



# Genealogical Sources

## : Education :

OF ADMISSION, 1884/5	
II— d Surname.	Name and Address of Parent or Guardian.
	5
Beck	Mr. M. Beck, Idaburn
Frank Alex.	Mr. J. Honnycott, Otarehua
Carl	" "
Beck	W. G. Geo. Beck, Otarehua
Max	Mr. Geo. Haver
James	Mr. Beck, Idaburn
Joan	Mr. J. Roberts, Otarehua
John	Mr. McKenzie, Hills Creek
Whick	Mr. Whick, Otarehua
Theresa	Mr. R. Andrews, Otarehua
Albert	" "
Miss Margaret	Mr. Wingham
Thelma	Otarehua



# Nau Mai Haere Mai ki Te Uare Taoka o Hākena : : Welcome to the Hocken Collections

He mihi nui tēnei ki a koutou  
kā uri o kā hau e whā arā,  
kā mātāwaka o te motu,  
o te ao whānui hoki.  
Nau mai, haere mai ki te taumata.

## As you Arrive

As you begin your research at the Hocken, please be aware that we seek to preserve all the taoka we hold for future generations. To help ensure that all taoka are properly protected, we ask that you :

- place your bags in the lockers provided
- leave all food and drink including water bottles in the lockers. We have a lunchroom off the foyer which everyone is welcome to use
- switch your cellphone to silent or turn it off

You are welcome to bring any materials you need for research and some ID in with you. As you arrive in the Reference or Pictorial Collections areas, please sign the Readers Register each day.

## Access to the Collections

Most of the commonly-used genealogical sources available at the Hocken Collections can be found on microfiche or in the ready reference section of the main reference area on the ground floor. Please ask staff if you need help locating any of these sources.

We hold numerous other sources—both published and unpublished—in our closed stacks, and these can be searched and requested through the Hocken's Online Public Access Catalogues (OPACs). There are two different OPACs:

- for books, theses, journals, magazines, maps, and audiovisual material, use <http://otago.lconz.ac.nz> - the University of Otago Library catalogue;
- for archives & manuscripts, you will need to consult Hākena - <http://hakena.otago.ac.nz/nreq/Welcome.html>.

Upstairs on the first floor in Pictorial Collections, some photographs are available for viewing in the Reader Access file, but you will need to ask staff to help you locate further photographs, as well as all pictures, paintings and posters.

# What do you know already?

Use the known place of residence of the child's parents and look for the nearest school. An alphabetical list of schools in Otago, with their dates of opening and closure and name changes, *Otago Education Board Schools*, is available at the reference desk. Check the lists of New Zealand primary schools in the education sections of the *Appendices to the Journals of the House of Representatives* (AJHRs).

## Sources

### Admission Progress Withdrawal Registers (APWs)

APWs may contain the pupil's name, date of admission, date of birth, parent's name and address, the pupil's progress, date of leaving, previous school and destination. APWs were in official use from 1879 although teachers were not always efficient in keeping their pupils records. The Hocken Collections is the official repository for school archives in the Otago area although some schools still retain their own records. Records for the North Otago area are held by the North Otago Museum and Southland school records are being collected by the Invercargill City Libraries.

Transcriptions of APWs for a number of Dunedin and Otago schools up to 1920 are available in the reference area. Ask staff to check the Otago Primary Schools database if you are not sure which school your ancestor attended. For records after 1920 and for records of schools that have not been transcribed, check Hākena, the archives catalogue, <http://hakena.otago.ac.nz/nreq/Welcome.html> under the name of the school.

APWs for Catholic schools, if held, should be able to be located on Hākena under the school's name. Not all Catholic schools kept APWs but there may be other useful sources available eg., fees registers. Entries can also be found under 'New Zealand Dominican Sisters, St. Dominic's Priory, Dunedin, Records of Dominican Schools and Organisations.' APWs may not exist for some secondary schools but there may be pupil records instead. These usually contain more personal details and may require the written permission of the school's current principal before they can be consulted.

### Otago Education Board Annual Examination Class Lists 1879-1953

These lists are arranged alphabetically by school and record the pupils who sat examinations in any given year and their age (in years and months). They do not include all of the children that may have attended a particular school but they can be a useful alternative when APWs do not exist. Private schools are included from 1923. There is a bound list in the reference area of the class lists available for each year. Order class lists on Hākena, the archives and manuscripts catalogue – please ask staff for assistance.

## **School Jubilees and Registers**

Check both catalogues for holdings of these. They often include useful information such as lists of previous pupils and teachers, and photographs. Some registers, eg., the Otago Boys High School register, provide the occupations and death dates of former pupils.

## **School Magazines and Yearbooks**

Check both catalogues for holdings of these. You may be able to locate relevant details from issues that were published when the individual concerned was at school.

## **University of New Zealand Roll of Graduates 1870-1961**

An alphabetical list of University of New Zealand graduates located in the ready reference area. Up until 1962 the system of higher education in New Zealand consisted of a federal university – the University of New Zealand with constituent institutions - Auckland, Victoria, Canterbury, Otago, Massey and Lincoln. From 1962 these institutions became autonomous universities and university colleges of agriculture. The institution on whose roll a student was when he/she graduated is shown in brackets after their name. The degree with which they graduated and the year it was awarded is also provided. Honorary graduates and diploma holders are listed separately.

## **Roll of the Graduates of the University of Otago (to May 1988)**

This publication represents the first attempt by the University of Otago to produce a roll of its graduates since the disestablishment of the University of New Zealand. Graduates are listed alphabetically by their surname. The degree with which they graduated and the year it was awarded is provided, as well as any then current employment and address details if known. Married women have been listed in the main listing section under their married names, and in a separate section under their maiden names. The final section contains omissions from the register.

## **Index of Students Listed in University of Otago Calendars 1882-1926**

The University of Otago calendars list both graduates and undergraduates from 1882. Earlier calendars only list graduates. This index, available in the ready reference area, lists graduates, undergraduates and associates of the University alphabetically. However, lists of undergraduates were not published in the 1902 calendar. The index provides references to the calendar year and page number where individuals are listed. The appropriate calendars then need to be consulted for further details - ask staff to retrieve these for you. The index only covers the period 1882-1926 but undergraduates and graduates are

listed in the calendars until 1932. Members of the teaching staff are listed in all calendars.

## University of Otago student records

The archives section holds University of Otago student records that include student enrolment cards and registers and exam results. See the inventory for the Otago University Registry or ask the archives staff.

## University staff

Staff changes and lists of university staff in New Zealand can be found for each institution in the *Appendices to the Journals of the House of Representatives*, Education sections after 1877.

## Other useful University of Otago publications

Check the publications catalogue for holdings of these. You may find mention of students in the *Otago University Review*, *Critic* newspaper, and capping magazines. From 1997 there are lists of graduates for each graduation ceremony. In the ready reference area there are some useful histories of the University of Otago – *A History of the University of Otago (1869-1919)* by G.E. Thompson; *The University of Otago A Centennial History* by W.P. Morrell; and *Ritual Song of Defiance. A Social History of Students at the University of Otago* by Sam Elworthy.

## Other educational institutions

Check the catalogues for holdings of these. A centennial register for the Dunedin Teachers College 1876-1975 is held in the ready reference collection. Photocopies of the reports for the Otago Polytechnic School of Art, previously Dunedin school of Art and Design, including lists of student passes are held in the archives collections (Reference AG-800/005). The Dunedin Regional Office of Archives New Zealand holds Caversham Industrial School records, Campbell Park School (Otekaieke, Waitaki Valley) records and some Hokonui School records.

## Teacher records

Lists of teachers holding certificates or licences are published in the *New Zealand Gazette* and these are housed in the ready reference collection. Check the index at the beginning of each volume under *Educational*. Otherwise, search for personal names in the *New Zealand Gazette Archive 1841-2002* on the database computers (see separate guide for instructions on how to do this). Primary school teachers are also listed in the Education sections of the AJHRs from 1879 to 1924, Native schools to 1930. Lists of secondary school staff are available in the AJHRs from 1902 to 1929, with mention of some staff in

school reports from 1878 to 1929. Tables of staff at District High Schools are available from 1905 to 1927. Technical school staff information appears only as mentioned in the annual reports in the AJHRs.

The *Otago Education Board Annual Reports* include in their appendices a list of teachers, arranged by school, with details of the position held and salary. *Otago Education Board Teachers' Registers* are held in the archives collection and cover the period 1878 to 1931. The registers may provide information on the teacher's name, date of birth, position held, history, inspector's report and exam results. There is an index to the registers in the ready reference area that is arranged alphabetically by surname. A list of student teachers at the Dunedin College of Education can be found in the *Dunedin College Centennial Register 1876-1975*, Dunedin, 1975.

## Photographs

Check the archives catalogue under the name of the school to locate photographs of pupils, staff, classes and school buildings. Photographs of some schools, staff and classes are included in the records of the Otago Education Board. School photographs can also be found in the pictorial collections upstairs.

# Other contacts

### **Archives New Zealand**

[www.archives.govt.nz/docs/pdfs/Ref\\_Guide\\_Education.pdf](http://www.archives.govt.nz/docs/pdfs/Ref_Guide_Education.pdf)

### **Invercargill City Libraries**

[www.invlib.co.nz](http://www.invlib.co.nz)

### **North Otago Museum**

[www.northotagomuseum.co.nz](http://www.northotagomuseum.co.nz)



Other Guides in this series include:

# A General Guide Shipping Births, Deaths & Marriages Occupations Residences Internet Sources



University of Otago Graduates. 1894. W Frost. c/n E2263/42; S06-093.

REGISTER OF ADM	
4	
Name in full— Christian (first) and Surname.	
Ellen Leticia Beck	
Wonnacott, Frank Wier.	
Wonnacott, Charles	
William Leonard Beck.	
Rae Harrex	
Beck, Joseph James	
Roberts, Eileen Joan	
John Kenzie John	
Arthur Kiddleton	
Andrews Theresa	
Andrews Robert	
Wingham, Elsie Margaret	
Wingham, Thelma	

Fragment of Admission, Progress and

Cnr Anzac Ave & Parry Street, PO Box 56, DUNEDIN / ŌTEPOTI  
03 479 8868 ph :: 03 479 5078 fax  
reference.hocken@library.otago.ac.nz  
<http://www.library.otago.ac.nz/hocken/index.html>

Monday - Friday 9:30am - 5pm  
Tuesday 6pm - 9pm  
(publications & pre-requested archives)  
Saturday 9am - 12noon  
(publications, pictorial collections & pre-requested archives)