



SAMuRA Physical Materials Policy

1. Purpose of This Policy

The Physical Materials Policy outlines the standards, procedures, and responsibilities for submitting **physical items** to the South African Music Research Archive (SAMuRA). This includes:

- Audio carriers
- Photographs
- Documents
- Memorabilia
- Archival artefacts

The policy ensures safe handling, legal compliance, and long-term preservation of culturally significant materials.

2. Accepted Physical Formats

SAMuRA accepts the following physical materials for digitisation and preservation:

2.1 Audio Carriers

- Vinyl records (LP, EP, 7")
- Audio cassettes
- Reel-to-reel tapes
- CDs
- MiniDiscs
- DAT tapes

2.2 Photographs & Artwork

- Printed photographs
- Negatives
- Slides
- Posters
- Album artwork
- Flyers and promotional materials

2.3 Documents

- Lyric sheets
- Contracts
- Letters
- Press clippings
- Programme notes
- Scrapbooks

2.4 Memorabilia

- Awards
- Tickets
- Clothing items (performance-related)
- Instruments (case-by-case basis)

3. Condition Requirements

SAMuRA accepts materials in all conditions, including:

- Worn
- Damaged
- Fragile
- Partially incomplete

However, submitters must disclose:

- Mould
- Water damage
- Fire damage
- Pest exposure

This ensures safe handling and prevents contamination of the archive.

4. Packaging & Delivery Instructions

To protect materials during transit:

4.1 Packaging

- Use bubble wrap or soft padding
- Place items in rigid boxes
- Avoid newspaper (acidic)
- Label each item clearly

4.2 Delivery Options

Materials may be delivered via:

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

SAMuRA does not accept walk-ins.

4.3 Return of Materials

Submitters may choose:

- **Return after digitisation**, or
- **Permanent donation to SAMuRA**

This must be indicated on the Metadata Sheet.

4.4 Storage Limitation Notice

SAMuRA operates as a national digital-first archive. While the archive is fully equipped for the **digitisation, documentation, and short-term safeguarding** of physical materials, SAMuRA does **not** maintain long-term physical storage facilities.

For this reason:

- Physical items are held **temporarily** for assessment and digitisation
- Long-term retention of originals is **not possible**
- Submitters must indicate whether items should be **returned after digitisation** or **formally donated** to a partner institution with appropriate storage capacity

SAMuRA will guide contributors through this process to ensure that all materials are preserved responsibly and respectfully.

5. Digitisation & Preservation

Upon receipt:

- Materials are inspected
- Condition is documented
- Digitisation is scheduled
- High-resolution digital masters are created
- Originals are stored or returned

SAMuRA follows international archival standards for:

- Audio digitisation
- Image scanning
- Document preservation

6. Rights & Permissions

All physical submissions must include:

- A signed **Permission Letter**
- A completed **Rights & Licensing Overview** (next document)
- A completed **Metadata Sheet**

SAMuRA cannot digitise or publish materials without clear rights documentation.

7. Sensitive or Sacred Materials

SAMuRA respects cultural protocols. Submitters may request:

- Restricted access
- Cultural consultation
- Delayed release
- Non-public classification

These requests are honoured in accordance with SAMuRA's Constitution and ethical guidelines.

8. Contact

For questions regarding physical submissions:

Email: submissions@samura.org.za

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