

GLOSSARY

- Accessioning*** The formal inclusion of an acquisition as part of the permanent collection of the museum by means of a unique accession number in the accessions register, called the catalogue (see Cataloguing: Historic use), and physically marking the object with that number as it is entered into the catalogue
- Accession number*** The control number assigned to each individual object in the catalogue, unique to that object, with the purpose of identifying that object
- Accountability*** The duty of a museum to take responsibility for and to control every object in its collections, i.e. to hold, preserve and safeguard the collections, by meeting basic documentation requirements, such as an accessions register and a formal inventory, by observing a scheduled programme to check the locality of every object in the collection and by implementing standard conservation measures
- Acquisition*** Addition to the collection (additional object or group of objects)
- Acquisitioning*** The entry documentation of or recording of an acquisition with its initial entry into the museum in an acquisitions entry register
- Acquisition number*** The number assigned to an acquisition in the acquisitions entry register, usually a temporary number. (This number differs from the accession number)

- Anthropology/
anthropological*** Name used interchangeably with ethnography/ethnographical and ethnology/ethnological for the division at the Transvaal Museum dealing with the collection of objects used by the black people of southern Africa
- Audit*** See collections audit
- Catalogue***
1. Historic use: Accessions register (a bound volume with numbered pages) used for the formal permanent inclusion of an acquisition in the museum's collection by means of a unique accession number (Afrikaans: *Grootboek*)
 2. Publication listing and describing objects in an exhibition or collection
 3. Sometimes used as synonym for Aquisitions entry register
- Cataloguing***
1. Historic use: The formal inclusion of an acquisition in the museum's collections by means of a unique accession number in an accessions register, called the catalogue (used in this meaning in the text)
 2. Current use: Compiling and maintaining details, either manually or by computer, with regard to each acquisition by means of a permanent and structured/uniform record, for collections management use, such as access to and auditing of the collection. Categories of information such as identification, associated and inherent information, management information and information obtained by research are used in cataloguing.
 3. Classification or arrangement of similar objects (see Classification)
 4. Creating and maintaining a manual card index system consisting of the object records and added entries, using catchwords

<i>Catchword</i>	Approved standard terms, usually in an alphabetical list, used consistently in cataloguing and indexing
<i>Classification</i>	<ol style="list-style-type: none">1. <u>Historic use</u>: Recording of details of an object with regard to country of origin, date of origin, material, production technique, characteristics, condition, history, donation or other means of procurement, date of donation or procurement (as defined by Kotie Roodt-Coetzee)2. The identification and placement of an object with other objects of like kind in a systematic arrangement based on various aspects such as material, function, origin, collection, even academic discipline3. List of similar object types grouped together and separate from dissimilar ones.
<i>Code</i>	A group of letters, indicating a specific catalogue or collection, used as prefix to the accession number to distinguish that object from another object with the same number
<i>Collection</i>	<ol style="list-style-type: none">1. The body of acquired objects and information about the objects in the care of the museum2. Objects associated with each other for some reason (for example association with a place, a person, an event or the nature of the objects). A museum may have one collection, or many such collections3. A collection of items accumulated by a collector
<i>Collections audit</i>	Assessment or verification of control measures over the collections existing in a museum to demonstrate accountability
<i>Conservation</i>	Procedures or actions taken to retard the deterioration of objects or to prevent damage to them, including environmental control, good housekeeping, the correct use, handling and packaging of objects, and treatment

<i>De-accessioning</i>	The formal process of permanently removing an object from the collection by documenting in the catalogue (accessions register)
<i>Department</i>	One unit (usually associated with an academic discipline or auxiliary science) in the curatorial organization of the Transvaal Museum, used interchangeably with the terms division and section
<i>Division</i>	See department
<i>Documentation</i>	<ol style="list-style-type: none">1. The process of documenting each object in a collection in a museum by acquisitioning, classification, cataloguing, field records, labelling and indexing.2. The physical records or documents pertaining to the collection
<i>Documentation system</i>	The procedures used to manage the documentation or information of the collection
<i>Donation</i>	Addition to the collection by means of a gift to be accessioned into the collection
<i>Ethnography</i>	See anthropology
<i>Ethnology</i>	See anthropology
<i>Entry form</i>	Proof of an acquisition (usually a donation, but also for other reasons such as identification) with its initial entry into the museum, and given to the presenter/donor by the museum, the details of which are usually recorded in an acquisitions entry register or entry form book
<i>Field records</i>	Documenting objects outside the museum, for example on location during a field trip

- Historiographer*** Name used by G.S.H. Rossouw to designate his position as curator of the history division at the Transvaal Museum
- Historiography***
1. Historic use: Name given to the catalogue, i.e. the Historiography Catalogue (H.C.), by G.S.H. Rossouw, for the history collection in the Transvaal Museum; still used for the cultural history collection at the National Cultural History Museum (not to be confused with the use of the term in the academic sense: see below)
 2. Current use: The study of the development of historical method, historical research and writing: any body of historical literature
- Index*** Directory acting as a guide to information about the collection, usually in alphabetical order, and often including details of where to find the objects, usually on cards, i.e. a manual system, but also on computer files
- Inventory***
1. An itemized list of objects for which a museum assumes responsibility
 2. The process of locating these objects and recording the location
- Label***
1. Information about the object, such as the accession number, the object name and the donor's name, usually on a card or a label, attached to the object
 2. Information about the object on display, usually on a card or a label
- Lender*** A person or an institution who loans objects to the Museum
- Loans***
1. Loans-in: Objects temporarily loaned to the Museum by a lender for a stated purpose, such as research or exhibition
 2. Loans-out: Objects temporarily loaned out by the Museum for a stated purpose, such as research or exhibition

<i>Location control</i>	The recording of the movements of an object in a museum to and from its permanent location in the museum's storage. For example, an object could be moved for exhibition, research or loan purposes, within the museum or to other institutions outside the museum
<i>Marking</i>	Affixing the accession number on an object permanently (but in such a manner that it could be reversed), using a technique that will not cause damage to the object
<i>Movement of objects</i>	The movement of an object in a museum to and from its permanent location in the museum's storage (see location and storage control)
<i>Objects</i>	The variety of items in museum collections, for example, furniture, ceramics, photographs, tools, manuscripts and documents
<i>Register</i>	<ol style="list-style-type: none">1. Book (a bound volume with numbered pages) used to enter an acquisition into the museum, called an acquisitions entry register2. Book (a bound volume with numbered pages) used for the formal permanent inclusion of an acquisition in the museum's collection by means of a unique accession number, also called a catalogue or accessions register
<i>Registration</i>	Synonym for accessioning
<i>Restoration</i>	<ol style="list-style-type: none">1. Synonym for conservation2. Actions taken to change the object to represent the original or a known earlier state
<i>Section</i>	See department
<i>Standard terms</i>	The controlled use of standard terms or catchwords, usually contained in an approved alphabetical list to enable the recording of information in a consistent manner

Storage control

The recording of the permanent location of an object in the museum's storage and its removal from this location (see also location control)

SOURCES

I. ARCHIVAL SOURCES (UNPUBLISHED)

National Archives, Pretoria (NA)

UOD Z15/6 - 15/8, Annual Reports for 1912-1919
W 21, Inventaris van Transvaalse Museum-stukke

National Cultural History Museum, Pretoria, Archives (NCHMA)

Diaries

Diary Dr V.F.M. FitzSimons 1947
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Directors' Archives

- Kotie Roodt-Coetzee Archives
 - Envelope Geskiedenis van NASKO-Museum
 - File Briewe A.T.K.V. - MUSEUM
 - File Voortrekker Kultuur – 1938
 - File Persoonlik 1
 - File Persoonlik 2
 - File Kursus in museumwese, opsomming van lesings
 - File Memo's 1965
 - File C.V. Kotie Roodt-Coetzee en die kultuurhistoriese museumwese in Suid-Afrika
 - Invitation card

Letter Books

No. 2 25 July - 7 December 1917
No. 3 3 October 1917 - 11 December 1918
No. 4 15 October 1918 - 13 October 1919
No. 5 13 October 1919 - 13 April 1921

Minutes

- Minutes of the meetings of the Museum Committee and the Board of Trustees of the Transvaal Museum
 - Minute Book, January 1905 - 18 December 1906
 - Minute Book, 12 June 1908 - 1 June 1915
 - Minute Book, 16 June 1915 - 3 October 1921
 - Minute Book, 13 December 1921 - 14 December 1926
 - Minute Book, 4 April 1927 - 20 October 1931
 - Minute Book, 11 February 1932 - 18 June 1934
 - Minute Book, 8 August 1934 - 25 March 1937
 - Minute Book, 17 June 1937 - 20 January 1940
 - Minute Book, 15 August 1940 - 18 November 1943

Minute Book, 20 January 1944 - 8 August 1946
Minute Book, 5 September 1946 - 7 May 1948
Minute Book, 18 June 1948 - 9 December 1949
Minute Book, 10 February 1950 - 7 March 1952
Minute Book, 25 April 1952 - 9 April 1954
Minute Book, 3 February 1956 - 17 August 1962
Minute Book, 16 November 1962 - 29 Mei 1979

- Minutes of the Historical Sub-committee of the Transvaal Museum (incorporated in the minutes of the meetings of the Board of Trustees of the Transvaal Museum) 18 June 1955 - 7 February 1964
- Minutes of the meetings of the Board of the National Cultural History and Open-Air Museum and the National Cultural History Museum

Agenda and Minute Book, 21 May 1986 - 18 February 1987
Agenda and Minute Book, 20 May 1987 - 10 February 1988
Agenda and Minute Book, 19 November 1991 - 18 February 1992

- Minutes of the meetings of the Committee for general matters and Committee for financial matters of the National Cultural History and Open-Air Museum

Joint meeting 9 October 1964

- Minutes of the meetings of the Management Committee of the National Cultural History Museum

Meeting 20 January 1992 (Box D1.3, vol. 3)

Museum catalogues and registers (see annexure 3)

Record systems (closed records)

- System 1
 - No 1 TM 1/12 - TM 1/26
 - No 2 TM 1/27 - TM 1/30
 - No 3 TM 1/31 - TM 1/33
 - No 4 TM 1/34 - TM 1/42
 - No 5 TM 1/43 - TM 1/51
 - No 6 TM 1/52 - TM 1/53
 - No 7 TM 1/53 - TM 1/59 KR
 - No 8 TM 1/54
 - No 9 TM 1/55 Jan - Sept
 - No 10 TM 2/55 Okt - Dec
 - No 11 TM 1/56
 - No 12 TM 1/57
 - No 13 TM 1/58
 - No 14 TM 1/59
 - No 15 TM 1/60
 - No 16 TM 1/61 Jan - Jun
 - No 17 TM 2/61 Jul - Dec

No 18 TM 1/62

No 19 TM 1/63

No 20 TM 1/64

- System 2
NKV Maandverslae personeel 1955 -1963 (Wrong file No 57)
NKO(1) 1955-1970 (Wrong file No 38)
- Other NCHM Files (not incorporated in the official record systems)
Collections Management, departmental file, loans-in file 7/1/3/2, Tower of London
Collections Management, departmental file, Opname van museum voorwerpe
File Bedank: nuwe aanwinste vir 1956
File ET1/58 - 59 Etnologie Afdeling, April 1958 - December 1959
File ET1/60 Etnologiese Afdeling 1 Jan.
File Korrespondensie 1921: Etnologie (File TM137/21)
File TM 19/24 (original file at the Transvaal Museum)
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File 2.1.1.3, vols.1 and 2: quarterly reports, Information Centre, May, June and July 1990, February, March and April 1991, August, September and October 1991, April - June 1992
File 20, Argiewe lys van foto’s. Eiendom van Transvaalse Museum
Files in boxes
 No. 514 Art
 No. 515 History
 No. 137 Ethnology
NCHM File on the history of the Museum
NKB Bruikleen 1942-1978
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Konsepverslag: Toestand in Museum, File ET1/60 Etnologiese Afdeling

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II. OFFICIAL REPORTS

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National Cultural History and Open-Air Museum

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Staatmuseum

Jaarverslag van het Curatorium van het Staatmuseum over het dienstjaar 1897

Transvaal Museum

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Report for the year ending 31 March 1935, including the report of the director, the report of the director on the Paul Kruger Museum and the report of the department of ethnology

Report for the year ending 31 March 1936, including the report of the director and the report of the department of ethnology

Report for the year ending 31 March 1937, including the report of the director and the report of the department of ethnology

Report for the year ending 31 March 1938, including the report of the director

Report for the year ending 31 March 1939, including the report of the director

Report for the year ending 31 March 1940, including the report of the director and the report of the departments of archaeology, ethnology, numismatics and philately

Report for the year ending 31 March 1941, including the report of the director and the report of the departments of archaeology, ethnology, numismatics and philately

Report for the year ending 31 March 1942, including the report of the director and the report of the departments of archaeology, ethnology, numismatics and philately

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Report for the year ending 31 March 1944, including the report of the director

Report for the year ending 31 March 1945, including the report of the director and the report of the department of ethnology, numismatics and archaeology

Report for the year ending 31 March 1946, including the report of the director and the report of the departments of ethnology, numismatics and archaeology

Report for the year ending 31 March 1947, including the report of the director and the report of the division of ethnology, archaeology, history and numismatics

Report for the year ending 31 March 1948, including the annual report of the director

Report for the year ending 31 March 1949, including the report of the director and the report of the division of history

Report for the year ending 31 March 1950, including the report of the director and the report of the division of history

Report for the year ending 31 March 1951, including the report of the director and the reports of the divisions of history, archaeology and ethnology, and numismatics and philately

Report for the year ending 31 March 1952, including the report of the director and the reports of the divisions of history, archaeology and ethnology, and numismatics and philately

Report for the year ending 31 March 1953, including the report of the director and the reports of the divisions of history, archaeology and ethnology, and numismatics and philately

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Report for the year ending 31 March 1957, including the report of the director and the reports for cultural history and numismatics and philately

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Report for the year ending 31 March 1959, including the report of the director and the reports for cultural history division and numismatics and philately

Report for the year ending 31 March 1960, including the report of the director and the reports of the cultural history section, containing cultural history, ethnology and archaeology, and numismatics and philately

Report for the year ending 31 March 1961, including the report of the director and the reports for cultural history, the division of ethnology and archaeology, and numismatics and philately

Report for the year ending 31 March 1962, including the report of the director and the reports of the cultural history division, including the Old Museum, division ethnology and archaeology, and numismatics and philately

Report for the year ending 31 March 1963, including the report of the director and the reports for the cultural history section, including the Old Museum, ethnology and archaeology, and numismatics and philately

Report for the year ending 31 March 1964, including the report of the director, the acting director, Old Museum and the reports for cultural history section, including the Old Museum, Kruger House, ethnology and archaeology, and philately and numismatics

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File 1. Handgeskrewe stukke

2. Korrespondensie

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