



SAMuRA Metadata Sheet / Submission Form

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

1. Contributor Information

Full Name: Artist / Group

Name: Estate Representative (if applicable):

Relationship to Artist:

Email Address:

Phone Number: Country / City:

2. Rights & Ownership

Who owns the rights to the submitted materials?

- Artist
- Estate
- Label
- Publisher
- Shared ownership
- Other (specify): _____

Are you authorised to grant SAMuRA permission to archive and publish these materials?

- Yes
- No

(If “No”, SAMuRA will contact you for clarification.)

3. Submission Type

Please select all that apply:

3.1 Digital Materials

- Audio

- Images / Artwork
- Documents
- Video
- Other (specify): _____

3.2 Physical Materials

- Vinyl
- Cassette
- Reel-to-reel
- CD / DVD
- Photographs
- Documents
- Memorabilia
- Other (specify): _____

4. Material Details

For each item submitted, please complete the table below. (Add additional pages if necessary.)

Item Number Title / Description Year Format Condition Notes

1

2

3

5. Provenance

Where did these materials originate? (e.g., personal archive, studio master, family collection, label vault)

Provenance Description:

6. Cultural or Historical Significance

Please describe the importance of these materials to South African music, heritage, or cultural memory.

Significance Notes:

7. Access & Restrictions

Do you request any access restrictions?

- No restrictions
- Restricted access (explain below)
- Embargo until (date): _____
- Cultural / community protocols apply

Restriction Notes:

8. Return or Donation of Physical Materials

SAMuRA does **not** maintain long-term physical storage facilities. Please indicate your preference:

- Return all physical items after digitisation
- Donate items permanently to a partner institution
- Discuss options with SAMuRA

9. Delivery Method

Digital Materials:

- Email
- Cloud link (WeTransfer, Google Drive, etc.)
- Other: _____

Physical Materials:

- Courier
- Registered mail
- In-person appointment (by arrangement only)

10. Declaration

I confirm that the information provided is accurate and that I am authorised to submit these materials to SAMuRA for archival consideration.

Name: Signature:
Date: