



SAMuRA Digital Materials Policy

South African Music Research Archive (SAMuRA) Version 1.0 — March 2026

1. Purpose of This Policy

The Digital Materials Policy outlines the standards, formats, and procedures for submitting digital content to the South African Music Research Archive (SAMuRA). It ensures that all materials received are:

- Archivable
- Legally compliant
- Technically stable
- Culturally respectful
- Suitable for long-term preservation

This policy applies to all artists, estates, rights-holders, researchers, and institutions submitting digital materials for inclusion in the national archive.

2. Accepted Digital Formats

SAMuRA accepts the following formats for long-term preservation. Where possible, submit the highest-quality version available.

2.1 Audio

- WAV (preferred, 44.1 kHz or higher)
- AIFF
- FLAC
- MP3 (320 kbps minimum)
- AAC

2.2 Images & Artwork

- TIFF (preferred)
- PNG
- JPEG (high resolution)
- PDF (for scanned documents)

2.3 Text & Documents

- PDF (preferred)
- DOCX
- TXT
- ODT

2.4 Video

- MP4 (H.264 or H.265)
- MOV
- AVI (legacy formats accepted for digitisation)

3. File Naming Requirements

To ensure consistency and traceability, all files must follow this naming structure:

Code

ArtistName_Title_Year_Type.ext

Examples:

- MiriamMakeba_PataPata_1967_Audio.wav
- LadysmithBlackMambazo_PressPhoto_1985_Image.tiff
- HughMasekela_Interview_1999_Video.mp4

Avoid spaces, special characters, or unclear abbreviations.

4. Metadata Requirements

Every submission must include a completed **Metadata Sheet** (provided separately). This includes:

- Artist name
- Estate representative (if applicable)
- Rights ownership
- Recording dates
- Track list
- Contributors
- Provenance
- Notes on context or cultural significance

Metadata is essential for accurate cataloguing and national preservation.

5. Delivery of Digital Materials

Digital materials may be submitted through:

5.1 Email (small files)

Files under 20 MB may be sent directly to:

- submissions@samura.org.za
- enrollment@samura.org.za (for Big Enrollment Programme)

5.2 Cloud Transfer (large files)

For larger submissions, SAMuRA accepts:

- WeTransfer
- Google Drive
- Dropbox
- OneDrive
- Institutional repositories

Include the download link in your email.

5.3 Physical Media (optional)

If digital files are stored on:

- USB drives
- External hard drives
- CDs or DVDs

They may be submitted under the **Physical Materials Policy**.

6. Quality Standards

SAMuRA preserves materials at the highest possible quality. Please ensure:

- Audio is uncompressed where possible
- Images are high resolution
- Documents are legible and complete
- Video is stable and playable

If materials require restoration or digitisation, SAMuRA will advise the rights-holder.

7. Rights & Permissions

All digital submissions must be accompanied by:

- A signed **Permission Letter**
- A completed **Rights & Licensing Overview** (coming next)

SAMuRA cannot process or publish materials without clear rights documentation.

8. Confidentiality & Sensitive Materials

SAMuRA respects the privacy and dignity of all contributors. Sensitive materials will be handled according to:

- The SAMuRA Constitution
- The Communication Protocol
- Ethical archival standards

Submitters may request restricted access where appropriate.

9. Contact

For questions regarding digital submissions:

Email: submissions@samura.org.za

Website: <https://www.samura.org.za>