

SWAZILAND NATIONAL ARCHIVES



Search-Room Rules and Regulations

GENERAL

1. Use of the archive documents is by physical visit or by prior appointment.
2. School children and teachers intending to use archives are advised to arrange their visit with the SNA Outreach Department in advance on Tel: +268 24161278/9 and Fax: +268 24161241.

ON ARRIVAL

- All customers are required to sign the visitors' book and possess formal proof of identity (Passport /National ID/ driving license, etc).
- All readers must complete Research Application Form with terms of use.
- Coats should be hung at the stand provided and users of original archival material must place baggage and cases, etc. in the lockers provided subject to returnable deposit.
- Readers using the self-service microfilm/fiche readers may not remove more than one film/fiche at a time. Please use the film place markers supplied.
- Readers should always retain their research authorization slips for future reference.

USING ARCHIVAL DOCUMENTS

- Smoking, eating and drinking are strictly forbidden in the Search-Room.
- Searchers/ Readers should use only soft pencil for making notes and under no circumstances should they mark or alter original documents.
- Documents should be handled with care and should not be leaned on or touched with any implements.
- Photographic prints and negatives, microfilm and microfiche should be handled by their edges only and with the exception of film/fiche should only be handled by searchers wearing cotton gloves available from the staff.
- Any damage should be reported to search room staff immediately.
- Photocopies are charged to recover costs of production and in compliance with Copyright Act (1912).