page
Photocopies A3 printed text**	All	R2.00 per page	Pages 1-10	then R1.00 per page

*Cory Library will NOT scan or copy fragile materials.

**Photocopies are available only inside Cory Library. Under no circumstances will Cory Library mail photocopies. Scanned material will be transmitted electronically. Copying and or scanning will be at Cory Library's discretion at all times.

PAYMENTS SHOULD BE MADE TO RHODES UNIVERSITY.

The above schedule is effective from 1 March 2017 and is subject to change without prior notice.

PLEASE PAY BY ELECTRONIC FUNDS TRANSFER (EFT) ONLY to RHODES UNIVERSITY!

Do not make cash deposits. This will attract a transaction fee which will be passed on to you.

OUR BANK DETAILS ARE AS FOLLOWS:

Bank	First National Bank
Branch	High Street, Grahamstown, South Africa
Branch code	210717
Swift address	FIRN ZAJJ
Account name	Rhodes University
Account number	62145503076
Type of account	Cheque

Please reference **CL 55150000184**

Proof of payment must be e-mailed to cory@ru.ac.za