

SAMuRA Official Language Policy

Purpose

To establish the official language framework for the South African Music Research Archive (SAMuRA) and ensure clear, accessible communication across all institutional activities.

Policy Statement

English is the primary and official language of SAMuRA for all administrative, legal, archival, and public communication functions.

Scope

This policy applies to:

- Internal and external communication
- Legal and administrative documents
- Archival descriptions and metadata
- Public-facing materials and research outputs

Language Use Framework

- **Primary Language: English** Used for all official documents, correspondence, metadata, and institutional communication.
- **Secondary Languages** SAMuRA may use any South African language for community engagement, cultural events, educational outreach, and artist-submitted materials.
- **Archival Integrity** Artist submissions may be preserved in their original language, but all institutional descriptions and metadata will include an English version for consistency and accessibility.

Translation and Interpretation Provision

Where language presents a barrier during communication, interviews, oral histories, or community engagement:

- SAMuRA may appoint a **translator, interpreter, or cultural liaison** to facilitate accurate and respectful communication.
- When organisational funds allow, SAMuRA will **budget an honorarium** for this translation or hosting function.
- SAMuRA may apply for **annual grants from national language bodies**, including the Pan South African Language Board (PanSALB) and the National Language Service (NLS), to support translation, interpretation, and multilingual access initiatives.
- The translator's role is to ensure accuracy, cultural sensitivity, and preservation of the participant's authentic voice.
- All translated material must be reviewed for accuracy before being added to the archive.

This clause positions SAMuRA to receive **recurring funding** for linguistic accessibility as part of its cultural preservation mandate.

Rationale

- Ensures national and international accessibility
- Supports academic referencing and research
- Promotes inclusivity and cultural respect
- Maintains a unified institutional standard while honouring linguistic diversity