

Online Appendix 2

Covering letter for the survey instrument for collecting information on the administration of church archives in Pietermaritzburg, KwaZulu-Natal, South Africa

Dear colleagues,

I am a manuscript librarian at the Lutheran Theological Institute (LTI). I am seeking your assistance in this research project. The main aim of the project is to assess the current administrative practices of church archives in Pietermaritzburg, KwaZulu-Natal, South Africa. The survey is designed to gather data about preservation policies and means, storage and handling of archival materials, access to archives, information technology, training for preservation and formats and condition of the media on which archives are recorded.

All replies will be treated in the strictest confidence. Data will be presented only in the aggregate; responses will not be attributed to particular respondents, organisations, or departments. I realise that there are many other demands on your time, but believe me, the results will be beneficial to all those with responsibility for preserving church archives in Pietermaritzburg, KwaZulu-Natal, South Africa. I intend to share the results of the study with all archival institutions mandated to preserve church archives in Pietermaritzburg, KwaZulu-Natal, South Africa.

Drawing on current good practice, the project will be of direct practical benefit to archivists, manuscript librarians, whilst long-term developments may have important implications for future planning and funding. Results of the survey may also be used to develop training programmes; mechanisms for resource sharing and services that meet preservation needs for church archives in Pietermaritzburg, KwaZulu-Natal, South Africa. With the data gathered, it is my long-term vision to have an Open Day on Church archives, maybe once every year, on a rotational basis with the institutions concerned that is and this will probably help in raising awareness and use of this valuable resource.

I am sending the enclosed questionnaire to all institutions with church archives in Pietermaritzburg, KwaZulu-Natal, South Africa. I will be grateful if you would complete and return it by 15 May 2012 or at your earliest convenience in the enclosed envelopes, postage included. Should you have any queries about the project, please do not hesitate to contact me. Thank you for your time and cooperation.

Yours faithfully,
Francis Garaba (Dr.)

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