


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 Mary Boyeasse on mboyeasse@mweb.co.za. Please include the completed application form with your appointment request.
- Access to the Holy Family College will be confined to the immediate vicinity of the JHF resource centre.

2. Hours of Opening

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

3. Application

- Prospective researchers must complete the 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 material may be removed or borrowed from the Library.
- 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 refiling by the staff.

INCORPORATING PARKTOWN & WESTCLIFF HERITAGE TRUST

'NORTHWARDS' 21 ROCKRIDGE ROAD | PARKTOWN | JOHANNESBURG | 2193
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TEL: (011) 482 3349 | FAX: 086 759 3778
NON PROFIT ORGANISATION NO: 001-346 NPO

6. Notes may be taken in the course of perusal.

- Photocopies or scanned images of published and original material may be provided, at the discretion of the JHF.
- The South African laws of copyright apply to all JHF material and no material may be published to which copyright applies.

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.
- If in doubt please check the correct form of citation with senior JHF staff.
- 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

Basic heritage information on a particular property will be provided free of charge.

The rates are listed below as a guide, however, we ask that you allow us to advise you on the amount payable before making any payments

Non-members, Commercial & Professional enterprises	R500
Members and post-grad students	R200
Under-grad students	R100
JHF staff may conduct the search on behalf of the researcher for an additional	R500
Scanned copies	R5 per MB
Photocopies (black & white)	R2 per page