

ANNEXURE 5

Rough estimate for Index.

To compile or formulate an index for the "Old Vicarage", the following items should be taken into consideration:

1. The different rooms, show- and other cases used for storing specimens should be numbered for index-reference. This can be done at any convenient time.
2. All specimens to be compared with the old books.
3. The index must be worked out on different files which are to be in alphabetic order. They must be of a good paper, so to be bound into a book after the work is done.
4. It does not matter which file is worked out first. Say f.in. the Director may decide that the Botha - Pursuits... or other collections should be started with in view of the coming election-campaign, it could so be done without interfering with the alphabetic order. Of course a once started division should be finished before others are tackled.
5. Every division, f.in. Art, Botha Coll. etc. etc. must have enough space left in the files for reference to possible alterations and additions for which space should be left at the end of the indexbook.
6. The stored specimens should be assorted, packed and labelled according to index. This of course is the most difficult part of the work in view of former mistakes in labelling, through which now every specimen has to be carefully compared with the books.

(It means work for a good many months, dependent on present conditions).