

WHAT CAN YOU DO TO PRESERVE THE UNIVERSITY'S DOCUMENTS?

The Archives are constantly on the lookout for documents that could enhance the collection and any documents regarding UPE are welcome.

Please send a copy of anything published or issued on campus to the Archives.

Before throwing any documentation away (i.e. documents no longer in active use, or on retirement) send or bring the material to the Archives.

Actively caring for our records enables us "to tell our story, a unique institutional history that exists nowhere else".

WHO MAY USE THE ARCHIVES?

The collection is available to all persons affiliated to the University as well as other researchers and may be accessed via the computer catalogue and other finding aids.

Material from the collection is not available on loan, but may be consulted in the Archives. Photocopies of approved items may be made.

HOURS

9.00-13.00 MONDAY - FRIDAY
during term.

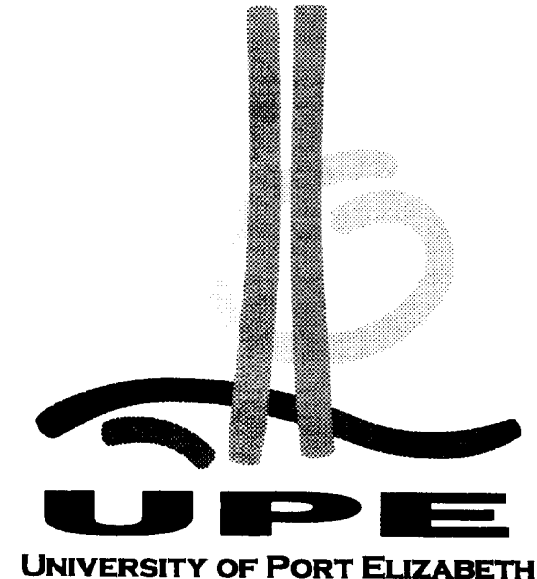
Outside these hours please enquire at the Main Desk (Library).

ENQUIRIES

Rita Fokker
UPE Archives
Ground Floor
UPE Library

Tel: (041) 504 2290 or 2281
Fax: (041) 504 2280
E-mail: libmif@upe.ac.za

UPE ARCHIVES



VISION

The vision of the UPE Archives is to be a recognised institution at UPE with a comprehensive collection of UPE documents that are accessible for a complete information service about UPE.

MISSION

The mission of the UPE Archives is:

- To appraise, collect, organize, describe, make available and preserve documents of, and relating to, the University of Port Elizabeth that have historic, administrative and research value.
- To provide an information service to users.
- To promote knowledge and understanding of the origins, aims, programmes and goals of the University and to collaborate on the development of these aims, goals and programmes.

WHY AN ARCHIVES?

The main purpose of the Archives is to preserve the history of the University of Port Elizabeth for the future. "The work of Archives serves a universal human need to connect among people and across time through acts of memory" (Andrea Hinding).

WHAT IS KEPT IN THE ARCHIVES?

The Archives preserve and store only documents of, and relating to, the University of Port Elizabeth that have historic, administrative and research value.

Material belonging to the following categories is collected:

- All publications distributed in the name of the University (books, journals, pamphlets, calendars, programmes e.g. graduation, circulars, catalogues, newsletters, etc.).
- Student publications and documents about student activities.
- Theses and dissertations.
- Publications by staff members.
- Documents of staff associations.
- Records of lectures, addresses, papers and inaugural lectures delivered under the auspices of the University or elsewhere by University staff.
- Audio-visual material documenting the development of the University (photographs, microfilm, tapes and video recordings, etc.).
- Examination papers.
- Press cuttings and releases.
- Ephemera and mementos, e.g. a menu for a commemorative dinner.
- Items useful as exhibits (such as souvenirs, trophies, art works, diplomas, banners, etc.).