

Directory
of Archives
in New
Zealand
Otago/
Southland
Regional
Update

2018

INTRODUCTION

This is an updated version of the Otago and Southland sections of the *Directory of Archives in New Zealand*, last revised and published in April 2015.

The Archives and Records Association of New Zealand (ARANZ) Otago/Southland Branch Committee decided in 2014 that it would be helpful for institutions and researchers to have an up-to-date picture of the archival landscape in our region.

All previous contributors to the Directory were contacted in order to update their entries. Local institutions that were not featured in the original directory were sent questionnaires and encouraged to respond with details for their own entries.

The response has been very positive once again and we are happy to report that there are a significant number of new entries in this update. Thank you to all our contributors for your time and efforts.

Please note that due to space constraints we have had to edit some entries, but for the most part we have let the institutions speak for themselves.

We are always happy to receive feedback, corrections, new entries or suggestions for new entries. Please feel free to contact your ARANZ Branch Committee at Otago/southland@aranz.org.nz

The online version can be found at https://aranz.org.nz/Site/branches/otago_southland_branch.aspx

We hope that this update will eventually be incorporated into a nationwide update of the *Directory of Archives in New Zealand*. In the meantime, perhaps it will serve as a useful resource for those planning to use or wanting to know about archives in our region.

Amy Coleman
On behalf of ARANZ Otago/Southland Committee
November 2018

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Website: www.archives.govt.nz

Hours: Mon to Fri 9:30am - 5pm

Availability: Open to the public. Some records are restricted and require permission to view

Charges: No charges for admission or retrieval. Reprographic charges apply

Type of institution: Government department

Archives held: Government records

Format: Paper records, photographs, aperture cards, maps/plans

Finding aids: Archway website
www.archway.archives.govt.nz

Total volume: c. 12,000 linear metres

Archives sought/Collecting interests: Government records in the Otago and Southland region under the Public Records Act 2005

Description of significant collections:
Archives from the Otago and Southland region (i.e. south of the Waitaki River). These constitute an official record of New Zealand’s past and include information on education, customs, courts, companies, forestry, railways, works, land settlement and many other activities.

The following list indicates the range of Government departments or agencies whose archives are now held by the Dunedin Regional Office:

- Department of Lands and Survey
- Lands and Deeds
- Department of Justice – Courts
- Police Department
- Public Works Department / Ministry of Works & Development
- Railways Department
- Television New Zealand
- Department of Health
- NZ Forest Service
- NZ Fire Service
- Department of Social Welfare
- Ministry of Commerce, Companies Office
- NZ Post Office
- Department of Customs

OTAGO

ARCHIVES NEW ZEALAND - DUNEDIN REGIONAL OFFICE

Officer in charge/Contact person: Anne Jackman, Regional Archivist

Postal address: PO Box 6183, Dunedin North 9059

Physical address: 556 George St, Dunedin

Tel: (03) 477 0404

Email: dunedin.archives@dia.govt.nz

- Department of Conservation
- Marine Department

Major genealogical sources are outlined in a leaflet *Family History Sources* and include probates and land records.

CENTRAL OTAGO DISTRICT COUNCIL ARCHIVE REPOSITORY

Parent organisation: Central Otago District Council

Officer in charge/Contact person: Connor McCashin (Documents and Records Analyst)

Postal address: PO Box 122, Alexandra 9340

Physical address:

1 Dunorling St, Alexandra 9320 (office)
15 Pery St, Ranfurly 9332 (Archive Repository building)

Tel: (03) 440 0056

Email: connor.mccashin@codc.govt.nz

Fax: (03) 448 9196

Website: www.codc.govt.nz

Hours: Mon to Fri 8:30am - 5pm

Availability: An appointment for viewing records is required by contacting the Documents and Records Analyst

Charges: Apart from administrative processes (e.g. photocopying), there is generally no charge. However, if we have to take on extensive research for any customer, a charge may be incurred under those circumstances

Onsite parking: There is parking in front, beside and at the rear of the building

Type of institution: Local authority

Archives held: Local government records, some collections of community groups who have had an integral relationship with council

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, digital records

Inclusive dates: 1865-2005

Finding aids: The contents of the archives are being delivered to CODC's online archive repository as they are arranged and described. Computer access for those who have none is available at the Archive Repository Building, anytime during normal business hours (5 days a week, no appointment necessary)

Archives sought/Collecting interests:

We are not a collecting archive but will collect records of community groups who have had an integral relationship with the council, as well as records of community interests that have contributed to the district for many years, to ensure the records remain in the district to which they belong

Description of significant collections:

- Vincent County Council
- Maniototo County Council
- Naseby Borough Council
- Cromwell Borough Council
- Alexandra Borough Council
- Roxburgh Borough Council
- Central Otago District Council

CENTRAL STORIES MUSEUM & ART GALLERY

Officer in charge/contact person: General Manager

Postal address: PO Box 308, Alexandra 9320

Physical address: 21 Centennial Ave, Alexandra

Tel: (03) 448 6230

Email: enquiries@centralstories.com

Website: www.centralstories.com

Hours: 10am - 4pm daily (except Christmas Day)

Availability: Open to the public – assistance available one day a week. Appointments recommended

Charges: There are some charges for services. Please see our schedule for full prices

Onsite parking: Public parking available

Type of institution: Museum and/or art gallery, special/research library or institution

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, Māori archives, business archives, art/literature archives, local government records, professional organisation records, oral history archives

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: Approx. 1850s onwards

Finding aids: Indexes and some limited digital databases

Archives sought/collecting interests: Specifics on Central Otago human and natural history. Art relating to Central Otago or people who have lived/worked in the region. General information regarding dredging, mining, farming and Central Otago. Keen to acquire artworks and other material relating to artists – Elizabeth Stevens, Doug Ayson, Marilyn Webb, Grahame Sydney, Pat Hewitt. Keen to acquire material relating to John McCraw, Eden Hore and poets Brian Turner, Michael Harlow, Jillian Sullivan and David McKee Wright

Description of significant collections: Dredging papers, photographs, local family register, Central News copies (not available on Papers Past), Elizabeth Stevens artworks and her archive

CLYDE HISTORICAL MUSEUMS INC.

Officer in charge/Contact person: John Hanning (Curator)

Postal address: PO Box 11, Clyde 9180

Physical address: 5 Blyth St, Clyde, Central Otago

Tel: (03) 449 2571

Hours: Tues to Sun 2pm - 4pm (closed during winter unless arrangements have been made)

Availability: Access to some records needs to be arranged prior to visit

Charges: Donation

Onsite parking: Yes

Type of institution: Museum

Archives held: Voluntary group archives, education/school records, business archives

Format: Manuscripts/paper records, maps/plans, photographs

Description of significant collections:

- Goldfields objects and information
- Resident Magistrate and Warden's Court
- Household and personal items
- Clyde Dam displays and data
- Clyde Public Hall, Library and School
- Naylor's Victoria store
- Hospital display

COLUMBA COLLEGE

OTAGO PRESBYTERIAN GIRLS' COLLEGE

Officer in charge/contact person: The Principal

Postal address: Private Bag 1911, Dunedin 9054

Physical address: 399 Highgate, Dunedin 9010

Tel: (03) 467 5188

Email: admin@columbacollege.school.nz

Website: www.columbacollege.school.nz

Hours: Mon, Tues, Thurs, Fri 8am - 4:30pm
Wed 8:30am - 4:30pm during term time

Availability: Appointments are necessary and permission is needed for access to records

Charges: An hourly rate will apply

Onsite parking: In the school office carpark

Type of institution: Educational institution

Archives held: Education/school archives

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, examples of the school uniform, sundry items of school memorabilia

Inclusive dates: 1915 through to present day

Archives sought/collecting interests: Issues of *The Chronicle* (school magazine) from the early years of the College, early records and photographs relating to Columba College, Braemar House School, Girton College and Archerfield School, school memorabilia

Description of significant collections: Historical records relating to the founding of Columba College

DUNEDIN CITY COUNCIL ARCHIVES

Parent organisation: Dunedin City Council

Officer in charge/Contact person: Archivist

Postal address: PO Box 5045, Dunedin 9058

Physical address: 50 The Octagon, Dunedin

Tel: (03) 474 3553

Email: archives@dcc.govt.nz

Website: www.dunedin.govt.nz/services/archives

Online Photo Collection:
www.flickr.com/photos/dccarchives

Hours: Mon to Fri 9am - 1pm

Availability: Open to the public with some restrictions. It is preferable to arrange access prior to a visit

Charges: First half an hour is free, then \$50 per hour thereafter. Copying charges apply

Onsite parking: No. Long-term parking is available in York Place and Smith St. Short-term street parking (pay and display), public car parks and parking buildings are close by

Type of institution: Local authority

Archives held: Local government records

Format: Manuscripts/paper records, maps/plans, photographs, drawings/paintings, films, digital records

Inclusive dates: 1855-2002

Finding aids: Series lists

Total volume: 2600 linear metres and some artefacts

Archives sought/Collecting interests: Local authorities in Dunedin City and their predecessors. Significant related local activity

Online resources:

- Guide to Family History Sources at DCC
- DCC Family Tree map
- 1909 cadastral map of Dunedin
- 1857-1862 Dunedin Town Board Ratesbook
- Street Name Changes Register 1916
- Photographs

Description of significant collections:

The collection includes the records of the various local authorities and their predecessors that have merged over time to form the Dunedin City Council. The area covered extends from the Taieri Mouth Bridge to just below Ranfurly in Central Otago, to Waikouaiti on the east coast of the South Island.

Also included are records relating to the New Zealand and South Seas exhibition of 1925/26, train companies, water companies, the Otago Settlers Museum, the Dunedin Public Art Gallery and more.

DUNEDIN GASWORKS MUSEUM

Parent organisation: Dunedin Gasworks Museum Trust

Officer in charge/Contact person: Peter Petchey (Trustee)

Address: 20 Braemar Street, Dunedin South

Email: info@gasworksmuseum.org.nz

Website: www.gasworksmuseum.org.nz

Hours: Sun 12noon - 4pm

Availability: Museum is open every Sunday, and limited access to library material available. Specific enquiries will require an appointment (please email)

Charges: \$5.00 museum entry

Onsite parking: Yes

Type of institution: Museum and/or art gallery, voluntary organisation

Archives held: Voluntary group archives, published and archival material related to the Dunedin gasworks and the gas industry in New Zealand

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings

Inclusive dates: 1860s to 1980s

Total volume: c.20 metres

Archives sought/Collecting interests: Documents, photographs, map and plans relating to the history and operation of the Dunedin City Gasworks and the gas industry in New Zealand

Information relevant to the social history of South Dunedin, especially relating to gas workers and their families, and the use of gas in the home

Description of significant collections:

- Archival material relating to the operation of the Dunedin gasworks
- Photographs and plans of Dunedin Gasworks
- Bound volumes of gas industry journals
- Gas and industrial reference volumes
- History of gas industry

DUNEDIN PUBLIC LIBRARIES

KĀ KETE WĀNAKA O ŌTEPOTI

Parent organisation: Dunedin City Council

Officer in charge/Contact person: Heritage Collection Librarian, Rare Books Librarian

Postal address: PO Box 5542, Dunedin

Physical address: 230 Moray Place, Dunedin

Tel: (03) 474 3653 (Heritage Collection Librarian)
(03) 474 3650 (Rare Books Librarian)

Fax: (03) 474 3660

Email: library@dcc.govt.nz

Website: www.dunedinlibraries.com

Hours: Mon to Fri 9:30am - 8pm
Sat and Sun 11am - 4pm

Availability: Open to the public. McNab archives – prior notification of visit is encouraged but not essential. Reed archives – prior notification of visit essential. Permission is needed for a small number of items

Charges: Research done by staff – first 30 minutes free, then \$65 per hour (\$32.50 per half hour). Photocopying: B & W, A4 - 20c, A3 - 30c; Colour, A4 - \$1, A3 - \$2. Copies from microfilm: A4 - 20c, A3 - 30c (digital scans free of charge). Hi-res digital images \$30

Onsite parking: Yes, in library upper basement (1 hour limit). Parking buildings available nearby in Moray Place and Filleul St (metered or charged)

Type of institution: Public library

Archives held: Voluntary group archives, personal papers, art/literature

Format: Manuscripts/paper records, photographs, audio files, memorabilia, ephemera

Inclusive dates: McNab archives – 1850s onwards; Reed Collection archives – 1000s onwards

Finding aids: Online library catalogue (most material is included), most McNab archives holdings on Community Archive, full list of McNab archives available at desk and on request

Total volume: McNab New Zealand Archives – 70 linear metres, Reed Special Collections Archives – 120 linear metres

Archives sought/Collecting interests:

- McNab Collections – archives not actively sought, but when offered through donation, accepted if of local significance
- Reed Collections – autographs, letters and ephemera relating to famous persons, and archival material relating to the life and activities of A.H. Reed may be accepted when offered by donation

Description of significant collections:

McNab Collection archives include:

- Records of local organisations e.g. Otago Women's Hockey Association, Dunedin Community Singing Committee etc
- Literary papers e.g. A. Eccles, K.C. McDonald
- Manuscripts e.g. W. Larnach, W.B. McEwan, A. Dunningham
- Letters and journals e.g. Rev. J.W. Stack, Eliza Stack nee Jones, E.H. Wilmot and the discovery of Wilmot Pass
- Union Bank, West Coast – letterbooks

Reed Collection archives include the personal archives of A.H. Reed relating to:

- His various publishing activities (A.H. and A.W. Reed; the Alfred, Isabel and Marian Reed Trust; the Dunedin Public Library)
- His life and various book collecting activities
- The research notes, draft manuscripts and illustrative material for most of his own books and pamphlets
- A large collection of autograph letters, extra-illustrated and 'Association' books, portraits and ephemera relating to historical figures. Mainly (but not limited to) Britons and New Zealanders in the fields of literature, art, music, science, politics, royalty, religion, and industry from the 16th to the 20th centuries
- Significant collection of medieval manuscripts dating from the 10th and 16th centuries

FAMILY HISTORY CENTRE

Physical address: 14 Fenton Crescent, Dunedin

Tel: (03) 455 3507

Hours: Mon by appointment
Wed and Sat 9:30am - 12:30pm
Tues and Thurs 6:30pm - 9pm

A branch facility of the Family History Library, which is run by the Church of the Latter Day Saints in Salt Lake City (USA). The Family History Centre provides access to materials in the Library to help patrons identify their ancestors. Anyone may visit and use the Centre.

GLENORCHY MUSEUM

Parent organisation: Glenorchy Heritage and Museum Group

Officer in charge/Contact person: Leslie Van Gelder, Chair

Address: Islay Street, Glenorchy 9350

Tel: 027 748 9153

Email: leslie.vangelder@gmail.com

Website: We don't have a dedicated website, however our historic photo of the month feature can be found on <http://glenorchycommunity.co.nz> and our photographic archive can be found on <http://ehive.com>

Hours: By appointment

Availability: Please contact Leslie Van Gelder to make arrangements. Much of our photographic archive is available to the public over the internet on eHive

Charges: We ask for a donation for high resolution copies of photos

Onsite parking: Yes

Type of institution: Museum and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group archives

Format: Manuscripts/paper records, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: 1864 to present

Finding aids: We are currently in the process of cataloguing our collection on eHive

Archives sought/Collecting interests: Anything relating to life at the Head of Lake Wakatipu from early days until today

Description of significant collections:

- Tourism history, especially TSS Earnslaw and early tourist operators
- Early Kinloch and Paradise history and photos
- Scheelite mining history
- Photo archive – approximately 2000 images
- Diaries of early settlers
- A few moa bones from the Dart River valley

HOCKEN COLLECTIONS - UNIVERSITY OF OTAGO UARE TAOKA O HĀKENA

Officer in charge/Contact person: Head Curator Archives

Postal address: PO Box 56, Dunedin

Physical address: 90 Anzac Ave, Dunedin

Tel: (03) 479 8875

Fax: (03) 479 5078

Email: archives.hocken@library.otago.ac.nz

Website: www.otago.ac.nz/library/hocken/

Hours:

Researcher Services (Ground Floor) open
Mon to Sat 10am - 5pm

Access: The Hocken Collections are open to the public. Readers will need to register on arrival. Access to some collections is restricted, and permission to view needs to be arranged in advance. Details of restrictions can be found on the archives catalogue, Hākena

Charges: No charges for admission or retrievals. Details of photocopying and reproduction charges can be obtained by contacting Hocken Collections staff

Onsite parking: There is one free reader parking space in the rear car park, off Parry St. Free all-day parking is also available in Parry St; however, during University term time there is pressure on parking throughout the surrounding area. All day paid parking is also available on Parry St

Type of institution: Special/research library or institution

Archives held: University of Otago archives, voluntary group archives, sports group archives, education/school records, personal papers, religious archives, Māori archives, business archives, architectural records, papers of writers and artists, Otago Harbour Board records, local and regional government records

Format: Manuscripts/paper records, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: 1700 onwards

Finding aids: The online archives and manuscripts catalogue Hākena is available at:

<http://hakena.otago.ac.nz/>

Total volume: Approx. 10,000 linear metres

Archives sought/Collecting interests: The archives and records of:

- University of Otago and associated bodies and some significant staff
- The papers of writers, artists and musicians of national prominence with strong Otago connections, especially those who held a University of Otago fellowship
- Personal papers of prominent New Zealanders with ties to Otago and/or Southland
- Māori, in particular southern Māori
- Otago public schools and other educational institutions
- Otago Regional Council (including the Otago Harbour Board and Otago Catchment Board)
- Selected southern NZ-based businesses and Otago professional firms
- Selected Otago farms, stations and horticultural enterprises

- Anglican Diocese of Dunedin and other religious congregations (where these archives are not collected by other institutions)
- Otago-based national organisations (head office records only)
- Selected other national organisations
- Organisations with an Otago regional administrative focus (including Otago branch records of national organisations)
- Friendly Societies and lodges
- Employers' and employees' organisations
- Environmental and scientific groups
- Cultural groups
- Archives and manuscripts documenting experiences of war with an Otago connection
- Selected local sports clubs and community organisations

Description of significant collections:

There are more than 6,000 collections. Details of individual collections are available on Hākena. A few of the most significant collections include:

- Thomas Morland Hocken papers
- Edward Shortland papers
- Church Missionary Society papers, including papers of individual missionaries
- Reverend Samuel Marsden papers
- New Zealand Alpine Club records
- Royal New Zealand Plunket Society Headquarters records
- Ross and Glendining records
- NMA (National Mortgage & Agency Co of NZ Ltd) records
- James Herries Beattie papers
- Charles Brasch papers

LAKES DISTRICT MUSEUM

Officer in charge/contact person: David Clarke (Director); Anne Maguire (Archives Officer)

Address: 49 Buckingham St, Arrowtown

Tel: (03) 442 1824

Fax: (03) 442 0835

Email: archives@museumqueenstown.com

Website: www.museumqueenstown.com

Hours: Thurs to Fri, 9am - 4pm

Availability: Permission needed to access records. Appointments advisable

Charges: \$10 to access resources, \$30 per hour for staff time, \$20 including GST for photographs, 20 cents per page for photocopying

Onsite parking: Public car parks close to Museum

Type of institution: Museum and/or art gallery

Archives held: Personal papers, voluntary group archives, education/school archives, art/literature archives, local government records, professional organisation records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: 1863 to present

Finding aids: Resources, photographs and indexes are on in-house database

Total volume: 80 linear metres

Archives sought/collecting interests: Arrowtown and Queenstown history and photo collections, family history

Description of significant collections:

- Gold mining
- Oral histories
- Chinese miners
- History of Skippers, Macetown, Arrowtown, Queenstown, Glenorchy, Kingston

MANIOTOTO EARLY SETTLERS MUSEUM

Officer in charge/Contact person:

Sam Inder (Chairman), 5106 Danseys Pass Rd, RD 2, Ranfurly 9396, email: sam.inder@xtra.co.nz

Maryann Devereux (Curator), 6 Thomas St Ranfurly 9332, email: maryann@devereux.org.nz

Physical address: cnr Leven and Earne Streets,
Naseby

Tel: 027 476 7876 (Curator)

Hours: Dec to April 10:30am - 4pm, subject to
volunteers or by arrangement

Availability: Researchers need to make contact in
advance of their visit to arrange access and to
indicate the kind of material they are seeking

Charges: Museum admission – gold coin donation.
Archive retrieval – \$30 for initial research. Copies of
most photographs are for sale

Onsite parking: Yes

Type of institution: Museum

Archives held: Voluntary group archives,
education/school records, personal papers,
religious archives

Format: Manuscripts/paper records, photographs,
family files

Inclusive dates: 1860s-1940s

Collecting interests:

- Records on Maniototo settlement
- Station diaries
- Photographs (now held on electronic
database)
- Family histories

MIDDLEMARCH MUSEUM

Parent organisation: Strath Taieri Historical Society

Officer in charge/Contact person: Dawn Coburn,
President

Postal address: c/- Irene Ramsay, Flint St,
Middlemarch

Physical address: Aberafon St, Middlemarch

Tel: (03) 464 3696

Email: dawncoburn1@gmail.com

Website: www.Middlemarch.co.nz

Hours: Can be accessed in daytime hours 7 days a
week on request.

Open:

Oct to 30 Jan – Fri, Sat, Sun 12noon - 2pm

1 Feb to 30 Apr – Wed to Sun 12noon - 3pm

Availability: As above, but a prior request will make
it easier to locate material at the time of a visit

Charges: Donation, charge for reproduction of
photographs

Onsite parking: Yes

Type of institution: Historical society, museum
and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group
archives, education/school archives, business
archives

Format: Manuscripts/paper records, bound
volumes/registers, maps/plans, photographs, audio
files, drawings/paintings, films, digital records

Inclusive dates: c.1900-2018

Finding aids: Some material e.g. publications,
account books, Masonic lodge records, digital
photographic files are digitally indexed.
Incomplete digital and hard copy catalogues. Lists
of archive box contents

Total volume: c.15 linear metres

Archives sought/Collecting interests:

Strath Taieri and surrounding districts - Hyde,
Moonlight, Clarks Junction, Pukerangi, Shannon

- personal papers e.g. diaries
- records from local organisations
- named photographs
- music – e.g. Strath Taieri Highland Pipe
Band, local orchestras and vocalists

Description of significant collections:

- Oral histories
- Digitised photographic collection
- Original pioneer photographs
- School admissions from 1880 to 2005
- Masonic Lodge records
- Records of local soldiers who died in
World War 1 and 2

- East of Rock and Pillar: new view – collection of local history information from 1950 onwards (plus earlier material not in Otago Centennial Publication (1949) of same name)
- Minute books and other information from local organisations e.g. A & P Society, Rabbit Boards, sporting and cultural organisations

NEW ZEALAND DOMINICAN SISTERS ARCHIVES

Parent organisation: New Zealand Dominican Sisters Trust Board

Officer in charge/Contact person: Sister Mary Horn, Brian McLennan

Postal address: PO Box 5395, Moray Place, Dunedin 9058

Physical address: 98 London Street, Dunedin

Tel: (03) 477 0668 (not often available)

Email: domarchivesdn@gmail.com

Hours: By appointment

Availability: Some records not accessible, all the rest by appointment

Charges: Charges are made if material is to be used for publication with a profit

Onsite parking: Yes, limited

Type of institution: Religious organisation

Archives held: Religious archives

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings, digital records, financial records

Inclusive dates: 1871 to present

Finding aids: Comprehensive database on site

Total volume: 60 metres

Archives sought/Collecting interests: Material pertaining to NZ Dominican Sisters past and present

NB: Material pertaining to Dominican Sisters educational institutions is not here but held in Dunedin at the Hocken Collections, in Invercargill at Invercargill City Libraries and Archives and in Oamaru at the Waitaki District Archive.

Description of significant collections:

- Photographic collection
- Early Council minutes
- Early correspondence
- Brief biographies of all sisters
- Annals of convents
- Financial records
- Copies of early correspondence of sisters held in Sion Hill Convent, Ireland

OTAGO BOYS' HIGH SCHOOL

ARCHIVES AND MUSEUM

Officer in charge/Contact person:

Mrs Gillian Skilton (Rector's Personal Assistant) – email: school.sec@obhs.school.nz

Ms Susan Madden-Grey (Museum/Archives Curator) – email: susan.madden-grey@obhs.school.nz

Postal address: PO Box 11, Dunedin 9054

Physical address: 2 Arthur St, Dunedin 9016

Tel: (03) 477 5527, museum extn: 9227

Fax: (03) 477 5468

Website: www.obhs.school.nz

Hours: 10am - 1pm during secondary school days Mon to Thurs

Availability: Access needs to be arranged by application to the Rector or the Museum Curator

Charges: Search fee \$30. Charges for photocopying and copies of photographs incl.

Type of institution: Educational institution

Archives held: Voluntary group archives, education/school records, personal papers, art/literature, and military records

Format: Manuscripts/paper records, photographs, drawings/paintings, films

Inclusive dates: 1863 onwards

Total volume: 65 linear metres

Archives sought/Collecting interests:

The aim is to maintain as full and accurate a record of the School as possible.

Description of significant collections:

- Entrance registers 1863 to 1957 – giving date of pupil entry, date of leaving school, forms entered, age at entry and next of kin
- Old boys' registers (1907, 1953, 1963, 1988) – giving entrance by year, years at school, address where known, career and employment summary where provided. Registers for 1953 and 1963 have service sections. Registers for 1907, 1953 and 1963 have historical sections
- Photographic records:
 - Form and class photographs – more consistent from 1912
 - Sports team photographs – rugby 1884 onwards, cricket 1896 onwards, association football 1907 onwards, hockey 1921, and later sports (rowing, athletics, tennis, yachting)
 - Buildings
 - Staff groups
 - Mt Aspiring Lodge (outdoor education)
 - School activities, music, band, orchestra
- Memorabilia including cups, trophies, medals, uniforms, memorial books of war service
- Special publications:
 - Anniversaries – 1913, 1923, 1963, 1983
 - *Otago Boys' High School Rugby Club 125 Years* – by Paul Hunt and Merlin Montgomery
 - Press cuttings books

- Books presented by old boys, prizes, personal biographies
- *Above the City*, historical publication to mark the 150th anniversary – by Dr Rory Sweetman

• School magazine:

- The Otago High School Magazine 1885-1923. Issues Dec 1898-Nov 1900 include Girls' High notes
- The Otago Boys' High School Magazine from 1924
- Magazines from 1885-1958 include old boys' section with employment news, travel news, academic success, marriages, death notices with brief obituaries
- Magazines during WW1 and WW2 include war service news, promotions, decorations, casualties, photos of old boys who died on active service with obituaries

NB: Other OBHS records are held at Toitū Otago Settlers Museum, Dunedin Public Library, and the Hocken Collections

OTAGO PENINSULA MUSEUM AND HISTORICAL SOCIETY

Officer in charge/Contact person: Warren Morris

Address: 17 Harington Point Road, Portobello, Dunedin 9014

Tel: No phone but can ring Warren on (03) 478 0255

Email: theotagopeninsulamuseum@gmail.com

Hours: Sun 12:30pm - 3:30pm, or as required for special visits for groups and individuals

Charges: \$2 adult, children free

Onsite parking: Yes, plenty of parking outside Museum

Type of institution: Historical society, museum and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, Māori archives, business archives, military records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, drawings/paintings, digital records

Inclusive dates: mid to late 1800s to present

Archives sought/Collecting interests: Only articles etc relating to the Otago Peninsula and their families

Description of significant collections:

- Medicine box of Weller Brothers/Harwood – early whalers and storekeeper
- Farm machinery
- Local soldiers from WW1 and WW2
- Early photographs
- Family trees
- Jail
- Bus
- Soldiers memorial
- Lighthouse

OTAGO VINTAGE MACHINERY CLUB MUSEUM

Parent organisation: Otago Vintage Machinery Club

Officer in charge/Contact person: Steve Morris, Tom Rietveld, Neil Gamble

Postal address: 651 Centre Road, RD1 Outram 9073

Physical address: 23 George King Memorial Drive, Outram

Tel: 021 299 6955 (Steve), (03) 489 6369 (Tom), 027 473 3035 (Neil)

Email: tomshome30@gmail.com
steve.morris.dn@gmail.com
neilgamble8@gmail.com

Hours: Sun 2pm - 4pm (Oct-May), Wed 10:30am - 3pm, or by appointment

Charges: \$5.00 per person

Onsite parking: Yes

Type of institution: Museum and/or art gallery, voluntary organisation

Archives held: Agricultural machinery/industrial machinery associated with the Dunedin/Taieri area

Format: Manuscripts/paper records, maps/plans

Inclusive dates: 1860-2018

Finding aids: Limited

Archives sought/Collecting interests: All farm related agricultural machinery. Also industrial machinery related to rural history

OWAKA MUSEUM

WAHI KAHUIKA

Officer in charge/Contact person: Massimiliana Urbano - Director

Address: 10 Campbell St, Owaka 9535

Tel: (03) 415 8323

Email: owakamuseum@outlook.com

Website: www.owakamuseum.org.nz/

Hours: Mon to Fri 9:30am - 4:30pm
Sat to Sun 10am - 4pm
Closed Christmas Day

Availability: The museum is open to the public. The museum offers a research service and a photo reproduction service. It is desirable to make an appointment to consult our files as access to our records and storage is restricted

Charges: Adults - \$6.00, seniors - \$5.00, students - \$3.00, children - free

Onsite parking: Yes

Type of institution: Educational institution, genealogical society, historical society, museum and/or art gallery, special/research library or institution, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, Māori archives, business archives, local government records, military records, professional organisation records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings

Finding aids: Most of our collection items, including photos and genealogical files, have been catalogued with eHive and can be found online through NZ Museums via our website

Archives sought/Collecting interests: Genealogical records of the Catlins area, photographs of the Catlins area, archaeological material from the Catlins area

Description of significant collections:

- Genealogical collection
- Photographic collection
- Les Lockerbie collection of Māori archaeological artefacts from the Catlins area
- Permanent collection of items belonging to the Catlins area

PORT CHALMERS MARITIME MUSEUM

Parent organisation: Port Chalmers Historical Society Inc.

Officer in charge/Contact person: Gordon Allfrey, Mon to Thurs 10am - 3pm

Address: 19 Beach St, Port Chalmers 9023

Tel: (03) 472 8233

Email: pcmuseum@xtra.co.nz

Website: www.portmuseum.org.nz

Hours: 10am - 3pm Mon to Fri
1pm - 4pm Sat, Sun and public holidays
Closed Good Friday and Christmas Day

Availability: Appointment necessary. Permission needed to access records

Charges: Copying charges apply. Refer to website for Schedule of Fees and Charges

Onsite parking: No

Type of institution: Museum and/or art gallery, historical society

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, business archives, art/literature archives, local government records, military records, archives generally related to Port Chalmers and its environs

Format: Manuscripts/paper records, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: 1913 to present

Finding aids: Most available on application to museum

Total volume: Approx. 50 linear metres

Archives sought/Collecting interests: Maritime history of the Otago region and personal and social history of Port Chalmers and its environs – generally from Sawyers Bay to the whole of the lower Otago Harbour

Description of significant collections:

- Oral histories – local residents
- Otago Maritime Society reference library
- Extensive photographic collection, mostly shipping
- Extensive family records

PRESBYTERIAN RESEARCH CENTRE (ARCHIVE)

PRESBYTERIAN CHURCH OF AOTEAROA, NEW ZEALAND

Officer in charge/Contact person: Rachel Hurd (Archivist)

Postal address: Presbyterian Research Centre (Archive), Knox College, 1 Arden St, Dunedin 9010

Tel: (03) 473 0777

Email: pcanzarchives@prcknox.org.nz

Website: www.presbyterian.org.nz/archives/

Hours: Mon to Fri 8:30am - 4:30pm

Charges: \$30 onsite research fee, \$100 per hour for research on behalf (by Archivist). See website for fees and charges for students, as well as photocopying and scanning fees

Onsite parking: Yes

Type of institution: Religious organisation

Archives held: Records of the Assembly Office of the Presbyterian Church of Aotearoa New Zealand, Māori and overseas mission records, NZ Chinese Heritage archives, presbytery and parish archives from throughout New Zealand, as well as personal papers of ministers, missionaries and others associated with the work of the Church

Format: Bound volumes/registers, manuscripts/paper records, maps/plans, architectural drawings, photographs, audio visual, works of art

Inclusive dates: 1843 onwards

Finding aids: Archive database, indexes and resources on the website

Total volume: 2700 linear metres of archives and manuscripts, 200,000 photographic images, 2000 audio tapes, 500 videos

Archives sought/Collecting interests:

- Personal collections of individuals associated with the Presbyterian Church of Aotearoa New Zealand
- Presbyterian parishes
- NZ Chinese Heritage family collections

REGENT THEATRE

Parent organisation: Regent Theatre Trust of Otago

Contact person: Sarah Anderson

Postal address: PO Box 5036, Dunedin

Physical address: 17 The Octagon

Tel: (03) 477 6481

Fax: (03) 477 4726

Email: saraha@regenttheatre.co.nz

Website: www.regenttheatre.co.nz

Hours: Mon to Fri 9am - 5pm, Sat 10am - 1pm

Charges: No

Onsite parking: No

Type of institution: Voluntary organisation and Charitable Trust

Archives held: Voluntary group archives, performing arts venue archives, building history and plans, and personal papers pertaining to the venue and sector in general

Formats or types: Manuscripts/paper files, maps/plans/drawings, news clippings, electronic records and photographs

Inclusive dates: Late 19th century to present

Finding aids: Ad-hoc

Total volume: 30 linear metres

Description of significant collections:

- Records relating to the history of the Theatre Trust
- Theatrical and cinematic material such as minute books etc
- Copies of show posters and programmes for every performance staged at the Regent
- Blueprints and architectural drawings of theatre renovations

SOUTH OTAGO MUSEUM

Parent organisation: South Otago Historical Society Inc

Contact person: Dr Roz McKechnie PhD

Postal address: 1 Renfrew St, Balclutha

Tel: (03) 418 2382

Email: southotagomuseum@xtra.co.nz

Hours: Mon to Fri 1pm - 4pm

Availability: When the Collections Manager is on duty, there is full public access and digital searches are provided

Charges: The museum runs on a donation basis. Charges are made for copied material – 50c for fax copies and \$3 for photo quality copies

Onsite parking: Yes

Type of institution: Museum and/or art gallery

Archives held: Voluntary group archives, education/school records, personal papers, religious archives, business archives, art/literature, military records

Format: Manuscripts/paper records, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: Personal items 1606 onwards; general collection (photographs and personal papers) 1850-1950

Finding aids: Museum directories published and online

Total volume: 1300 photographs, 500 published and primary paper artefacts and a small audio visual collection

Archives sought/Collecting interests:

The museum's collection policy covers the district known as South Otago, especially central South Otago. The archives have an historical bias towards pioneer endeavour, especially genealogy and material reflecting the social and industrial history of the district.

Description of significant collections:

- Photographic collection holds iconic pieces of local history and many subtle examples of New Zealand social history
- An eclectic paper archive, including first person accounts of the district
- The genealogical Ross Collection, an almost complete record of one family from immigration in 1851 until the end of the family line in the 1980s

- The McSkimming Collection: a significant industrial collection. The McSkimming family managed a pottery in Benhar. A comprehensive collection of factory records were kept in tin boxes, facilitating a set of mint condition blueprints and industrial records. Of international interest is the collection of industrial catalogues from Edwardian England including material on ceramics, brick making and coal mining

ST HILDA'S COLLEGIATE SCHOOL

Officer in charge/contact person: Geraldine Corkery, Deputy Principal

Address: 2 Cobden Street, Dunedin 9016

Tel: (03) 477 0989

Email: admin@shcs.school.nz

Fax: (03) 477 1222

Website: www.shcs.school.nz

Hours: Mon to Fri 8:30am - 5pm, during term time

Availability: Appointments are necessary and permission is needed for access to records

Charges: An hourly rate will apply

Onsite parking: Free public parking, with 60 minute parking in Cobden Street. Other parking available outside Olveston and in streets close to the school

Type of institution: Educational institution

Archives held: Education/school archives

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, digital records, examples of former school uniforms, cups and other awards, and other examples of school memorabilia

Inclusive dates: 1896 to present day

Archives sought/collecting interests: Copies of "The Chronicle", letters, historical photographs, early records, any relevant items of memorabilia related to the school

Description of significant collections: Board records and reports, uniforms, school magazines (The Chronicle), historical photographs

Tel: (03) 474 2721

Email: osm.archives@dcc.govt.nz

Website: <http://www.toituosm.com/>

TAIERI HISTORICAL SOCIETY MUSEUM

Parent organisation: Taieri Historical Society

Officer in charge/Contact person: Neil Gamble

Postal address: PO Box 33, Outram 9062

Physical address: 23 George King Memorial Drive, Outram

Tel: 027 473 3035 (Neil)

Email: taierimuseum@gmail.com
neilgamble8@gmail.com

Hours: Sun 2pm - 4pm (Oct to May; not open in winter)

Availability: Sundays only – or by appointment

Charges: \$5.00 per person

Onsite parking: Yes

Type of institution: Historical society, museum and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school records

Format: Manuscripts/paper records, maps/plans, photographs, drawings/paintings

Inclusive dates: 1860-2018

Finding aids: Limited

Archives sought/Collecting interests:
Local Taieri memorabilia

Hours: Archives and all collections enquiries are currently closed to the public. The service is intended to resume in September 2019. Usual access is by appointment

Availability: During this closure our staff will be undertaking various projects to improve the care, conservation and future public access to the taoka objects and intellectual information in the Toitū collections.

We thank you for your patience and understanding as we take the necessary time to undertake this important work and apologise for any inconvenience the closure causes.

Charges: Usual costs are \$12.50 for general public, free entry for Otago Settlers Association Members and students researching toward their study

Onsite parking: Yes, pay and display parking

Type of institution: Museum and/or art gallery, special/research library or institution

Archives held: Voluntary group archives, education, personal papers, business archives

Format: Manuscripts/paper records, maps/plans, photographs, audio files, drawings/paintings

Inclusive dates: Primarily 1848-2012

Finding aids: In-house collection management database. In-house spreadsheets and description lists. A small number of holdings are accessible online

Archives sought/Collecting interests: Archives and photographs relating to Otago history

TOITŪ OTAGO SETTLERS MUSEUM

ARCHIVES

Parent organisation: Dunedin City Council

Officer in charge/Contact person: Archivist

Postal address: PO Box 566, Dunedin

Physical address: 31 Queens Gardens, Dunedin

Description of significant collections:

- Photographic portrait collection
- Subject photograph collection
- Ship passenger lists for Otago arrivals 1848-1888
- Shipboard diaries
- Otago Early Settlers' Association records

- Sacred Text Collection (family bibles)
- Genealogical resources

RESEARCH CENTRE (SELF-SERVICE)

Some items at Toitū are accessible via the Research Centre, open from 10am - 5pm daily excluding Christmas Day. Research resources available:

- Portrait Photograph Collection (available to view only at present; an image order service is intended to resume after September 2019)
- OASES database (Otago and Southland Early Settlers database)
- Burns' Visitation Book Index (dwelling information 1848-1858)
- OSAP Otago/Southland Assisted passengers Index and Transcriptions 1872-1888
- Otago Journal January 1848-August 1852 (copy)
- Passenger lists for Otago 1869-1875, published in the Government Gazette
- Small library of local history
- Passengers to Otago 1848-1851 (from Dr Hocken's compiled lists)
- Ship Passenger Lists for assisted immigrants "debtors lists" 1848-1869; 1856-1872. Lists of those still owing money for passage, published in 1862 and 1872

TOKOMAIRO HISTORICAL SOCIETY

Officer in charge/contact person: Nancie Allison

Address: 51-53 Union St, Milton 9220

Tel: (03) 417 7480

Email: miltoninfo@xtra.co.nz

Hours: Mon to Fri 9:30am - 4:30pm, Sat 10am - 1pm (November to April)

Availability: Permission required

Charges: Donation

Onsite parking: Yes

Type of institution: Historical society, museum and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group archives

Format: Manuscripts/paper records, maps/plans, photographs

Finding aids: Digital record of all holdings in progress

Archives sought/collecting interests: Anything pertaining to the Tokomairiro district

TUAPEKA GOLDFIELDS MUSEUM

Officer in charge/contact person: Clare Blackmore (Secretary); Ernie McCraw (Chairman)

Postal address: c/- Clare Blackmore, RD 1, Lawrence 9591

Physical address: 17 Ross Place, Lawrence 9532

Email: lawrence.infocentre@xtra.co.nz

Website: www.facebook.com/pages/Tuapeka-Goldfields-Museum/521323161327628

Hours: 7 days, 10am - 3pm

Availability: Some records are available to the public; others need to be accessed by a Museum Committee member

Charges: Research by a committee member incurs a fee

Onsite parking: Yes

Type of institution: Museum and/or art gallery

Archives held: Personal papers, voluntary group archives, education/school archives

Format: Manuscripts/paper records, photographs, digital records

Inclusive dates: 1860 to present

Description of significant collections:

The Museum contains relics from the days of the goldrush. The displays celebrate the discovery of gold by Gabriel Read in 1861 and the subsequent rush of miners to the Tuapeka district. They explain the methods of gold recovery from pan to sluicing and dredging. The once large Chinese community is recognised with its own room. Featured are the history of schools, churches, clothing and social life. Travel difficulties to the area, the local industries and farming are also featured in the displays. The Museum offers resources for genealogy research and free internet service.

UPPER CLUTHA HISTORICAL RECORDS SOCIETY (UCHRS)

Officer in charge/contact person: David Simmers (Secretary), Margaret Thomlinson and Jo Wilton (Historical Room Managers)

Address: UCHRS, Historical Room, Wanaka Library, Bullock Creek Lane, Dunmore St, Wanaka 9305

Tel: Secretary – (03) 443 5401, evenings; Historical Room, Wanaka Library – (03) 443 0410

Fax: (03) 443 1948 (Wanaka Library)

Email: uchrsoc@gmail.com

Website: www.uppercluthahistory.org

Hours: (Wanaka Library) Mon to Sat, 9am - 5pm

Availability: The Historical Room is managed by volunteers. Appointments are necessary for access to the UCHRS archives. These appointments can be made by contacting an Historical Room Manager or by contacting the Wanaka Library

Charges: 20c a sheet for photocopying records. The charges for copies of photographs are set out on the Society's website. Donations are welcome

Onsite parking: The Library has several car parking sites. A public car park is available in Dunmore Street near the Library

Type of institution: Historical society, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, business archives, art/literature archives, local government records, Upper Clutha WWI soldier records, Upper Clutha Pioneer Family Register

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, drawings/paintings, digital records, published books on local history

Inclusive dates: 1860s to present day

Finding aids: In-house Past Perfect database

Total volume: 27 linear metres, 5 map drawers and 3 drawer filing cabinets

Archives sought/collecting interests:

- Upper Clutha pioneer family information covering from Bannockburn, Cromwell to the Lindis Pass, Haast Pass and Crown Range, including the townships of Pembroke/Wanaka, Albert Town, Makarora, Luggate, Tarras and Cardrona
- Records related to local families, farming and businesses, clubs and societies, education, government, tourism, festivals
- Newspaper reports relevant to the Upper Clutha area
- Books
- Photographs

WAIKOUAITI COAST HERITAGE CENTRE

WAIKOUAITI DISTRICT MUSEUM

Parent organisation: Waikouaiti District Museum Society Incorporated

Officer in charge/Contact person: Kay Lang (Curator/Committee)

Postal address: PO Box 49, Waikouaiti 9549, Otago

Physical address: 200 Main Rd, Waikouaiti 9510

Tel: c/- (03) 465 8448

Email: waikouaiticoastheritagecentre@gmail.com

Website: www.wchc.org.nz

Hours: (Summer) Wed, Thurs 2pm - 4pm
Fri, Sat, Sun 10am - 4pm
(Winter) Fri, Sat, Sun 10:30am - 2:30pm

Availability: Open to public during opening hours. Special tours can be arranged and access to records with volunteers' assistance at all times

Charges: Entry fee of \$5.00 per adult, 16yrs and under free. Research on request at \$20 hourly rate

Onsite parking: Adjacent to building in Kildare St

Type of institution: Museum and/or art gallery, information centre

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, business archives, government records, local government records, military records, professional organisation records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings, digital records

Inclusive dates: 1840-2000

Finding aids: No online records at this stage. Catalogue of collection, indexes and lists available on site

Archives sought/Collecting interests:

- Local history
- Artefacts from district
- Family tree information for local families and early settling families

Description of significant collections:

- One of the best domestic collections of early settlers
- Our Heritage 1 building which houses the museum is of historical significance on its own – has original bank fittings and furniture
- Large collection of Māori tools – assessed by Russell Beck
- Original painting by George Fodor of Death of Van Tempsky (c.1880)
- Clinker boat built by one of the earliest boat builders in Waikouaiti

- Collections of artefacts from the original settlers (c.1840)

WAITAKI DISTRICT ARCHIVE

Parent organisation: Waitaki District Council

Officer in charge/Contact person: Christopher Meech (Curator of Archives)

Postal address: PO Box 134, Oamaru 9444

Physical address: 60 Thames St, Oamaru

Tel: (03) 433 0852

Fax: (03) 433 0359

Email: archive@waitaki.govt.nz

Website: www.culturewaitaki.org.nz/waitaki-district-archive/

Hours: Access to archives on Mon, Tues and Thurs 1pm - 4:30pm. Archives open by arrangement outside these hours. Reference library and resources available Mon to Fri 1pm - 4:30pm

Availability: Open to public

Charges for Archives: Suggested donation \$2.00 for Waitaki District residents, \$5.00 for non-residents. First 10 minutes free. Research conducted by Archivist \$50 first hour (or part thereof), \$12.50/per 15 minutes after first hour

Onsite parking: No. There are metered car parks behind the archive

Type of institution: Archive, library, museum

Archives held: Voluntary group archives, education/school records, personal papers, religious archives, business archives, local government records

Format: Manuscripts/paper records, maps/plans, photographs

Inclusive dates: 1863 onwards

Finding aids: In-house collection management database. Cemetery, rates, school, church and newspaper records are indexed

Total volume: 1,000 linear metres (not including maps and photographs)

Archives sought/Collecting interests:

The archive collects and seeks material relating to the people of the Waitaki District (North Otago)

Description of significant collections:

- North Otago Times newspaper 1864-1932
- The Oamaru Mail newspaper 1876-2018
- K.C. McDonald papers (local historian)
- Sydney Muirhead papers (local historian)
- St Luke's Anglican Church records 1861-2001
- Local clubs and societies
- Local sporting groups
- Local business records
- Local Rabbit Board records
- Oamaru Borough Council records 1863-1989
- Palmerston Borough Council records 1872-1966
- Waihemo County Council records 1882-1989
- Waitaki County Council records 1876-1989
- Maps and plans
- Photographs

SOUTHLAND

AWARUA COMMUNICATIONS MUSEUM ARCHIVE

Parent organisation: Awarua Communications Museum

Officer in charge/contact person: The Secretary, Awarua Communications Museum

Postal address: PO Box 722, Invercargill 9840

Physical address: 1276 Bluff Highway, Awarua, Invercargill

Tel: 027 245 2212

Email: info@awaruamuseum.co.nz

Website: www.awaruamuseum.co.nz

Hours: By appointment with the Secretary

Availability: Appointments necessary so we can have the right person on hand to help with your inquiry

Charges: Nil

Onsite parking: Yes

Type of institution: Historical society, museum and/or art gallery, voluntary organisation

Archives held: Voluntary group archives

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, films

Finding aids: Nil as of yet. Archive is still being catalogued. Will have information on eHive soon

Total volume of holdings: About 30m² of archive space, with most items on railed shelving

Archives sought/collecting interests: Anything to do with radio (commercial or amateur) in NZ, specifically Southland. Anything to do with VLB/ZLB Awarua Radio, or other coast stations. Anything to do with telecommunications in NZ, specifically Southland

Description of significant collections:

- Large collection of old AM radios
- Manuals, plans, and other documents relating to Awarua Radio
- Telecommunications equipment from Southland and NZ wide

BLUFF MARITIME MUSEUM

Parent organisation: Council controlled organisation

Officer in charge/contact person: Trish Birch

Postal address: PO Box 9, Bluff 9842

Physical address: 241 Foreshore Road, Bluff

Tel: (03) 212 7534

Email: bluffmuseum@xtra.co.nz

Hours: Mon to Fri 10am - 4:30pm
Sat to Sun 12:30pm - 4:30pm

Adjusted winter hours: Mon to Fri 10am - 3:30pm,
closed weekends

Availability: Appointment only for group bookings
at weekends in winter from June to October (ph.
027 478 5602)

Charges: Admission – adult \$3.00, child \$1.00

Onsite parking: Yes

Type of institution: Educational institution,
museum and/or art gallery

Archives held: Personal papers, voluntary group
archives

Format: Manuscripts/paper records, bound
volumes/registers, maps/plans, photographs,
drawings/paintings, films, digital records

Inclusive dates: 1858-1980

Finding aids: Have started using eHive

Archives sought/collecting interests: Maritime-
related material

Description of significant collections:

Exhibits include whaling, oystering, shipwrecks and
a working steam engine from the TST Awarua.
Pride of place is the oyster boat Monica, situated
beside the museum with replica sea bed and oyster
dredges

FAMILY HISTORY CENTRE

Physical address: 205 North Rd, Invercargill

Tel: (03) 215 7682

Hours: Tues 7pm - 9pm by appointment. Wed,
Thurs, Sat 10am - 1pm

A branch facility of the Family History Library,
which is run by the Church of the Latter Day Saints
in Salt Lake City (USA). The Family History Centre
provides access to materials in the Library to help
patrons identify their ancestors. Anyone may visit
and use the Centre.

HOKONUI HERITAGE RESEARCH CENTRE

GORE HISTORICAL MUSEUM

Parent organisation: Gore District Historical Society

Officer in charge/contact person: Bruce Cavanagh
/ Stephanie Herring

Postal address: PO Box 305, Gore 9740

Physical address: Cnr Hokonui Drive and Norfolk St,
Gore 9710

Tel: (03) 208 7032

Email: heritage@goredc.govt.nz

Hours: Tues 1:30pm - 5pm, Sun 1pm - 4pm

*Please note that while the Research Centre is now
on limited hours, the Museum is open as usual
(Mon to Fri 8:30am - 5pm, Sat 9:30am - 4pm, Sun
1pm - 4pm).*

Availability: The Centre is open to the public as
above with some materials restricted or by
appointment. It is appreciated if researchers make
arrangements prior to visit

Charges: By donation plus photocopying charges

Onsite parking: Yes

Type of institution: Genealogical society, historical
society, museum and/or art gallery, voluntary
organisation

Archives held: Personal papers, voluntary group
archives, education/school archives, religious
archives, business archives, art/literature archives,
professional organisation records

Format: Manuscripts/paper records, bound
volumes/registers, maps/plans, photographs,
digital records

Inclusive dates: 1880s onwards

Archives sought/collecting interests: Material
relating to prehistory/history of Eastern Southland
and particularly archives relating to the district

Description of significant collections:

- *Mataura Ensign* 1880s - current (This is the local newspaper that was established in 1879). The Research Centre holds the earliest copies of these in both hardcopy and microfilm. The newspaper has been digitised and is available on Papers Past website up to 1920
- A comprehensive local history collection, comprising a collection of publications on local history, family histories and genealogical records relating to births, deaths and marriages in the broad Eastern Southland, Northern Southland and West Otago districts

INVERCARGILL CITY LIBRARIES AND ARCHIVES

TE HAEATA

Parent organisation: Invercargill City Council

Officer in charge/Contact person: Rebecca Clark (Archivist)

Postal address: Private Bag 90111, Invercargill 9840

Physical address: 50 Dee St, Invercargill 9810

Tel: (03) 211 1573

Fax: (03) 211 1438

Email: archives@ilibrary.co.nz

Website: www.ilibrary.co.nz

Hours: (Archive) Mon to Fri 9am - 5pm, Wed 9am - 7pm, or by appointment
(General Library) Mon to Fri 9am - 7pm, Sat to Sun 10am - 4pm

Availability: Open to the public with some material restricted. It is appreciated if researchers make arrangements prior to visiting, particularly if they are interested in Invercargill City Council records

Charges: No charges for admission or retrieval. Photocopying and remote research fees apply

Onsite parking: No. There is a parking building at the rear of the library in Leven St

Type of institution: Local authority, public library

Archives held: Invercargill City Council records, voluntary group archives, education/school records, personal papers, business archives, oral histories

Format: Manuscripts/paper records, maps/plans, photographs, audio files

Inclusive dates: 1870 onwards

Finding aids: In-house database

Total volume: Approx. 350 linear metres

Archives sought/Collecting interests: Material relating to the prehistory/history of Invercargill, Southland, Fiordland and the Sub-Antarctic Islands. Of particular interest are records such as personal diaries and business archives, club and organisation records, historic maps and photographs

Description of significant collections:

- Southland Education Board archives - cover primary education in Southland and Lakes District up to 1989. Index of pupils available
- Southland Oral History Project
- World War One letters – www.sincewritingyoulast.co.nz
- Norman Jones archives – cover material on Homosexual Law reform
- Alex Robertson autograph collection – covers 17th/18th/19th century notables. Index available
- Syd Cormack archives – local Ngāti Mamoe kaumatua. Covers Māori Land Court, personal correspondence
- J.T. Thomson papers – early Invercargill surveyor

OTAUTAU MUSEUM

Parent organisation: Otautau Museum Trust

Officer in charge/contact person: Tania Beck (Chair Person)

Postal address: c/- 30 Marson Road, Drummond,
3RD Otautau 9683

Physical address: 146 Main St, Otautau, Southland

Email: otautau.museum@gmail.com

Website: <Facebook>

www.facebook.com/OtautauMuseum?ref=hl

Hours: Open Sun, 2pm - 4pm and upon request.
Make contact prior to coming to make the most of
your visit

Availability: The archive is open to the public but
prior contact is strongly encouraged. Email us and
we can make an appointment or research topics for
you

Charges: Donations gratefully accepted

Onsite parking: Yes

Type of institution: Museum

Archives held: Personal papers, voluntary group
archives, local government records, military
records

Format: Manuscripts/paper records, bound
volumes/registers, maps/plans, photographs, audio
files, drawings/paintings, films, digital records

Inclusive dates: 1890s to present

Finding aids: No

Total volume: 2 linear metres

Archives sought/collecting interests: Photographs,
home movies, maps, newspaper clippings,
obituaries, information on homesteads, family
histories, oral histories, events and volunteer
groups in these areas: Otautau, Aparima, Scotts
Gap, Waikouro, Fairfax, Isla Bank and Wallace
County – spanning early settlement period (1860s)
to present

Description of significant collections:

- Family histories – Lindsay (Strathmore),
Collie (Bayswater), Mackintosh (Gladfield),
James (Aparima), Beck (Aparima), Chilton
(Otautau), Eade, Kennedy (Bayswater),
Ryan (Bayswater), Brownridge (Fairfax),
McLeish (Gladfield) and Poole (Isla Bank)

- Eason family war memories – letters
during World War II
- Southland Centennial parade in Otautau,
1956, video
- Farming in the 1950s and 1960s, video
- Newspaper clippings collection, 1960s to
present
- WDFP – Otautau branch scrapbooks
- Obituaries to about 1946
- Mrs Robertson’s School of Ballet collection
- Otautau School collection
- Old Otautau Cemetery plot guide
- Otautau flood bank video

RAKIURA MUSEUM

STEWART ISLAND MUSEUM

Parent organisation: Rakiura Heritage Trust

Officer in charge/contact person: Bev Cowie or Jo
Riksem

Postal address: PO Box 114, Stewart Island 9846

Physical address: 9 Ayr St, Stewart Island 9846

Tel: (03) 219 1221

Email: stewartislandmuseum@xtra.co.nz

Hours:

Summer (Oct - Apr) – Mon to Sat 10am - 1:30pm,
Sun 12noon - 2pm

Winter (May - Sept) – Mon to Sat 10am - 12noon,
Sun 12noon - 2pm

Availability: Appointments necessary after hours

Charges: Various, depending on requirements –
ranging from 50c for photocopying to \$15 for
images. General search fee \$40 per hour.
Reproduction costs available on application

Museum Charges: Adults \$2, school children .50c

Type of institution: Museum and/or art gallery,
voluntary organisation

Archives held: Personal papers, education/school archives, religious archives, Māori archives, business archives, art/literature archives, government records, local government records, military records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings, digital records

Inclusive dates: Mid-1800s to present day

Finding aids: In process of creating public file

Archives sought/collecting interests:

- Stewart Island history in general
- Family
- Nautical
- Māori
- Natural history

Description of significant collections:

- Norwegian-Stewart Island whaling history
- Nautical history
- Natural history – sand, shells, moss and lichens
- Family history

RIVERTON HERITAGE SOCIETY INCORPORATED

Officer in charge/contact person: (Research)
Catherine Hill, Nola Fleck

Postal address: 172 Palmerston Street, Riverton
9822

Physical address: c/- Te Hikoi Museum, 172
Palmerston Street, Riverton

Tel: (03) 234 8260

Email: research@tehikoi.co.nz

Hours:

Museum – Mon to Sun 10am - 5pm (summer)
Mon to Sun 10am - 4pm (winter)

Research – Mon to Fri 1:30pm - 4pm, or by
appointment

Availability: Appointments desirable

Charges: Some charges apply

Onsite parking: Parking available

Type of institution: Educational institution,
genealogical society, historical society, museum
and/or art gallery, special/research library or
institution, voluntary organisation

Archives held: Personal papers, voluntary group
archives, education/school archives, religious
archives, Māori archives, business archives,
art/literature archives

Format: Manuscripts/paper records, bound
volumes/registers, maps/plans, photographs, audio
files, drawings/paintings, digital records

Finding aids: Cataloguing on eHive has begun with
50 items

Archives sought/collecting interests: Items relating
to Western Southland, both people and places

SOUTHLAND DISTRICT COUNCIL ARCHIVES

Officer in charge/Contact person: Gillian Cavanagh
or Sonya Johnston

Postal address: PO Box 903, Invercargill 9840

Physical address: 17 Bowmont St, Invercargill

Tel: 0800 732 732

Email: archives@southlanddc.govt.nz

Website: www.southlanddc.govt.nz

Standard hours: Mon to Fri 9am - 2pm

Archive hours: On request

Availability: Open to the public by appointment. It
is advisable to make an appointment and indicate
research interests. Permission is required to review
some records

Charges: Photocopying charges apply

Onsite parking: Yes

Type of institution: Local authority

Archives held: Voluntary group archives, local government records

Format: Manuscripts/paper records, maps/plans, photographs

Inclusive dates: 1870 onwards

Finding aids: Currently in development

Description of significant collections:

The archives of Southland District Council and its predecessor agencies: Southland County Council; Wallace County Council; Stewart Island County Council; Winton Borough Council and Riverton Borough Council

Minute Books

- Balfour Community Council 1953-1989
- Edendale Town Board and Town Council 1950-1989
- Lumsden Town Board, County Town and Community Council 1915-1989
- Nightcaps Town Board, Town Council and Community Council 1917-1989
- Ohai Community Council 1960-1989
- Otautau Town Board, Town Council and Community Council 1884-1989
- Riversdale Community Council 1974-1989
- Riverton Borough Council and Town Council 1871-1989
- Riverton Harbour Board 1950-1989
- Southland County Council 1877-1989
- Stewart Island County Council 1893-1989
- Te Anau County Town and Community Council 1969-1989
- Tuatapere County Town and Community Council 1974-1989
- Wallace County Council 1977-1989
- Wallacetown Community Council 1981-1989
- Wyndham Town Council 1954-1989
- Lindhurst Road Board 1878-1893
- Knapdale Road Board 1888-1904
- Ohai Railway Board 1916-1990
- Ohai Town Hall Committee 1950-1966
- Otautau Fire Brigade 1947-1958
- Riverton Domain Board 1950-1954
- Stewart Island Electrical Supply Authority 1987-1989

- Te Anau Basin Rural Water Supply Committee 1982-1991
- Tokanui Hall Committee 1926-1979
- Tuatapere Memorial Hall Committee 1954-1969
- Waimumu Stream Drainage Board 1907-1913
- Castlerock Pest Destruction Board 1954-1974
- Central Southland Rabbit Board 1957-1971
- Central Southland Pest Destruction Board 1986-1989
- Dipton Pest Destruction Board 1960-1974
- Hamilton Burn Pest Destruction Board 1954-1973
- Hokonui Rabbit Board 1949-1962
- Lochiel Rabbit Board 1927-1962
- Mid Southland Pest Destruction Board 1974-1986
- New River Hundred Rabbit Board 1936-1957
- Southland Hillend Rabbit Board 1941-1956
- Southland Pest Destruction Board 1980-1990
- Taringatura Pest Destruction Board 1970-1974
- Upper Mautara Pest Destruction Board 1974-1989
- Western Southland Pest Destruction Board 1968-1980
- Winton Rabbit Board 1957-1962

Clubs and Societies

This includes:

- Young Farmers Clubs
- Rural Women NZ
- Marching clubs
- Swimming clubs
- Hall Committees

SOUTHLAND MUSEUM & ART GALLERY

NIHO O TE TANIWHA

Parent organisation: Southland Museum & Art Gallery Trust Board

Officer in charge/contact person: David Dudfield, Curator History

Postal address: PO Box 1012, Invercargill 9840

Physical address: 108 Gala Street, Invercargill

Tel: (03) 219 9069

Email: office@southlandmuseum.co.nz

Fax: (03) 218 3872

Website: www.southlandmuseum.com

Hours: *The Southland Museum and Art Gallery building is currently closed to the public*

Availability: Appointment necessary. Permission needed to access records

Charges: No charges for admission or retrieval. Photocopying and remote research fees apply

Onsite parking: Yes

Type of institution: Museum and/or art gallery

Archives held: Personal papers, voluntary group archives, education/school archives, business archives, art/literature archives, military records, professional organisation records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, audio files, drawings/paintings, films, digital records

Inclusive dates: 1860s onwards

Archives sought/collecting interests: Material relating to prehistory/history of Southland. Of particular interest are records relating to production of material culture, personal diaries and archives of Southlanders

Description of significant collections:

- Campbell collection
- Elmwood collection
- Ceramic Club, Southland
- Southland Progress League
- McFarlane Survey Invercargill Architects
- Funeral records
- Southland Regional Arts Council archives
- Southland Museum & Art Gallery archives
- Southland Museum & Art Gallery Trust Board archives

SWITZERS MUSEUM (WAIKAIA) INC

Officer in charge/contact person: Archives Officer

Postal address: PO Box 7, Waikaia 9745

Physical address: 39 Blaydon St, Waikaia 9745

Tel: 020 4095 6181

Email: waikaiamuseum@gmail.com

Hours:

Summer Hours (Labour Weekend to Easter)

Mon to Fri 11am - 4pm

Sat and Sun 11am - 5pm

Winter Hours (after Easter to beginning Labour Weekend)

Mon to Fri open on request

Sat and Sun 1pm - 3pm

Public Holidays

Closed Christmas Day and Good Friday

Easter Saturday, Sunday & Monday 1pm - 4pm

Anzac Day 1pm - 3pm

Availability: Archives open on request at all times. If outside above hours enquire at Waikaia Store and they will contact the appropriate person

Charges: \$5 entry fee. All other fees are discussed with the visitor

Onsite parking: Yes

Type of institution: Historical society, museum and/or art gallery, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school archives, local government records

Format: Manuscripts/paper records, bound volumes/registers, photographs, audio files

Inclusive dates: 1880s onwards

Finding aids: No online records available

Total volume: Approximately 6 linear metres of archives – including original documents and photographs relative to the Switzers/Waikaia area

Archives sought/collecting interests: Waikaia history – present and past. Photographs, diaries, family history, artefacts

WAIKAWA MUSEUM AND INFORMATION CENTRE

Officer in charge/Contact person: Ruth Hayes

Postal address: Waikawa, RD1, Tokanui, Southland

Physical address: 604 Niagara/Tokanui Highway

Tel: (03) 246 8464

Fax: (03) 246 8461

Email: waikawamuseum@hyper.net.nz

Hours: Open daily

Charges: Gold coin donation and \$5.00 per photo

Onsite parking: Plenty available

Type of institution: Museum and genealogy

Archives held: Voluntary group archives, clubs, societies etc., religious archives, business archives, military records, personal papers, school records and tertiary records

Format: Manuscripts/paper files, maps/plans, architectural drawings, photographs, slides, microfilm/fiche, films, videos and CDs/DVDs and databases

Inclusive dates: 1838 to present

Finding aids: Descriptive guides, indexes and catalogues

Archives sought/Collecting interests: Diaries, family history, information on wreck of Tararua and other local shipping information

Description of significant collections:

- Photographs and hand-drawn maps done by a local surveyor
- Collection of household items from the 1800s
- Minute books and cemetery records of the wider area

WYNDHAM & DISTRICTS HISTORICAL SOCIETY

WYNDHAM MUSEUM

The Museum is currently closed to the public until it can be rebuilt. Some records can be accessed if needed. It is hoped the collection will be available online in 2019.

Officer in charge/contact person: E.E. Geary

Postal address: c/- 5 Raglan St, Wyndham 9831

Physical address: 31 Balaclava St, Wyndham

Tel: (03) 206 4590

Email: grandmabet@xtra.co.nz

Charges: Donation

Type of institution: Educational institution, genealogical society, historical society, museum and/or art gallery, special/research library or institution, voluntary organisation

Archives held: Personal papers, voluntary group archives, education/school archives, religious archives, business archives, art/literature archives, military records

Format: Manuscripts/paper records, bound volumes/registers, maps/plans, photographs, drawings/paintings, films

Inclusive dates: 1800s-2014

Finding aids: Cemetery records, local publications, family stories

Archives sought/collecting interests: Schools, businesses, residents

Description of significant collections:

- *Wyndham Farmers* – a local 2 weekly issue, ended 1960s
- War records

NB: Some of our archives are stored in Invercargill at the Library, e.g. Town Board, Rabbit Board