



## **Searching the Geelong Heritage Centre (GHC) Archives online**

### **Detailed Help Guide & Glossary of Terms**

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## 1. ABOUT THE GEELONG HERITAGE CENTRE ARCHIVES

### At a glance

The online searchable Geelong Heritage Centre Archives currently describes 46,445\* records consisting of 44,216\* items, 802\* creators of records and 2,229\* series. (\* as at 28/04/2019).

*Important note: The online search of the GHC Archives does not yet enable you to search every individual item. The detailed work to fully describe every creator, series and item in the GHC Archives is ongoing. Therefore it is important to note that you may not readily identify the exact item you are searching for, but it does not mean that the item is not in the GHC Archives.*

Visitors to the Heritage Centre Reading Room can access indexes and catalogues to many GRS record series in the GHC Archives that describe in excess of 500,000 entries.

Currently, there are no digital images attached to records in the GHC Archives online, however you can access over 2,000 images from the GHC Archives via the Geelong Regional Library Corporation (GRLC) catalogue. Alternatively, visit the Heritage Centre Reading Room to search the image catalogues – there are over 100,000 images currently described, with thousands more still to be fully described.

The Heritage Centre Reading Room also has a non-lending reference collection containing in excess of 6,000 published and unpublished works. The entire reference collection can also be searched online via the GRLC catalogue.

Many of the archival records you will find described in the collections have been digitised or microfilmed for ease of use. Sometimes the CD or microfilm reel number will be indicated in the record description. When you place a request for an item we will let you know if the CD or microfilm is available to view in the Reading Room.

By searching the GHC Archives online you can access descriptions of our archival holdings. Please note that some series have more comprehensive descriptions than others.

GHC Archives include records created by local governments and agencies, businesses, organisations, groups, clubs, churches, families and individuals. While the GHC Archives predominantly preserve and provide access to paper records, users will also discover many objects including artworks and museum-quality artefacts.

## 2. HOW TO SEARCH

There are several ways to search or browse the GHC Archives online.

### **Simple search**

A simple search across the entire described collection can be conducted in the search field at the top left of the page, next to the logo.

Start typing your search term and watch the drop-down list change. If something looks promising click it; if not keep typing and complete the search to see a full list of results.

When searching for multiple words in your search term the simple search uses the 'or' operator as default.

If you know the Reference Code (known as the GRS number) of the series you are looking for you, can search for it using the following format: GRS#### (e.g. GRS0519).

NOTE: All GRS numbers will contain 4 digits, add leading 0's to existing numbers.

If you know the specific item number, use double quotation marks to search, for example: "GRS0519/0004".

TIP: If the returned results are not as expected, try using the Advanced Search function.

### **Advanced Search**

A more advanced search can be conducted by clicking the simple search field and selecting 'Advanced search' when it drops down, OR click 'Advanced search options' at the top of any of your search results.

NOTE: Please be aware that after you run a search you may need to scroll down to see your results. The advanced search box does not minimise or disappear so you may not realise the results are showing below. The text above your advanced search will also change to update you on the number of results.

TIP: Use the 'And, Or, Not' functions to hone your search.

### **Narrow your results**

From within an active search session look to the left panel where you can filter results by series title creator or level of description.

### **Quick Search**

From within a series you can perform an item search. This is useful to narrow down a long list of items from a series.

### **Browse**

If you are not searching for anything in particular, you can browse the Archives and get an idea of the types of records we hold and how they are arranged. You can browse our described records by item or series, or see a list of creators of records (People, Families and Organisations).

### **Image carousel**

Our featured image carousel showcases interesting or new series or items. Click through to view the listing or click the dots to slide to the next featured image. Click the pause button to pause the rotation of images.

### **Popular this week**

Use the popular search links to see what other researchers have been viewing recently.

### **I still have not found what I'm searching for – what can I do next?**

Whilst the GHC team continue to work on fully describing every item in the GHC Archives, it is quite likely that you may not find the exact item you are searching for.

So please visit us in the Heritage Centre Reading Room or get in touch to ask our knowledgeable staff for help.

The GHC team have developed an in-depth knowledge of the GHC Archives, especially about some of the more obscure references. The GHC team can also direct you to further indexes and catalogues available only in our Reading Room or share their knowledge of other collecting organisations that just might have what you are looking for.

### 3. HOW TO ORDER AND ACCESS THE ARCHIVES

If you have found an item or series in the GHC Archives that you would like to view, please email us the details. Please copy and include the Reference codes so that our staff can retrieve the correct items for you.

If you live locally, the first item or box will normally be retrieved ready for your visit. Additional items will be retrieved for you during your visit. Please let us know in advance if you are coming from further afield, so we can ensure the items you intend to view are available for you on the day.

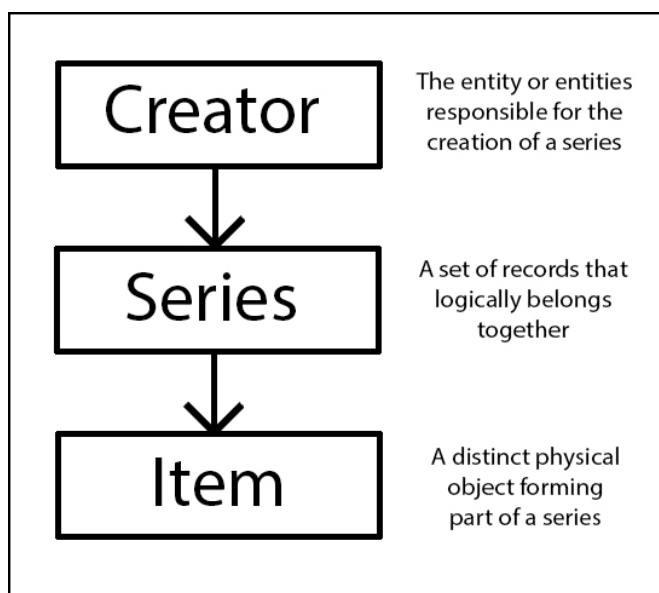
Note: Some items may require access examination by GHC staff, prior to them being made available to visitors in the Heritage Centre Reading Room.

Many items have been copied for ease of use and to help preserve the original records. The GHC team can advise you if the records you wish to view have been copied (e.g. microfilmed, scanned etc.) and are readily available in this format for you to view in our Reading Room.

### 4. GLOSSARY OF TERMS

#### Series System

We have used the Australian Series System to arrange our records and link together different components.



## **Archival or Historical Records**

When we refer to Records we refer to any items which are in the GHC Archives and stored in our Repository. Historical Records may have been donated or collected by organisations or members of the public and we retain these tangible pieces of history for the enjoyment of future generations. Records might take the form of paper documents, cellulose film, metal objects or any items from all periods in the region's history.

## **Repository**

The Repository is a specially designed, climate-controlled and secure area for the storage and preservation of historical records.

## **Item**

An item, as described in our search system, is a distinct described physical or digital record or object in the collection. Depending on the level to which various record series have been described, an item might take the form of a single document or photograph, or it might be an album or box of records. Albums, boxes and volumes may have accompanying indexes and catalogues or they may be further described in the future.

## **Series**

A series is a set of archival records which logically belong together. A person or organisation may have created multiple series and you will find each of them linked together via the name of the creator. A series might consist of correspondence in chronological order or it might be an assorted collection of photographs and other memorabilia passed down through the generations of a family. There are generally two types of series:

Organic series - Most of our record series have come together organically as the administrative records of a particular organisation or business. An organic series will usually be arranged in chronological order as the tangible evidence of business operations. Archives will endeavour to retain the original order or recreate the natural arrangement of the records at the time of their use.

Artificial series - A small number of series in the GHC Archives have been constructed and added to over the years by archives officers. These series are generally comprised of similar types of records which have become separated from their contemporaries and now simply make more sense when kept alongside other similar records. We have artificial series for photographs, maps, memorabilia, reference works and a collection of business logos and letterheads, to name just a few. All these series are actively added to with lone items donated by members of the public.

## **Archives**

The Geelong Heritage Centre Archives is the entirety of its archival records, both physical and digital.

## **Catalogue**

A catalogue generally lists physical items within a series. The most common items listed are boxes and volumes, but often a catalogue will describe items within an album or box such as documents and photographs.

## **Index**

An index usually includes a list of names, places, subjects, dates, and reference or page numbers describing the contents of an item or series. A rate book index, for instance, is the full or partial transcription of the information on the pages within one or multiple volumes of records.

Compilation indexes - An index can also draw references from a number of different sources into the one document. Some of the compilations we have produced over the years include 'Streets of Geelong & District', 'Geelong & District Councillors, Mayors & Shire Presidents 1849-1999' and various genealogical indexes such as baptisms, marriages and burials. These useful aids and many other indexes can only be accessed in our Reading Room.

## **Creator**

A creator is usually a person, family or organisation responsible for the accumulation and use of a series of records.

## **GRS number**

A GRS number or Geelong Record Series number is the reference code we use to identify series and link them to their respective item lists.

## **Title**

Each series or item will have its own title. A series title includes the name of the creator of the records the series contains plus a very general description of the types of records. For example: ALCOA OF AUSTRALIA - Newsletters and reports

An item title will generally only make sense when coupled with the series title, for example:

Annual Report 1973

## 5. NAVIGATION: ANATOMY OF THE WEBSITE

**Home** (click on GLHC logo to return to homepage or refresh your session from anywhere in the site)



**Top bar** (home, browse, basic search, link to advanced search, quick links)



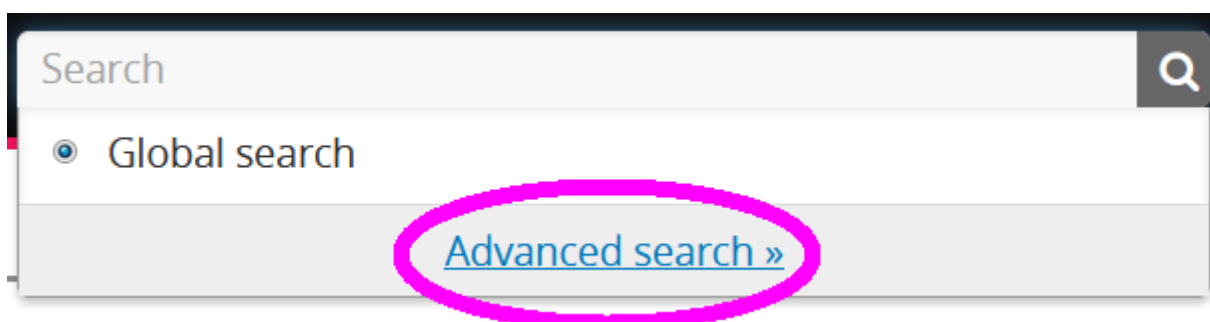
**Browse**



**Basic search bar**

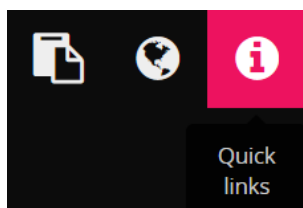


**Advanced search** (click the search bar to find the link)



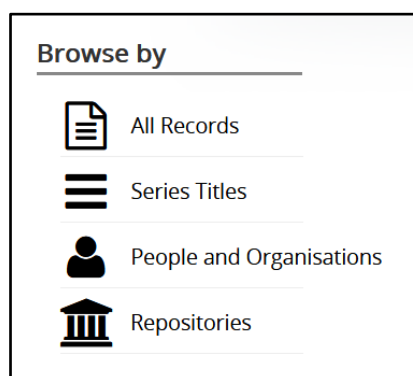


**Quick Links** (click on the 'i' icon to navigate to the Home, About Help, The Archives, Contact Us and Opening Hours pages)

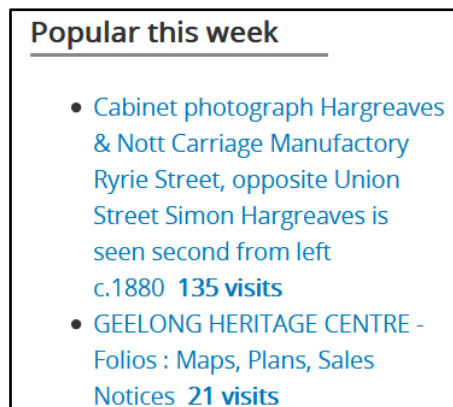


**Left panel** (includes 'Browse by' function and 'Popular this week')

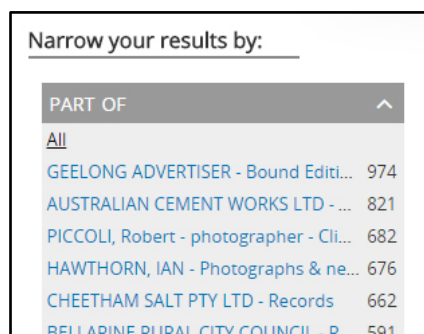
### Browse by



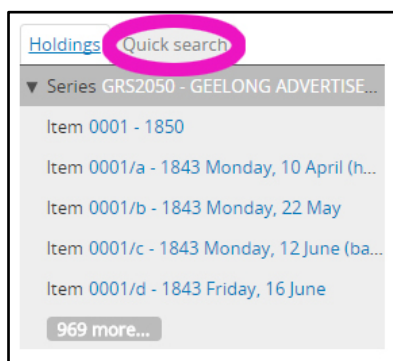
### Popular this week



**Narrow your results** (viewable from within an active search)



## Quick search (from within a series)



## Main body of Home Page (image carousel, welcome, advanced search, results view, series view)

### Highlights from the Archives – image carousel.

Press the Pause button to pause the image rotation.



## Welcome to the Geelong Heritage Centre Archives

### Welcome to the Geelong Heritage Centre Archives

Known as The Vault *Kim barne thaliu* (Here yesterday, in the language of the local Wadawurrung people), the Geelong Heritage Centre is a specialist resource for those conducting family history research or exploring the local history and cultural heritage of Geelong and surrounding areas.

The Geelong Heritage Centre (GHC) Archives preserve the documented history and stories that live on in public and private records, newspapers, maps, plans, photographs, memorabilia, films, paintings, artefacts, clocks, honour boards, trophies, ceramics, clothing, diaries, journals, newsletters and much more.

From this website you can search the archival collections of the Geelong Heritage Centre Archives and request further information about records that interest you.

Visit the [Help Page](#) for detailed instructions on searching the GHC Archives online. If you can't find the records you are looking for please [contact us](#).

We invite you to visit the [Geelong Heritage Centre](#) in person to further explore the collections, retrieve an item from the repository, engage with our specialist staff or just enjoy the contemporary and inspiring surrounds of the Reading Room.

## Advanced search

Advanced search options

Find results with:

Search

in

Any field

×

Add new criteria

Limit results to:

Repository

Top-level description

Filter results by:

Level of description

Digital object available

Copyright status

General material designation

☐ Top-level descriptions ☒ All descriptions

Filter by date range:

Start

End

YYYY-MM-DD

YYYY-MM-DD

☒ Overlapping ☐ Exact

?

Search

Reset

## Results view (main body)

Showing 46446 results

All records

Advanced search options

Print preview

Sort by: **Alphabetic**

"Elements of Economics" An Introduction to economics by Mary de Garis, published privately Geelong 1952

GRS0381/0003 · Item ·

Part of DE GARIS FAMILY MEMENTOES - Family Mementos

"A & K News" 7 January - December 1980

GRS0400/0509 · Item ·


Part of AUSTRALIAN CEMENT WORKS LTD - Fyansford - Minutes, work manager's notes, engineer's notes etc.

"A Brief History of one of Geelong's Popular Bands in the Early Days" by Arthur Stirling, with copy of annexe...

GRS1392/0004 · Item ·

Part of STIRLING, Arthur Collection - Brass Band histories

**Series view** (includes clickable links to further browse items and creators)



**GEELONG  
HERITAGE  
CENTRE**

**GL&HC**

## Series GRS0383 - CHURCHES - ANGLICAN - LARA - HOLY TRINITY - Church Records

**Holdings** Quick search

▼ Series GRS0383 - CHURCHES - ...

Item 0001 - Events Book 1 184...

Item 0002 - Events Book 2 A 19...

Item 0003 - Events Book 2 B 19...

Item 0004 - Events Book 3 196...

Item 0005 - Events Book 4 197...

**88 more...**

### Identity area

Reference code	GRS0383
Title	CHURCHES - ANGLICAN - LARA - HOLY TRINITY - Church Records
Date(s)	1847 - 2003 (Creation)
Level of description	Series

### Context area

Name of creator	Holy Trinity Anglican Church (Lara)
Repository	GEELONG HERITAGE CENTRE ARCHIVES

### Conditions of access and use area

Conditions governing access	Restricted
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### Notes area

Note	Reclassified into GRS 383 April 2005; combines GRS 383,385, 386,387,388,663,675, RESTRICTED ITEM 14
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### Access points

Name access points	Holy Trinity Anglican Church (Lara) (Creator)
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*Clipboard*

[Add](#)

*Explore*

[Reports](#)

[Browse as list](#)

[Browse digital objects](#)

*Export*

[Dublin Core 1.1 XML](#)

[EAD 2002 XML](#)

Do you have something to add to this record?  
Would you like to know more?

Contact us:

[Email](#)

[Website](#)

*Related people and organizations*

[Holy Trinity Anglican Church \(Lara\) \(Creator\)](#)