

**Labour Research Services and the Trade Union Library
South African Labour History Project Users Access Policy**

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1. Introduction

The crucial role of the SA Labour Movement in making history is poorly documented, and access to existing archival material is limited. The SA Labour History Project, under the management of the Labour Research Services (LRS), aims to contribute to the preservation of resources and historical material, while ensuring that the collection is available for a range of contexts, e.g. worker's education programmes, academic study resources, exhibitions and community-based programmes.

2. Background to the archive

The Labour Movement in South Africa is inextricably linked to the struggle for democracy. Often workers and their unions were the only voice of the trade unionist and the oppressed. A key aspect of the South African Labour History Project (SALHP) was to trace the role of trade unionists in building democratic organizations.

In 2001 the LRS formally initiated a process which would manage, regulate, collect and protect the historical material of the South African Labour movement. The SA Labour History Project was established under the leadership of a project manager and a team of post-graduate history students. The SA Labour History Project (SALHP) was a natural progression from the work done by the Trade Union Library (TUL) since 1983.

The TUL has over the past two decades built an impressive and extensive collection of labour related resource materials. It soon became apparent that the activities of the SALHP and TUL overlap and compliment each other. The continued collection and preservation of historical material done by both the library and the project was systematized and digitized to be integrated into an archive housed in the TUL, and available on the LRS web-site. The SALHP is also an affiliate of the International Association of the Labour History Institute. This affiliation assists the project to maintain relevant links on its SALHP website, and ensure that the resources of the site are made available to an international audience.

2.1 Objectives:

- To promote a comprehensive, multi-media and participative Labour History Archive of SA labour history
- To promote knowledge and understanding of the history and activities of the SA labour movement.
- To draw together the resources of various organizations and individuals who are presently engaged in work on the history of the labour movement, or wish to engage in such work in the future.
- To ensure that the archive is accessible to a broad target group.
- To ensure mechanisms are in place to continuously grow the archive.

3. Statement of Purpose of the SA Labour History Archive

- To house historical materials which reflect SA's labour, and liberation history, which in the past has been inaccessible to the majority of South Africans.
- To provide reference materials for the development of trade union processes, worker education programmes, academic research, school learners, community based organizations or any other programme or process, which promotes knowledge of the SA labour movement.

4. Governance

The South African Labour Archive is housed by the Trade Union Library of Labour Research Service (LRS), under the leadership and management of the LRS Board of Directors. The LRS Board consists of representatives from major labour federations.

5. Target Users

- Trade Unions
- Worker's education programmes
- National, continental and international academic institutions
- National, continental and international research Institutions
- National government departments
- Students
- School Learners
- Community based organizations
- Special interest groups

6. Archival Collection

The collection consists of an overarching range of historical materials which celebrates the development of key victories and struggles of the labour, and liberation movement, from East London and Durban Strikes of the 70s, the Living Wage Campaign of the 1980s to the Labour Relations Act campaign of the 1990s. In addition a catalogue of the archive can be accessed through the internet (www.lrs.org.za), and hard-copies are available for use in the library. Originals may be photo-copied.

6.1 Scope of the SA Labour History Archive:

- Liberation movement archival documents
- An archival video collection (catalogue is available through the website, www.lrs.org.za)
- Web-documents
- Posters
- T-shirts
- Trade Union documents and publications

These documents are for inside use. No originals may be removed from the library. However, the TUL provides a photo-copy service should users wish to reproduce documents.

- A physical archive housed at the LRS offices in Community House, Salt River, Cape Town. This archive contains historical and reference materials such as trade union wage agreements, labour campaigns materials (i.e. t-shirts, posters, stickers, pamphlets), archival labour journals and training materials.

7. Reproduce Materials

The SA Labour History Archive is extensive and contains materials from trade unions across federations and social movements. Permission to reproduce materials, or utilize them for commercial use, must be obtained directly from the trade union federation, affiliate union or social movement. Contact details can be obtained from the LRS offices, or logging on to the LRS website (www.lrs.org.za) and following the links.

8. Loan Policy

- a) In order to view archival materials available users may log onto the LRS website (www.lrs.org.za) and follow the link to the SALH site.
- b) Application for the loan of original materials in the SALH Archive must be made in writing to the LRS archive co-ordinator, at least 1 week in advance. Letters should clearly state who the borrowers are, the purpose of the loan, and what items are required. A loan form (to be obtained from the web-site) must accompany this letter. The duration of the loan may not exceed 3 working days. Permission for extension of loans may be done in writing.
- c) In the case of loans for public exhibition, a loan agreement will be entered into between the LRS and the user.
- d) Loans from the original items of the collection will primarily be made to institutions, or registered CBOs/NGOs. Consideration will be given to factors such as environmental control, fire protections, security, care and handling and storage of exhibition.
- e) The SALH Archive, under management of the LRS reserves the right to not loan certain items. These include items in fragile condition. Alternate methods of duplication may be explored in such cases.
- f) The borrower is responsible for the packing, transportation, insurance and all other factors of transporting the loan. All costs incurred will be borne by the borrower.
- g) Items in the loan will remain in the condition received and will not be repaired, restored, cleaned or altered in any way, without written permission from the LRS Board of Directors.
- h) Items may be photographed for the purposes of catalogue and publicity or condition record only. No reproductions for commercial purposes by the borrower or the viewing public is allowed, unless permission is granted by the owners of the work (i.e. trade union affiliate, trade union federation or social movement). Proof of permission is required for such use.

8.1 Photographs/images

The LRS has in its possession photographic archival material recording key labour campaigns from the past. In addition the LRS/TUL has also produced a CD with images from the 1973 Durban Strike. In the case of commercial broadcasts (television, advertising, film production) the following rates for loan will apply:

BROADCAST	SOUTH AFRICA	INTERNATIONAL
One use in one country	ZAR300 (per photograph)	USD120 (per photograph)
Continuous use in one country	ZAR400 (per photograph)	USD200 (per photograph)
Continuous use world-wide	ZAR500 (per photograph)	USD300 (per photograph)

9. TUL opening times

Tuesday: 10h00 – 18h00

Thursday: 10h00 – 18h00

Saturday: 10h00 – 14h00

Queries are welcomed both telephonically and electronically

Telephone: +27 21 447 1677

Email: busi@lrs.org.za

Website: www.lrs.org.za

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