CHAPTER VI

DETAILED ANALYSIS : COLLECTIONS DOCUMENTATION
AT THE TRANSVAAL MUSEUM
1953 - 1964

There were major changes in collections documentation at the Transvaal Museum after the appointment of Kotie Roodt-Coetzee in 1953, notably in the handling of the history collection. These changes are clearly evident in the way the objects were classified, the subsequent recording of information in the catalogue and its availability for retrieval in the card catalogue. All aspects of collections management did not change; acceptable practices at the Transvaal Museum were retained. The existing catalogues were, for example, still used and only one new catalogue was opened.

1. PRE-ENTRY STAGE

Anthropology
The practice of collecting anthropology objects during field trips was continued by the staff who were employed in the anthropology section. Venter went to Madimatle and Kgodumodumo, Thabazimbi district, and to Rosekop, Roossenekal.1 Du Toit worked primarily in the north-eastern Transvaal. He undertook the following trips:

- 23 October - 27 October 1961 Venda
- 27 October - 2 November 1961 Lobedu
- 2 November - 6 November 1961 Gananwa
- 6 November - 9 November 1961 Northern Ndebele
- 7 May 1 - 14 May 1962 (+ 22 days) Phalaborwa
- 11 June - 1 July 1962 Phalaborwa
- 15 October - 5 November 1962 Phalaborwa
- 8 April 1 - 28 April 1963 Thlabine
- 10 June - 30 June 1963 Thlabine and Phalaborwa
- 5 August - 25 August 1963 Thlabine and Phalaborwa.2

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The field trips were undertaken to collect objects and also information about their manufacture and use. From 1961 the collection began to show a scientific tendency, mainly due to the fact that objects were primarily obtained through field work. According to Du Toit, notes on the assembled material were prepared and filed.3 No field notes could be located, but it is notable that the quality of the documentation had improved significantly.4

Some objects were donated and purchased. The Museum also made a point of soliciting objects from government departments, such as the Departments of Justice5 and Bantu Administration and Development,6 Native Commissioners7 and police in the field in order to fill gaps in the collection:

Weens ‘n tekort aan personeellede kan ons nie al die werk, soos die insameling van materiaal, self verryg nie, daarom het ons die hulp van Polisie-beamptes in verskeie Bantoe-gebiede nodig. Die Polisie kom gewoonlik in noue aanraking met die Bantoe en kan miskien op daardie manier Bantoe-voorwerpe vir die Museum bekom.8

Although the Commissioner of Police granted permission to the police to collect articles from black people in the different areas and officials promised their co-operation, it seems that there were relatively few objects that were sent to the Museum in this manner. The assistant information officer of the Commissioner-General in Umtata did send 20 objects and the senior information officer in Pietersburg forwarded 50 objects.9

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3 Transvaal Museum Annual Report, 1961 - 1962, departmental report for division of ethnology and archaeology, p. 34.


6 Ibid., ET1/60, Etnologie Afdeling, letter professional officer to chief information officer, Department of Bantu Administration and Development, dd 23 February 1960.

7 Ibid., ET1/58 - 59, Etnologie Afdeling, April 1958 - December 1959, various letters professional officer to the native commissioners in South West Africa, dd 1 May 1959.

8 Ibid., letters professional officer to Commissioner of Police, dd 19 October 1959, and Acting Commissioner to the professional officer (ethnology), dd 27 October 1959; Transvaal Museum Annual Report, 1959 - 1960, department report for ethnology and archaeology, p. 39. [Due to a lack of staff we cannot do all the work, such as collecting objects, ourselves. For this reason we need the assistance of police officers in several African areas. The police is usually in close contact with the Africans, and can perhaps collect objects for the Museum. (Translated from the Afrikaans.)]

9 NCHMA, ET1/60, Etnologie Afdeling, letter Lubbe to the ethnologist, dd 21 November 1960 and entry receipt to W.J. Wessels, dd 22 November 1960.
Archaeology
During this period archaeology still functioned under the ethnology section. Owing to pressure of work in the Museum, the professional officer could not do extended field work, in particular to recover rock-engravings. A reconnaissance trip through the Kruger National Park with a view to investigating the archaeology of the Park was made.

History/Cultural History
Traditionally, fieldwork was regarded as one of the most important means of collecting at the Transvaal Museum. In the cultural history division this tradition was upheld, bringing in a rich harvest of objects that was collected at home as well as further afield. Field work was also in line with the view held by Coetzee: “Geen wetenskaplike kan sit en wag met die hoop dat ontbrekende materiaal geskenk sal word nie. Die wetenskaplike wat sy leemtes ken, moet hierdie materiaal gaan soek”.

During the first six months after her appointment, Coetzee visited no less than 21 people in Pretoria and vicinity, and collected antiques. In the next year over 30 people in Pretoria, Potchefstroom, Benoni, Brits, Standerton and Wakkerstroom were visited. The centenary year of Pretoria, 1955, was first and foremost spent on planning and building the exhibition, but in 1956 no less than 62 visits were paid to individuals in Pretoria and on nearby farms.

As the Transvaal was the principal locality for collecting, considerable time was spent that year in making personal contact with people in the province who were willing to donate

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12 NCHMA, TM 1/55 (h), K. Roodt-Coetzee, Vergelyking tussen die Ou Museum en die Krugerhuis, p. 2. Underlined by Coetzee. Ibid., System 1 No 8 TM1/54, letter Coetzee to I.H. Vermooten & Zonen, dd 2 November 1954. [No scientist can sit and wait, hoping that the required material will be donated. The scientist who knows the lacunae [in the collection] have to go out and look for these objects. (Translated from the Afrikaans.)]
objects. In this way unique material was obtained for the collection.\textsuperscript{16} It was necessary to look further afield than the Transvaal, because the Anglo-Boer War and in particular the British scorched earth policy, had led to a dearth of cultural goods.\textsuperscript{17} Coetzee was also motivated by the ideal of a national cultural history museum: a museum with collections common to the whole country. In 1957, for example, journeys were undertaken to Vegkop and Heilbron\textsuperscript{18} and in December 1962 to January 1963, a trip was organized to the Boland, Karoo and Gamkaskloof.\textsuperscript{19}

This practice continued during Coetzee’s career at the Museum and extensive field trips were made throughout the country. Objects still missing in the cultural history collection were certainly traced, but in addition valuable contacts were established. Many donations were received as a result of fieldwork, because, as Coetzee put it, many people, more particularly those from the country, have now become more interested in the Museum.\textsuperscript{20} Coetzee also attended auctions where antiques were sold and combed the antique shops to get to know current prices and to purchase objects.\textsuperscript{21} Coins were bought at auctions, which were primarily helped by the assistant for numismatics, and again, “attendance at these sales proves a helpful guide as to changes in current prices”.\textsuperscript{22}

Although this research has not uncovered any structured field notes in standard format, many examples of jottings were found, either in the form of notebooks, or on cards, sheets and scraps of paper (figure 49).

\textsuperscript{16} Transvaal Museum Annual Report, 1956 - 1957, departmental report for cultural history, p. 34. In the Historiography Catalogue, vol. 2, accession no. 5312, Coetzee made the following note: “Sy ouers het pragtige goed meegebring uit die Kaapkolleie ... Verder het Jacob van sy ouers baie geelkoper gebruikvoorwerpe, boeke wat die Voortrekkers gelees het, ens, geërf ... dis alles vernietig in die Tweede Vryheidsoorlog”. [His parents brought beautiful objects from the Cape Colony... Jacob also inherited many copper household articles, books read by the Voortrekkers, etc... everything was destroyed during the Anglo-Boer War. (Translated from the Afrikaans.)] See also, for example, NCHMA, System 1 No 15 TM1/60, letter Coetzee to Mr and Mrs J.B. Steyn, dd 8 February 1960; ibid., System 1 No 18 TM1/62, letter Coetzee to Prof. M. Bokhorst, dd 14 September 1962.


\textsuperscript{19} Ibid., 1962 - 1963, departmental report for cultural history section, p. 22.

\textsuperscript{20} Ibid., 1960 - 1961, departmental report for cultural history, p. 32.

\textsuperscript{21} Ibid., 1957 - 1958, departmental report for cultural history division, p. 37.

\textsuperscript{22} Ibid., departmental report for numismatics and philately, p. 44; see also ibid., 1959 - 1960, p. 42.
Figure 49
Examples of notes taken during field trips by Kotie Roodt-Coetzee
(NCHMA, Kotie Roodt-Coetzee Archives)
2. ENTRY STAGE

Transvaal Museum

Acquisitions entry register

The practice of keeping an acquisitions entry register was maintained at the Transvaal Museum until 1966. Volume 4 covers the period 27 March 1952 to 20 May 1966 (acquisition nos. 4783 - 7023) and follows the same pattern as the previous registers with regard to information categories.

Even before her official appointment at the Transvaal Museum, Coetzee is acknowledged as collector of various donations in the acquisitions register. Detailed information was often given, although there is no indication of the source; in other cases no information at all was recorded. One acquisition number was allotted to a single donation, whether the donation comprised one object, or 67 different objects.

From 1953 the acquisitions entry register became increasingly used for history acquisitions, and when necessary also for anthropology and archaeology objects – but less and less for natural history specimens. It was not only the new donations that were allocated acquisition numbers, but also objects presented to the Transvaal Museum in the past. Objects that had already been accessioned previously were also accessioned.

From June 1955 the accession number of the object in the Historiography or Numismatics

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23 For example, the Bruchauer collection, solicited by Coetzee with particulars, Transvaal Museum Acquisitions entry register, vol. 4, acquisition nos. 4868 - 4887.

24 For example, 12 objects donated by C.J. van Nispen, ibid., acquisition no. 4992.

25 Ibid., acquisition no. 5042 consisted of one railway ticket, but acquisition no. 5028 of 67 different objects. Acquisition no. 5947 by Erich Mayer consisted of 224 works of art.

26 For example, seventeen watches and movements from the Victoria and Albert Museum in London that had neither been accessioned nor catalogued since May 1919 were accessioned in March 1954. Ibid., vol. 4, acquisition no. 5069. In December 1953 a coat of arms of the Nederlandsche Zuid-Afrikaansche Spoorweg-Maatschappij (NZASM) was accessioned with the note that it was found in the Old Museum without any particulars. Ibid., acquisition no. 5031.

27 Acquisition No.6403 already had two numbers, a Historiography Catalogue, vol. 3, accession number, H.C. accession no. 6715 and Documenten Catalogue, Docum, accession no. 0122.
catalogues was sometimes provided and vice versa. One can only speculate which process was applied first – the cataloguing or the acquisitioning? Was the cataloguing perhaps done at the Old Museum and the acquisitioning at the New Museum? There are also references to Transvaal Museum files. From 1959 the acquisitions entry register was used almost exclusively for numismatics and philately. When the National Cultural History and Open-air Museum became autonomous in 1964, the practice of using the acquisitions entry register ceased, except in the case of the numismatic section.\textsuperscript{28}

**Entry form**

The donor was thanked for the donation by letter, and/or an entry form was sent to the donor.\textsuperscript{29} In the early years receipt forms were handwritten or typed. A printed entry form was also used and in many cases the accession number was added. It was the responsibility of the typist to type the entry forms.\textsuperscript{30} A carbon copy was kept in the Museum.\textsuperscript{31}

The fact that the donation was acknowledged, either by letter or in the form of an entry or receipt form. This was noted in the acquisitions entry register.\textsuperscript{32} Donors often brought the objects personally to the Museum, in which case it was also noted in the register. Whether an entry form was issued in all such cases, is impossible to say.\textsuperscript{33} (figure 50).

\begin{itemize}
\item \textsuperscript{28} The numismatics and philately sections remained at the Transvaal Museum until July 1965.
\item \textsuperscript{29} Donors thanked Coetzee for the entry forms, see for example, NCHMA, System 1 No 12 TM1/57, letter J.H. Viljoen to Coetzee 23 December 1956.
\item \textsuperscript{30} NCHMA, ET1/58 - 59, Etnologie Afdeling, April 1958 - December 1959 “Roetinewerk vir tikster Ou Museum” (unpublished procedure).
\item \textsuperscript{31} See ibid., file, Bedank: nuwe aanwinste van 1956.
\item \textsuperscript{32} For example, Transvaal Museum Acquisitions entry register, acquisition nos. 4938 and 4040.
\item \textsuperscript{33} For example, ibid., acquisition no. 6072: a note was made “Brought in personally. Acklgd on form 22/9/54”. The date of the acquisition is the previous day.
\end{itemize}
Figure 50a and b

Figure 50c
Six examples (a-f) of entry forms 1953 - 1963
3. CATALOGUING (ACQUISITION) STAGE

Permanent accessions: Anthropological collection

Transvaal Museum

- Main Catalogue of the Department of Ethnology Africa
  (Afrikaans: Etnologie Stamboek nr. II)
  - Volume 2

No cataloguing was done after 1945, when Haughton resigned. Accessioning was only resumed some nine or ten years later by Coetzee and her staff. They began with accession number 8549 and went up to 8688. The inviolateness of the catalogue, which is one of the most basic tenets of modern collections management, was not honoured as some pages had been cut out between the two bouts of accessions. Some items were accessioned in English, but Afrikaans was more frequently used. Although a few accessions were never completed, in the main catchwords were allocated to each object and a description and information about the donor and acquisition was recorded. As usual, “old” donations dating from as far back as 1935 to 1949, were only now accessioned, as were the donations received from 1953 onwards. There are numerous notes on the storage place, objects that were re-allocated to the archaeological and numismatic collections, as well as new sub-numbers.

The first four objects catalogued by Coetzee were Venda xylophones, but many of the accessions entered afterwards in this register were regarded as “foreign” ethnology objects, such as Arabian slippers, a Japanese tea set and an Australian boomerang. It appears that they were accessioned in this catalogue for that very reason, whereas ethnological objects

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34 For example, Main Catalogue of the Department of Ethnology Africa, vol. 2, ET. accession no. 8655; no information was entered in the catalogue except the name of the object in pencil.

35 For example, Main Catalogue of the Department of Ethnology Africa, vol. 2, ET. accession no. 8662, an Egyptian carpet donated in 1942.

36 Ibid., ET. accession nos. 8661, 8666(a) and 8687/3.
from southern Africa were accessioned in the other catalogues (listed below). There may indeed have been a need to establish a separate “foreign” collection.\textsuperscript{37} At the end of 1959 the accessioning ceased with ET. accession no. 8688, a Somalian knife, because a new code, ET.V., (Afrikaans: \textit{Vreemde etnologieë}) was then introduced. This decision was taken during a discussion with the chairman of the Board of the Transvaal Museum.\textsuperscript{38} The code may have been used previously for some of the objects accessioned since 1954.\textsuperscript{39} Six objects were accessioned in 1960 (ET.V.60/1 - 6) but these were the last and the catalogue was then abandoned.

\begin{itemize}
  \item Catalogue used for the Nel-Blom Collection and collecting done by Dr W.T.H. Beukes
  
  In this catalogue, started by Beukes in 1934, his last entry was made in December 1937. The next entries, with the annual date as part of the accession number, started in 1954. This catalogue contains accession numbers 1954/1 (there is an overlap with the Main Catalogue of the Department of Ethnology Africa, vol. 2) to 1958/71, with no entries for the year 1956. Most of the accessioning was done in Afrikaans by Coetzee and her staff. Where available, information on the donor, the history and a description was entered and a catchword was allocated to the object. In one instance an entry was pasted over and a new one made.\textsuperscript{40}
  
  \item Main Catalogue of the Department of Ethnology Africa
  
  \begin{itemize}
    \item Volume 3
  \end{itemize}
  
  The next hand-written catalogue commences with ET. accession no. 58/72, following the last number in the Beukes Catalogue, described above. It continues up to no. 61/24 and entries were made by Coetzee and Du Toit. The accessions in this catalogue follow the same pattern: a catchword was allocated to the object, followed by a description and information on the ethnic context, material and donation or purchase particulars. The history of the
\end{itemize}

\textsuperscript{37} According to the annual report ethnology consisted of the following sections: Foreign ethnology groups, various groups from Africa (outside South Africa’s borders), ethnic groups within the Union and South West Africa (these include the different indigenous groups in South Africa, which are as yet not truly represented in the Museum), and the Coloureds, including the Griqua, Rehoboth and Cape Coloureds. Transvaal Museum Annual Report, 1959 - 1960, departmental report ethnology and archaeology, p. 39.


\textsuperscript{39} See ibid., top of p. 221, left hand corner.

\textsuperscript{40} Beukes Catalogue, accession no. 55/12.
object was also recorded where available. The depth of the classification varied considerably, depending on the staff member.\textsuperscript{41} As usual, there was a backlog of unaccessioned objects and in one instance objects were accessioned 14 years later.\textsuperscript{42}

In 1961 a decision was taken to substitute the handwritten catalogues for the ethnology and archaeology collections with loose-leaf ledgers, so that the old entries, which are often difficult to decipher, could be typed\textsuperscript{43} (figure 51). The typed catalogue starts with the objects collected by Beukes, using the year code, from 34/253 up to 37/278. The catalogue then goes on to ET. 1954/1 from ET. 61/24. This means that the entries in the above two catalogues were retyped. From ET. accession no. 61/25 no duplicate handwritten catalogues exist. In 1964 only four accessions were entered.\textsuperscript{44}

\begin{figure}
\centering
\includegraphics[width=\textwidth]{new-typed-ethnology-catalogue-in-ledger-format}
\caption{New typed Ethnology Catalogue in ledger format}
\end{figure}


\textsuperscript{42} For example, Main Catalogue of the Department of Ethnology Africa, vol. 3, ET. accession no. 59/73: “Voorwerpe gevind in kelder sonder gegewens” [Objects found in cellar without particulars] and ET. accession no. 60/1: “Kraalwerk in 1946 gevind in ou pakkamer saam met Barotse-materiaal; kraalwerk self is definief nie Barotse nie” [Beadwork found in old storage room in 1946 with Barotse objects; beadwork definitely not Barotse].

\textsuperscript{43} Transvaal Museum Annual Report 1961 - 1962, departmental report for ethnology and archaeology, p. 34.

\textsuperscript{44} Accessions in this catalogue dating from 1965 to 1979 fall outside the scope of this research.
Permanent accessions: Anthropological photograph collection

Transvaal Museum

- Catalogue of Ethnological and Archaeological photographs and drawings
  This catalogue was started in 1921 by Radcliffe-Brown and probably used until 1924. It was only in 1959 that it was used again by Coetzee for archaeology photographs, with the code ARGF. For the most part accession nos. ARGF. 139 to 147 cover rock art paintings and engravings, but there are also a few Egyptian scenes and other landscapes.

- “Katalogus van volkskundige Portrette. 1934” [Catalogue of ethnology Portraits. 1934]
  The photography catalogue, used by Beukes up to April 1937, was used again by Coetzee and staff with the code ET.F. from 1959, for accession numbers 59/1 to 60/1/75 (number 76 was never completed). The accessions provide information on the photograph, description, donation, size, catchword and ethnic context.

Permanent accessions: Archaeological collection

Transvaal Museum

- Catalogue of Archaeological specimens
  (Afrikaans: Argeologie stamboek No. 1)
  The last object accessioned by Haughton in 1946 was ARG. accession no. 9294. The next “batch” of accessions started in 1953 with a donation received some two years earlier in 1951 (ARG. accession no. 9295). One can take it for granted that Coetzee only started in 1953, the second accession being dated 4 September 1953. Although this was a new donation, a backlog of un-accessioned objects were also entered into the catalogue, some dating even as far back as 1929. As usual, objects without any information were also found and accessioned. These registrations show that although it was claimed that the archaeological re-cataloguing was up to date, not all items in the collections had been registered.

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45 For example, Catalogue of archaeology specimens, ARG. accession no. 9325, two pieces of pipe (blaasppyp) and a potsherd, donated by Badenhorst in 1929.

46 Ibid., ARG. accession no. 9324 is accompanied by the following note: “Dié drie stukkie(s) gevind bymekaar, sonder enige gegewens, in die Nuwe Museum, Julie 1954” [These three pieces were found together in the New Museum in July 1954 without any particulars. (Translated from the Afrikaans.)].
From ARG accession no. 9295 the numbers follow consecutively up to 9381, which is dated 28 September 1960. Various staff members were responsible for the entries. As far as possible, the information (donation and history) about the object was recorded, but the catchwords seemed to have presented a problem in some cases, because words such as artefact, stone implement and stone instrument were used without further explanation. At a later stage catchwords, such as “vuisklip V.S.T. L.A.” [hand axe, Early Stone Age, Late Acheul], were added in pencil.\textsuperscript{47}

A new system of registration commenced in 1961, using the code ARG, date (year) and the number. The following note was written by Du Toit, dated 20/1/61:

\begin{quote}
Die volgende inskrywings word volgens ‘n nuwe numeriese metode genommer, viz
\begin{align*}
\text{ARG + jaartal/nommer}
\end{align*}
\end{quote}

bv. ARG61/1, ARG61/2 ens. Vir elke nuwe jaar sal die jaartal verander.\textsuperscript{48}

The system starts with only one number for 1960, ARG60/1; there are then four for 1961, followed by an open page and then two for 1963 and five objects accessioned for 1964. Thereafter, no accessioning was done until 1967.

The accessioning done by Haughton, Coetzee and Du Toit was retyped when a decision was taken in 1976 to use a typed ledger catalogue. The additional accessions at the back of the handwritten Catalogue of archaeology specimens were incorporated numerically. The handwritten catalogue ends in that year. All the accessions originally in English were translated and then typed in Afrikaans. The maps drawn by Haughton were also redrawn and renamed in Afrikaans.

\section*{Permanent accessions : Cultural history collection}

\textbf{Transvaal Museum}

- Historiography Catalogue
  \begin{quote}
  (Afrikaans: \textit{Historiese Grootboek H.G.})\textsuperscript{49}
  \end{quote}
- Volume 2

\textsuperscript{47} The original catchword was “HANDPIK [HAND AXE]”, ARG. accession no. 9354.

\textsuperscript{48} [A new numerical method will be used for the next accessions, i.e. ARG + year/number, e.g. ARG61/1, ARG61/2, etc. Each new year the year reference number will change. (Translated from the Afrikaans.)]

\textsuperscript{49} Although the Historiography Catalogue is now (2005) referred to as the “H.G. Katalogus/register” and the code letters H.G. are used for the marking of the objects, the original H.C. code is used throughout in this research to avoid confusion.
This catalogue commences with Historiography Catalogue, H.C. accession no. 4670. Although the cataloguing was done by Schiel and Malan in the first part of the volume, it is clear that Coetzee added her input by means of notes and corrections from the very beginning of the catalogue as she worked her way through the collections.\(^{50}\) Objects were recatalogued by Coetzee either using a new accession number, or in another catalogue.\(^{51}\)

The inviolateness of the catalogue, one of the most important principles of modern collections management, was not adhered to in volume 2 of the Historiography Catalogue. There are examples of pages cut out and there are new pages pasted in, and pieces of paper stuck over the original entries. Three pages were cut out, for example, and another three added. On these additional pages a collection of fire-arms\(^{52}\) catalogued by Coetzee, was entered in the catalogue in January - February 1954, in between entries made by Schiel.

There are several places where accessions have been pasted over.\(^{53}\) This can perhaps be regarded as an indication that this kind of “re-cataloguing” was done in an attempt to rectify previous errors or to reconcile the catalogue with un-accessioned or apparently un-accessioned objects. Despite FitzSimons’ admiration for Schiel’s efforts, the cataloguing he undertook was frequently fragmentary and incomplete and often repetitive. Coetzee found many un-accessioned objects in the storerooms, and she noted this in the catalogue, for example: “Op ’n meegaande kaartjie staan dat dit geskenk is deur die Z.A.R.-regering maar geen nommer kan gevind word nie” [On the accompanying label it is indicated that this was donated by the Z.A.R. government, but no number can be found].\(^{54}\)

\(^{50}\) For example, according to Historiography Catalogue, vol. 2, accession no. 5407; “Drie vurke en twee lepels van skoon silver uit Skotland saamgebring deur die skenker se grootvader ...”. This information is corrected by Coetzee by means of a note in the margin, reading “FOUTIEF! DIS KAAPS”. The five pieces have been classified clearly at the end of the page. [Three silver forks and two spoons from Scotland, brought out by the grandfather of the donor. MISTAKE! THIS IS CAPE SILVER. (Translated from the Afrikaans.)]

\(^{51}\) Ibid., vol. 2, H.C. accession no. 5217, four antique dresses were catalogued as H.C. accession no. 6542 with a note by Coetzee that particulars were rewritten in H.C. 6542. H.C accession no. 4675 had been cancelled with of red pencil strokes and the accession number Kr. 706 added. Coetzee allocated H.C. accession no. 4675 to a “WA-AS, stukkend met 2 ysterpunte (los). Geen besonderhede” [WAGON AXLE, broken with two separate iron tips. No particulars (Translated from the Afrikaans.)].

\(^{52}\) Ibid., H.C. accession nos. 5304 - 5326. Another example of pages cut out and others pasted in occurs in the case of accessions nos. 5369 - 5379 (2 pages), also catalogued by Coetzee.

\(^{53}\) For example, ibid., H.C. accession no. 4819, DOKUMENTE [DOCUMENTS], consisting of a piece of typing paper pasted over the original entry, with information typed; ibid., H.C. accession no. 5096, TAFEL-DEKEN [TABLE CLOTH], with a piece of ruled paper pasted in, but no information except the catchword, and ibid., H.C. accession no. 5597 covered with ruled paper, but no information.

\(^{54}\) Note written at ibid., H.C. accession no. 5309.
in Volume 2 were later identified by Coetzee as already having an accession number, in which cases the previous accession number was added.\footnote{For example, ibid., accession no. 5512: “Ou H.C. 740” [previous H.C. 740]; H.C. accession no. 5608: “Die regte H.C. is 857” [correct H.C. is 857] and H.C. accession no. 5832: “Ou No. H.C. 2072 - 2098” [previous H.C. No. 2072 - 2098].}

This cataloguing was also a training experience for Coetzee in classification. Firearms were, for example, catalogued with catchwords. A distinction was made between a GEWEER (rifle/gun) and a LOOP (barrel). Each gun was identified according to type, such as a flintlock muzzle loader (Afrikaans: \textit{pan-voorlaaier}) and muzzle loader (Afrikaans: \textit{doppie-voorlaaier}). The calibre, condition of the gun, name of gunsmith or trademark and other marks, decorations, reparations and the missing parts, were all described.\footnote{Ibid., H.C. accession nos. 5304 - 5326} Where available the name of the donor and the history of the object was added.

Classification was, according to Coetzee, one of the first principles of documentation, and in volume 2 all objects catalogued by Schiel and Malan were provided with a catchword, either by Coetzee herself, or another staff member, usually in pencil and in capital letters, such as BYBEL, BOEK, FOTO, ALBUM, KOERANT, BRIEF, SPORE, ROK, PYP, DAS, LEPEL, BOM [Bible, book, photograph, album, newspaper, letter, spurs, dress, pipe, tie, spoon, bomb].

- Cataloguing by Kotie Roodt-Coetzee

On her appointment as professional officer on 1 September 1953 Coetzee assumed responsibility for documentation. In this capacity she began the cataloguing of the history collection in volume 2 of the Historiography Catalogue (H.C.). Her cataloguing covers accession numbers 5858 - 6257 (July 1954). The documentation was done in Afrikaans, except for two accessions presented by English-speaking donors,\footnote{Ibid., H.C. accession nos. 5969 and 6003.} that are written partly in English. There are very few alterations or additions, except for storage and display details and changes to the catchwords.

Gradually the entries take on a standardized format: starting with a catchword, first in lower case and later always in capital letters, followed by a description of the object and its history. The name and address of the donor, the history of the donor and his family and acquisition
number and date are provided.\textsuperscript{58}

Coetzee was also aware that catalogues had been used in the Staatsmuseum and the Transvaal Museum in the past, because she noted that a manuscript may well have been catalogued in another book, because it was numbered with an old number and given the code Docum [Documents]. This code refers to the Documenten Catalogue and is one of the very few indications that accession numbers were marked on the object during the Staatsmuseum period (figure 52). Such objects were re-accessioned.\textsuperscript{59}

As she worked in the storerooms, objects were frequently found without numbers. Indeed, in volume 2 Coetzee started her cataloguing with an object found in the back storeroom.\textsuperscript{60} A doll was found that, according to Coetzee, had no acquisition number, but had been lying around in cupboards in the Museum since 1948; it was now accessioned.\textsuperscript{61} Another object was found between a lot of old junk.\textsuperscript{62} Some were found in the strong room at the New Museum, either with no information at all, and annotated “Skenker anoniem, geen Acq nommer”[donor anonymous, no acquisition number].\textsuperscript{63} or with a few facts attached.\textsuperscript{64}

\textsuperscript{58} For example, ibid., H.C. accession no. 5919:
ROK
VROUE- groen alpakka, versier met groen sy, ketingsteek-masjienwerk, c. 1880, 2-stuk, moue ontbreek. Het behoort aan Cathrina Elizabeth Erasmus, gebore Erasmus, dogter van Theodorus Erasmus wat op Wonderboom gewoon het, sy is oordele in 1928. Haar man Cornelus Erasmus het die dorpie Bronkhorstspruit (vroeër Erasmus) uitgelê. Geërf deur haar kleindog ter Martha le Roux. Skenker Mnr. J.M. le Roux, Honderivier, P.K. Bronkhorstspruit. Acq. 5038, 15/1/54. [DRESS WOMAN’S Green alpaca, decorated with green silk, machine made chain stitch, c. 1880, two piece, sleeves missing. Belonged to Cathrina Elizabeth Erasmus, born Erasmus, daughter of Theodorus Erasmus who lived at Wonderboom. She died in 1928. Her husband Cornelus Erasmus laid out the little town of Bronkhorstspruit (previously Erasmus). Inherited by her granddaughter Martha le Roux. Donor Mr. J.M. le Roux, Honderivier, P.O. Bronkhorstspruit. Acq. 5038, 15/1/54 (Translated from the Afrikaans.)]


\textsuperscript{60} Historiography Catalogue, vol. 2, H.C. accession no. 5858.

\textsuperscript{61} Ibid., H.C. accession no. 5866.

\textsuperscript{62} Ibid., H.C. accession no. 5894.

\textsuperscript{63} For example, ibid., H.C. accession no. 5870.

\textsuperscript{64} For example, ibid., H.C. accession no. 5874, a Pro-Boer pin, made in the Netherlands in 1900 as token of sympathy with the Boers, donated by C. Prinzen, and handed in by W.J. de Kock, with date and acquisition number.
Objects with no or little information found in store cupboards at the Kruger House were also accessioned. As usual objects that have been in the Museum for many years – even as far back as 1919 – were discovered and accessioned, such as the collection of watches and movements donated by the Victoria and Albert Museum in 1919.

Acquisitions that arrived at the Transvaal Museum just prior to Coetzee’s appointment or within the first months thereafter were accessioned immediately. For example, a map (acquisition date 28 August 1953), a bullet mould (acquisition date 10 September 1953),

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65 For example, a bandolier, ibid., H.C. accession no. 5884.
66 Ibid., H.C. accessions nos. 6001 and 6002.
a glass bowl (acquisition date 17 September 1953) and Christmas cards (acquisition date 3 November 1953).

Information gleaned in many innovative ways by Coetzee was recorded. Details about the Marais family were given to her by telephone by the donor. Transvaal Museum files were also consulted. The information entered into the catalogue with each new accession bears testimony to Coetzee’s belief that as many details as possible should be collected and written down. She was passionately interested in the history and genealogy of families and well-known families in and around Pretoria became prolific donors. Family particulars that were entered in the catalogue, included those of President T.F. Burgers, and the Erasmus, Marais, Celliers and Prinsloo families. She collected family trees, including that of the Swanepoels and recorded the genealogy of the Badenhorst and Prinsloo families (figure 53).
Figure 53
Example of genealogy recorded by Kotie Roodt-Coetzee in the catalogue

She was also interested in traditional skills, such as the dressing of leather, tanning\textsuperscript{70} and soap making. This can be seen in the following entry:

\textbf{SEEP}

1. 2 ligte stene seep gemaak van boontjies (Die droë boontjies word fyngemaal of gekook)

2. 1 donker steen gemaak van fyn artappels.

Albei stene is kort na 1910 deur Mev. M.P.J. Uys gekook.

\textsuperscript{70} Ibid, vol. 3, H.C. accession nos. 6664 and 6423(3).
A rhyme used when the Voortrekkers were driving their oxen was researched and recorded:

<table>
<thead>
<tr>
<th>Jaar</th>
<th>Krüger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matner</td>
<td>Smelt</td>
</tr>
<tr>
<td>Deurslag</td>
<td>Blom</td>
</tr>
<tr>
<td>Nanat</td>
<td>Tong</td>
</tr>
<tr>
<td>Oorlè</td>
<td>Wandel</td>
</tr>
<tr>
<td>Stamper</td>
<td>Stoot</td>
</tr>
</tbody>
</table>

Volumes 3, 4 and 5

These volumes show the same characteristics as the cataloguing done by Coetzee in Volume 2 (figure 54). There are neat entries in Afrikaans in a fairly standardized format, usually with all or some of the following particulars: catchword, description and history of the object, family history, name and address of the donor and acquisition number and date. There are also references to the Transvaal Museum’s record system and decisions taken by the Historical Sub-committee and/or Board. The relevant storage place or display case was often added in the margin.

Volume 3 covers accessions 6258 (June 1954) to 6847 (6 May 1957). Coetzee was responsible for the catalogue, except for one or two small amendments. Volume 4 includes accessions 6848 (July 1957) to 7099 (February 1960). Coetzee was responsible for this catalogue too, except for the Erich Mayer art works and a few negligible additions. Volume 5 covers accessions 7100 (January 1960) to 8040 (March 1964). Most of the cataloguing was done by Coetzee, but there are also entries and notes added by other staff.

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71 Ibid., vol. 2, H.C. accession no. 5890. [SOAP
1. 2 light pieces of soap made from beans (the dry beans are ground or cooked)
2. 1 dark piece of soap made from mashed potatoes
The soap was made by Mrs M.P.J. Uys shortly after 1910.
(The Boer women made very attractive soap, a tradition practiced since the 18th century. They also made soap from pumpkin and porridge to save fat. When using these ingredients, less fat was necessary.) (Translated from the Afrikaans.)

72 Ibid., H.C. accession no. 6223.

73 Ibid., vol. 4, H.C. accessions nos. 7014/74 - 724.
Figure 54

Examples of catalogue entries by Kotie Roodt-Coetzee
members. These volumes were devoted almost entirely to new donations and purchases during those years, but old donations and objects without any information cropped up every now and then and had to be accessioned. Among these was a collection of uniforms of the State Artillery, documents and chairs,\textsuperscript{74} and four revolvers\textsuperscript{75} that had been found in an old cupboard in the New Museum and had no particulars attached. In the beginning of 1958 a collection of 61 postal stamps\textsuperscript{76} were found in an old storage room in the Old Museum, and these were later transferred to the numismatic section. The Erich Mayer art collection, received in 1950, was only catalogued in 1957. Even as late as 1960 uncatalogued objects were still being discovered. A note written in July 1960 states that an unaccessioned sword had been found in a cupboard.\textsuperscript{77} In the same vein a donation made in 1941 was found unaccessioned in an old kist in the Old Museum.\textsuperscript{78} Nonetheless it seems that sometimes the acquisition entry number remained attached to the object for 20 years or more; in this way the donor could be traced (figure 55). Previously catalogued objects were also recatalogued, for example a book with an accession number in the Staatsmuseum Documenten Catalogue and the Historiography Catalogue.\textsuperscript{79}

The same characteristics that appear in the cataloguing previously done by Coetzee, appear in Volumes 3, 4 and 5. Family histories and genealogies\textsuperscript{80} were written down or collected. As she was adamant that the history or associated information was of the utmost importance, she also recorded the fact if no information was available. In one instance, for example, an old lady in Rustenburg donated a cupboard full of items, but none had any

\begin{itemize}
  \item Ibid., vol. 3, H.C. accession nos. 6444 - 6455, 6488 - 6489 and 6536 - 6537.
  \item Ibid., vol. 4, H.C. accession no. 6869.
  \item Ibid., H.C. accession no. 6961.
  \item Ibid., vol. 5, H.C. accession no. 7129, catalogued 5 July 1960.
  \item Ibid., H.C. accession no. 7164.
  \item Ibid., H.C. accession no. 6715 and vol. 2, H.C. accession no. 5191.
  \item Ibid., H.C. accessions nos. 6316, vol. 4, H.C. accession nos. 6853, 6982 and 7040/2.
\end{itemize}

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history attached.\textsuperscript{81} In other cases a space was left open in the catalogue so that details of the history of an object could be added, but in some cases this was never received.\textsuperscript{82} When additional details did indeed arrive received they were incorporated into the original entry.\textsuperscript{83} In many cases the history associated with the object, person or family was written down in detail (figure 56).\textsuperscript{84} There are also examples of entries with no information whatsoever, but Coetzee presumably regarded these objects as important enough to add them to the collection.\textsuperscript{85} Conditions under which the donations were given, were also added, for instance the stipulation that no documents could be removed from the Prinsloo-Booysen Collection.\textsuperscript{86} 

\begin{figure}
\centering
\includegraphics[width=\textwidth]{figure55.png}
\caption{Example of label with acquisition number, catalogue number and storage location added later}
\end{figure}

\textsuperscript{81} Ibid., vol. 4, H.C. accession no. 6603.
\textsuperscript{82} Ibid., vol. 3, H.C. accessions nos. 6479 and vol. 4, H.C. accession nos. 6982/2, 5, 6, 11, 14.
\textsuperscript{83} Ibid., vol. 4, H.C. accessions nos. 7046 and 7047/2.
\textsuperscript{84} For example, ibid., vol. 3, H.C. accession no. 6722/14, containing the history of the owner of the Voortrekker kappie and its provenance as inherited by several descendants.
\textsuperscript{85} Ibid., vol. 3, H.C. accessions no. 6504/6 and vol. 4, H.C. accession no. 7047/3.
\textsuperscript{86} Ibid., vol. 3, H.C. accession no. 6530.
Figure 56

Detailed history associated with an object in the catalogue
There are few signs of alterations made to the entries, but catchwords have been deleted or amended, for example, LYFIE VAN ROK [BODICE OF DRESS] was changed to ROKSLYFIE, VROUE-, DEEL VAN ‘N ROK [DRESS BODICE, WOMAN’S, PART OF A DRESS].\(^{87}\) Eleven pages (pages 13 - 23) have been cut out of Volume 3, and also one page between pages 187 and 189. There were also entries that were pasted over.\(^{88}\) In Volume 4 two pages (pages 28 - 31) have been cut out, while in Volume 5 one entry was pasted over.\(^{89}\) According to a note by the inspector, the last pages of the volume (pages 542 - 545) were cut out. In Volume 5 a page, or part of a page, have been left blank.

Although many single donations consisted of a variety of objects – one included 44 objects ranging from a family tree, a rifle, a kierie to a slate, a doll and goat halter\(^{90}\) – the catalogues bear witness to Coetzee’s unswerving attempts to enhance the collection. Established lacunae in cultural records (Afrikaans: *vasgestelde kultuurdokumente*), in other words objects identified as being of extremely important to reflect the true nature of white South African heritage, such as Cape silver and furniture, were collected systematically.\(^{91}\)

As a result of Coetzee’s continuous endeavours, items were also received from overseas museums so that the collection could be supplemented by objects used in European countries where white South African families had originated. The Altona Museum in Hamburg, for example, donated “Blaudruk” prints used for German print dress material.\(^{92}\) Similarly Het Prinsesehof Museum, Leeuwarden, Friesland, donated a collection of sixteen antique pewter objects.\(^{93}\)

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\(^{87}\) Ibid., H.C. accession no. 6648(1).

\(^{88}\) Ibid., after accession H.C. nos. 6441/11 and between 6610 - 6611.

\(^{89}\) Ibid., vol. 5, H.C. accession no. 7660.

\(^{90}\) Ibid., vol. 4, H.C. accession no. 6982.

\(^{91}\) For example, ibid., H.C. accessions no. 7000 (a collection of 122 Cape silver items) and vol. 5, H.C. accession nos. 7989 - 7997 (furniture).

\(^{92}\) Ibid., vol. 4, H.C. accession no. 7084.

\(^{93}\) Ibid., vol. 3, H.C. accession no. 6554.
Objects which would enhance the museum collection were also acquired, even if their condition was such that Coetzee noted “As museumstuk is dit deur die oorverwery feitlik waardeloos” [As a museum piece the object has little value, because it had been repainted many times].94 The purchase of a modern roll of tobacco was motivated as follows: “Hoewel modern is dit gerol op die tradisionele Boeremanier” [Although modern, it has been rolled in the traditional Boer manner].95

- **Volume 6**

Volume 6 records accessions 8041 to 9133, covering the period 1963 to 1967. Various staff members made the entries. There are very few alterations or additions in the catalogue, and the entries follow the same pattern as Coetzee’s previous cataloguing. The bulk of entries are new donations and purchases, but even at this late stage there is evidence that some objects had been in die Museum for many years before they were catalogued. There were, for example, some manuscripts where the donor was unknown,96 and a kappie, a kappieliner, a hymn book and a spoon, that were donated in 1956 and 1957.97

**Permanent accessions : Numismatics collection**

**Transvaal Museum**

- **Numismatics Catalogue**
- **Volume 3**

The numismatics collection remained under the curatorship of Versfeld until she left the employ of the Transvaal Museum in 1965. In this capacity she was responsible for the numismatics catalogue and accessioned from Nu. accession no. 2864 to 3687 in June 1965. The practice of linking a new accession to a similar older accession continued during her tenure,98 making some entries difficult to decipher. She also had to contend with “old” objects that had never been accessioned, such as a collection of old medals and plaques.

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94 Ibid., vol. 5, H.C. accession no. 7138.
95 Ibid., H.C. accession no. 7139.
96 Ibid., vol. 6, H.C. accession nos. 8715 - 8723.
97 Ibid., H.C. accession nos. 8661 - 8664.
98 G. Balkwill, “Subdivision of items between Numismatics collection (Nu) and Miscellaneous Collection (Misc)” (unpublished article), p. 2.
found in the Museum.\textsuperscript{99} Coins were also accessioned twice.\textsuperscript{100} In one case a piece of paper had been pasted over the original record.\textsuperscript{101}

The Numismatics Catalogue was used for a wide variety of objects relevant to currency\textsuperscript{102} and objects that are produced in the minting process such as medals, plaques and medallions.\textsuperscript{103} However, probably in emulation of previous accessions, Versfeld also accessioned badges of civilian origin, dies and militaria as part of large numismatic donations.\textsuperscript{104} The catalogue was regarded as a workbook by succeeding curators and there are many notes and additions. The storage or display location was noted in the margin in many cases.

- Miscellaneous Acquisitions Catalogue (Misc)

Balkwill asserts that Versfeld encountered a number of items in the collection that were difficult to reconcile with the definition of numismatics, such as badges, military insignia and other objects related to military uniforms. She classified them as Miscellanea.\textsuperscript{105}

As a result, Versfeld started a new catalogue for badges, devices, buttons and similar objects in 1957, using the code Misc. She presumably intended to use this catalogue for objects of military and other uniformed services origin and items that could not easily be reconciled with the definition of money, but not all entries are consistent with this decision. In the catalogue she was responsible for the first eighteen entries, including dairy tokens, coupons and permits, a feather plume and a Russian State loan bond. It was only this latter item that

\textsuperscript{99} Numismatic Catalogue, vol. 3, Nu. accession nos. 3489 - 3518.

\textsuperscript{100} For example, ibid., Nu. accession nos. 3407 (1119) and 3408 (2769).

\textsuperscript{101} Entry following ibid., Nu. accession no. 3575.

\textsuperscript{102} For example, also postal orders, ibid., Nu. accession no. 3209.

\textsuperscript{103} G. Balkwill, “Subdivision of items between Numismatics collection (Nu) and Miscellaneous Collection (Misc).” (unpublished article), p. 1.

\textsuperscript{104} Ibid., p. 2; Numismatic Catalogue, vol. 3, Nu. accession nos. 3189, 3262 and 3489.

\textsuperscript{105} G. Balkwill, “Subdivision of items between Numismatics collection (Nu) and Miscellaneous Collection (Misc).” (unpublished article), p. 2.
could be regarded as the first object of direct numismatic significance in this catalogue.\textsuperscript{106} Objects which had already been accessioned in the Numismatics Catalogue were now re-accessioned in the Miscellaneous catalogue, without changing all the accession numbers, with the result that some objects have two accession numbers.\textsuperscript{107}

**Permanent accessions : Kruger Collection**

**Transvaal Museum**
- Kruger Catalogue
  - Volume 1

The first part of Volume 1 of the Kruger catalogue is discussed in the previous chapter. Coetzee started cataloguing objects in the Kruger catalogue using Afrikaans soon after her official appointment at the Transvaal Museum. The first few were probably accessions donated shortly after her arrival.\textsuperscript{108} There was also a purchase from an officer of the *Gelderland* on which President Kruger sailed to Europe in 1900. She discovered some uncatalogued objects almost immediately and noted that they were found in an old storage cupboard in the Kruger House on 3 November 1953, dating from 1931 and 1938. They were promptly catalogued 22 and 15 years after arriving at the Museum.\textsuperscript{109}

Coetzee was responsible for the greater part of the catalogue from October 1953 to January 1960 (Kr. accession nos. 1160 - 1424), but other staff members also added entries from time to time. These accessions consist for the most part of objects and photographs associated with President and Mrs Kruger, their household in Pretoria and the President’s overseas sojourn. Many were donations or purchases that have been received since 1953, often from members of the Kruger family or by overseas donors, who either had some association with Kruger in Europe or simply returning the spoils of war.

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\textsuperscript{106} Ibid., Misc. accession nos. 5, 11, 14 and 15.

\textsuperscript{107} For example, accession nos. Misc 1 and Nu 3219; G. Balkwill, “Subdivision of items between Numismatics collection (Nu) and Miscellaneous Collection (Misc).” (unpublished article), p. 2.

\textsuperscript{108} Kruger Catalogue, vol. 1, Kr. accession nos. 1160 and 1161 and 1162. Two accessions (1163 and 1164) were entered in English by an unknown person.

\textsuperscript{109} Ibid., Kr. accessions nos. 1166 - 1169.

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