

BRAC GUIDE TO BASIC RECORD ORDERING AND REVIEW

IMPORTANT NOTE:

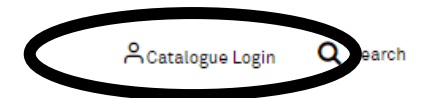
Only items located at Bendigo repositories can be accessed at the BRAC Reading Room. Items at North Melbourne, Ballarat and other repositories cannot be delivered to BRAC (and vice versa).

BASIC ORDERING

1. Go to www.prov.vic.gov.au
2. Log in to your PROV account or create a free account



[About us](#) ▾ [Explore the Collection](#) ▾ [Recordkeeping for government](#) ▾ [What's on](#) ▾ [Contact us](#)



3. Using the Collection search bar, search for the item you would like delivered to the BRAC Reading Room.

A screenshot of the search interface on the PROV website. It features a yellow header with 'Collection' and 'Website' tabs, and an 'Advanced search' link. A search bar contains the text 'horse race' and a black 'Search' button. Below the search bar is a 'Quick Links' section with five links: 'Grants and awards', 'How to search the collection', 'Our blog and news', 'Recordkeeping Standards and RDAs', and 'Talks and events'.

Collection Website Advanced search ↕

horse race Search

Quick Links

Grants and awards How to search the collection Our blog and news Recordkeeping Standards and RDAs Talks and events

4. On the results page, find the record you would like to order

The screenshot displays a records catalog interface with the following components:

- Part of series** (dropdown menu):
 - Inquest Def
 - Inward Passenger Lists (Australian Ports) (8)
 - Photographic Negatives: Railways: Box Systems (6)
 - Probate and Administration Files (5)
 - View more
- Created By** (dropdown menu):
 - State Coroner's Office (66)
 - Registrar of Probates, Supreme Court (9)
 - Victorian Railways (also Victorian Railways Commissioners 1883-1973, Victorian Railways Board 1973-1983) (6)
 - Chief Secretary's Department (4)
 - View more
- Record 1:**
 - 81/1907**
O'Donnell v. Treadwell (Sporting Judge). Prosecution for publishing odds on horse racing (PI)
 - Part of record series: [Litigation Files \[SAMPLE ONLY RETAINED\] \(.8664\)](#)
 - Most recent creating agency: [Office of the Victorian Government Solicitor \(previously known as the Office of the Crown Solicitor\)](#)
 - Record icon
 - VPRS 8664/P0001/38, 81/1907|O'Donnell v. Treadwell (Sporting Judge). Prosecution for publishing odds on horse racing (PI)
 - No Date, Open, Physical, North Melbourne
 - Select record
- Record 2:**
 - 70/4/3**
International Education Horse Racing Industry.; Horse Racing Industry International Education.; Marketing
 - Part of record series: [General Correspondence Files, Multiple Number System \(.11382\)](#)
 - Most recent creating agency: [Department of Education](#)
 - Record icon, VPRS 11382/P0001, 70/4/3, No Date, Open, Physical
 - North Melbourne
 - Select record
- Record 3:**
 - Anti Horse racing Petition, 1887 (1000+ signatures)**
 - Part of record series: [Inward Correspondence \(circa 1855-1915\); Inward Correspondence Files \(1915-? 1970\) \(.16936\)](#)
 - Most recent creating agency: [Bendigo \(City 1891-1994\)](#)
 - Record icon, VPRS 16936/P0001, Anti Horse racing Petition, 1887 (1000+ signatures)
 - 1887 to 1887, Open, Physical, Bendigo
 - Select record

A large black oval highlights the bottom two record entries (70/4/3 and Anti Horse racing Petition, 1887).

5. Click 'Select Record'.

Anti Horse racing Petition, 1887 (1000+ signatures)

Part of record series: Inward Correspondence (circa 1855-1915); Inward Correspondence Files (1915-1970) (16936)

Most recent creating agency: Bendigo (City 1891-1994)

Record VPRS 16936/P0001, Anti Horse racing Petition, 1887 (1000+ signatures)

1887 to 1887 Open, Physical Bendigo

Select record +

6. If you have successfully selected the record, this button will change to 'Deselect record'.

Anti Horse racing Petition, 1887 (1000+ signatures)

Part of record series: Inward Correspondence (circa 1855-1915); Inward Correspondence Files (1915-1970) (16936)

Most recent creating agency: Bendigo (City 1891-1994)

Record VPRS 16936/P0001, Anti Horse racing Petition, 1887 (1000+ signatures)

1887 to 1887 Open, Physical Bendigo

Deselect record X

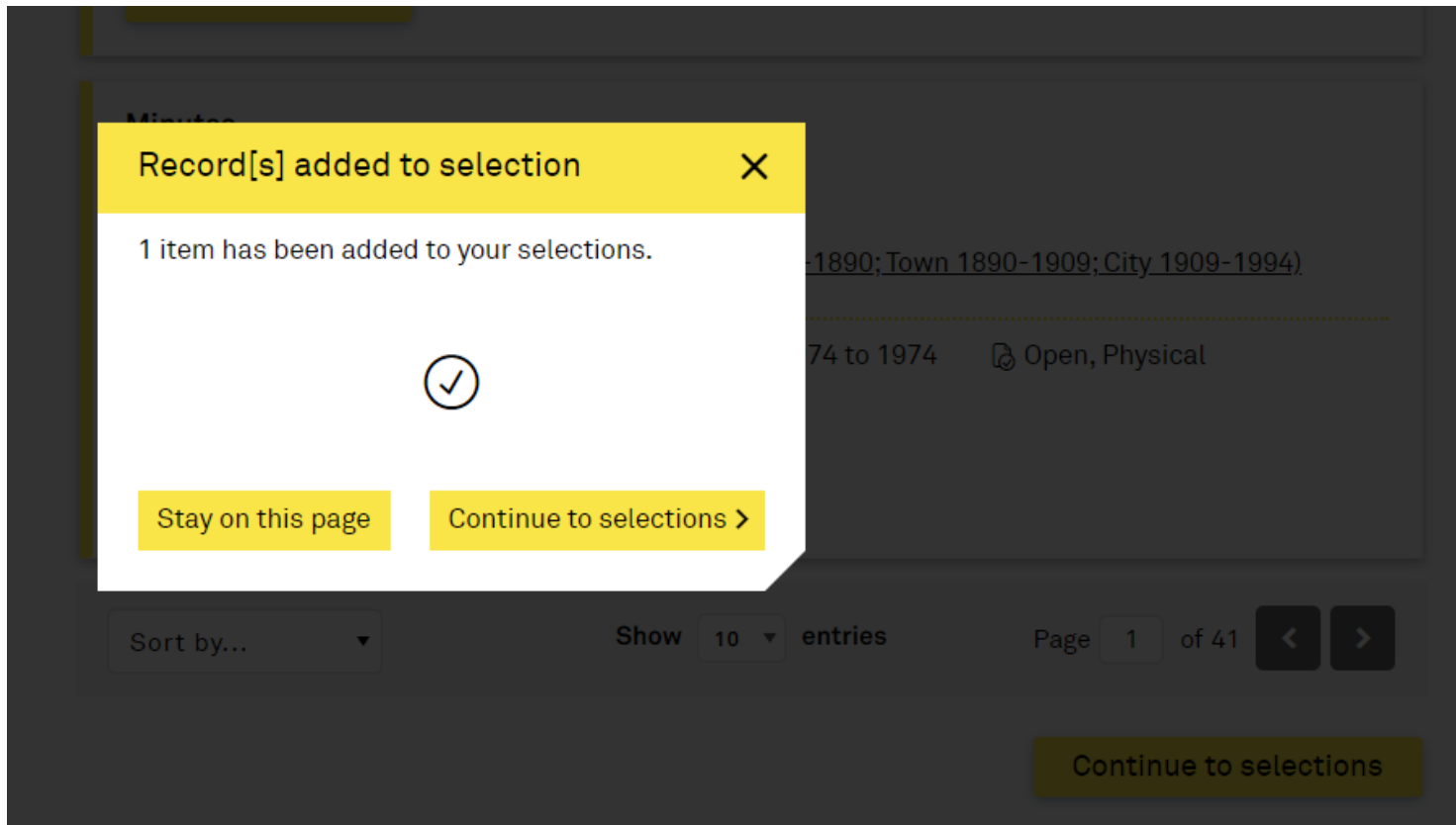
- Continue to click 'Select record' for as many records you want to order on this page. After you have chosen your records, scroll to the bottom of the page and click 'Continue to selections'.

The screenshot displays a user interface for managing records. At the top, a record entry is shown with the following details: Record icon, VPRS 4944/P0000, Minutes, 1973 to 1973, and Open, Physical. Below this entry is a yellow button labeled 'Select record +'. A section titled 'Minutes' follows, containing the text: 'Part of record series: Council Minutes (4944). Most recent creating agency: Essendon (Borough 1882-1890; Town 1890-1909; City 1909-1994)'. Below this section is another record entry with details: Record icon, VPRS 4944/P0000, Minutes, 1974 to 1974, and Open, Physical. Below this entry is another yellow button labeled 'Select record +'. At the bottom of the interface, there is a navigation bar with a 'Sort by...' dropdown, 'Show 10 entries', 'Page 1 of 41', and navigation arrows. A yellow button labeled 'Continue to selections' is highlighted with a black oval.

DO NOT go to the next page of results without completing this step as your selections on this page will not save.

8. A confirmation window will appear (pictured below) – ‘Record added to selection’.

If you want to select records on subsequent results pages, click ‘Stay on this page’ and then click the grey arrow to see the next page of records. If you have completed your selections, click ‘Continue to selections’ again.



9. You will be taken to the first step of the My Selections page which will display ALL records you have selected (including those from previous sessions). On the right hand side of EACH RECORD, select 'View at Bendigo'.

Home > Search Results > My Selections > Cart

My Selections

i Please select an order option for the items you wish to add to your cart. Click "Confirm Order" to continue.

1960/1360 Kenneth Charles Ford: Inquest Given name : Kenneth Charles; Family nam ✕

This record is part of a series: [Inquest Deposition Files \(VPRS 24/P0000\)](#)

Open record 📍 VPRS 24/P0000, 1960/1360 📅 No date 🏛️ State Coroner's Office

📍 North Melbourne

View at North Melbourne

Order a digital copy

Order a paper copy

Anti Horse racing Petition, 1887 (1000+ signatures) ✕


This record is part of a series: [Inward Correspondence \(circa 1855-1915\); Inward Correspondence Files \(1914-2 1970\), \(VPRS 16936/P0001\)](#)

Open record 📍 VPRS 16936/P0001, Anti Horse racing Petition, 1887 (1000+ signatures) 📅

No date 🏛️ Greater Bendigo (City 1994-ct) 📍 Bendigo





View at Bendigo


10. Once you have completed this step for each record, scroll to the bottom of the page and click 'Confirm order'.

 Please select an order option for the items you wish to add to your cart. Click "Confirm Order" to continue.

1960/1360 Kenneth Charles Ford: Inquest Given name : Kenneth Charles; Family nam ✕

This record is part of a series: [Inquest Deposition Files \(VPRS 24/P0000\)](#)

 Open record  VPRS 24/P0000, 1960/1360  No date  State Coroner's Office

 North Melbourne

View at North Melbourne
Order a digital copy
Order a paper copy

Anti Horse racing Petition, 1887 (1000+ signatures) ✕

This record is part of a series: [Inward Correspondence \(circa 1855-1915\); Inward Correspondence Files \(1915-? 1970\) \(VPRS 16936/P0001\)](#)

 Open record  VPRS 16936/P0001, Anti Horse racing Petition, 1887 (1000+ signatures) 

No date  Greater Bendigo (City 1994-ct)  Bendigo

View at Bendigo

[Back to Search Results](#)

[Remove All Selections](#)

[Confirm Order](#)

11. You will be taken to the Order Cart page.

If the order list is correct, select 'Order now' on the right to complete the process.
If you have a proxy viewing the records, you will need to select 'Yes' for this question.

Order Cart

Order details — Delivery — Payment — Complete

! Please review your order below and click 'Order Now' to continue

Records to be viewed at Bendigo Reading Room

i You can request 24 records at a time with a limit of 8 records per delivery. You can change the order of when records will be available by clicking on the arrows on the left. There is no cost for viewing records in the Reading Room. Records are available to view for a maximum of 5 business days.

▼	Anti Horse racing Petition, 1887 (1000+ signatures)	📄	✕
	VPRS 16936/P0001		

Is someone else viewing on your behalf?
You can nominate someone else to view the records you're ordering.

Yes No

Order summary	
Reading room	Free
Paper copies	\$ 0.00
Digital copies	\$ 0.00
Certified copy processing	\$ 0.00
Delivery cost	\$ 0.00
<hr/>	
Total	\$ 0.00
<small>*Includes GST</small>	

Order now

Cancel order

12. You will be taken to the My Selections page. This page will provide you with confirmation of the date, time and location your records will be available. This process is now complete.

My Selections

Order Details
Delivery
Payment
Complete

Thank you for your order - here is a summary. You can log in at any time to see the status of your orders or make changes. Please check your inbox as a confirmation email is on its way.

Records to be viewed at Bendigo Reading Room 2025-02-12 10:30

i You can request 24 records at a time with a limit of 8 records per delivery. You can change the order of when records will be available by clicking on the arrows on the left. There is no cost for viewing records in the Reading Room. Records are available to view for a maximum of 5 business days.

	\$0.00	Order #
<div style="display: flex; align-items: center;"> <div style="background-color: #f1c40f; width: 10px; height: 15px; margin-right: 5px;"></div> <div> <p>Anti Horse racing Petition, 1887 (1000+ signatures)</p> <p> VPRS 16936/P0001</p> </div> </div>	\$0.00	335259

Extended Price	\$ 0.00
GST Amount	\$ 0.00
Paid by credit card	\$ 0.00
Total paid	\$ 0.00
<small>*Includes GST</small>	

Cancel order

Logout

13. You will receive an email confirming the order details. Contact PROV if you do not receive a confirmation email after placing your order.



Dear

We are confirming we have received your request to access the following records:

Order ID	For	Item	Reading Room Time
335259		Series 16936 Consignment P0001 PID 7ED37B5B-F87D-11E9-AE98-450069FA9860 Anti Horse racing Petition, 1887 (1000+ signatures)	Bendigo 12/02/2025 10:30

We are retrieving these records from storage to our Reading Room and will contact you once the record can be viewed or has been copied.

To view the progress of your order, please log into your dashboard: <https://cart.cp.prov.vic.gov.au>.

If you have an urgent and essential deadline (e.g. a court date), please contact us with this order number, and we will do our best to accommodate your timeframes.

Before visiting our Reading Rooms, please check our opening times on our website: <https://prov.vic.gov.au/contact-us>.

We try to answer many common questions on our website: <https://prov.vic.gov.au/frequently-asked-questions>.

But you can contact us if you have other questions: <https://prov.altarama.com/ref100.aspx?key=Enquiry>.

Please do not reply to this automatic email.

Kind regards,

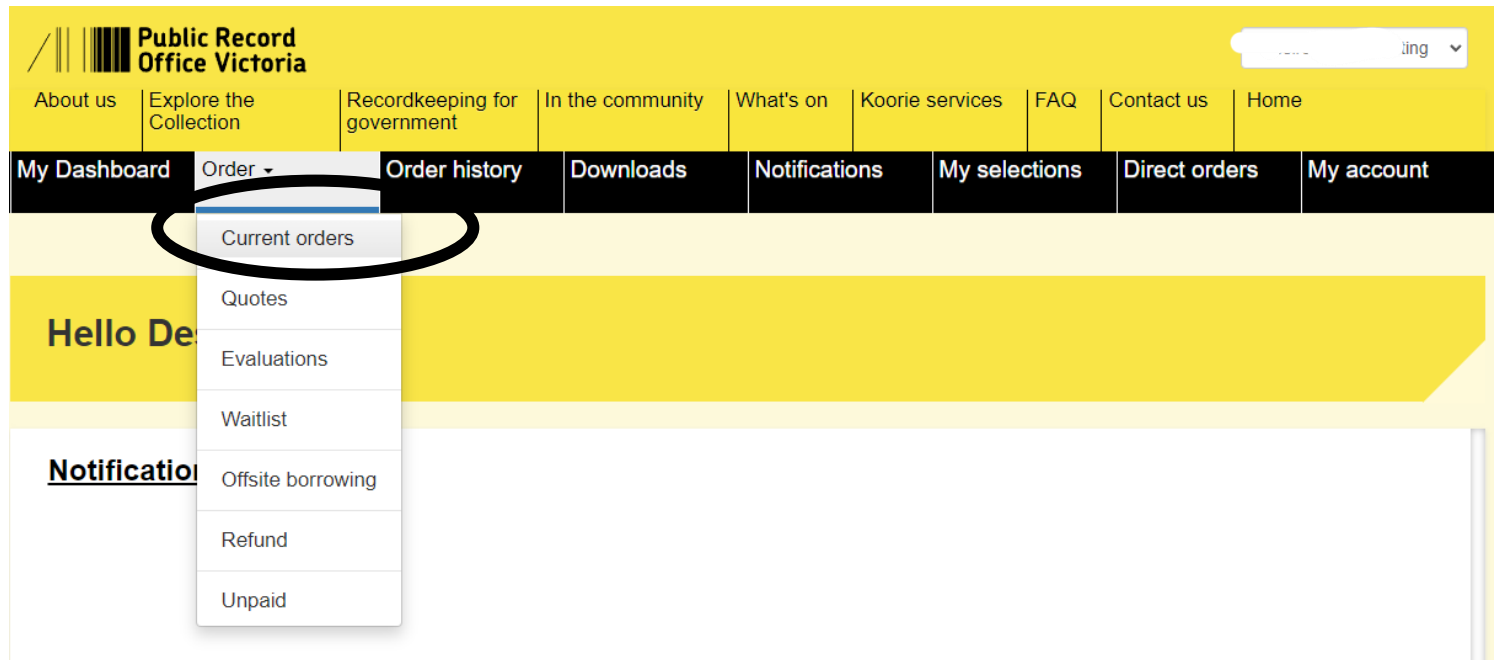
Access Services Team
Public Record Office Victoria (PROV)
Victorian Archives Centre | 99 Shiel St | North Melbourne VIC 3051
<http://www.prov.vic.gov.au>

REVIEW OR CANCEL YOUR ORDERS

1. From the top right account listing, select 'My Dashboard' from the drop down options.



2. Under the 'Order' tab, select 'Current orders'.



3. This screen will list all your current (unissued) records.

To cancel an order, click 'Cancel' for the relevant record.

Reading Room (3)

Undefined (1)

Order status ?

Processing (2)

Ready in Reading Room (2)


Series number ?




VPRS 16267/P0001 (1)

VPRS 3686/P0019 (2)

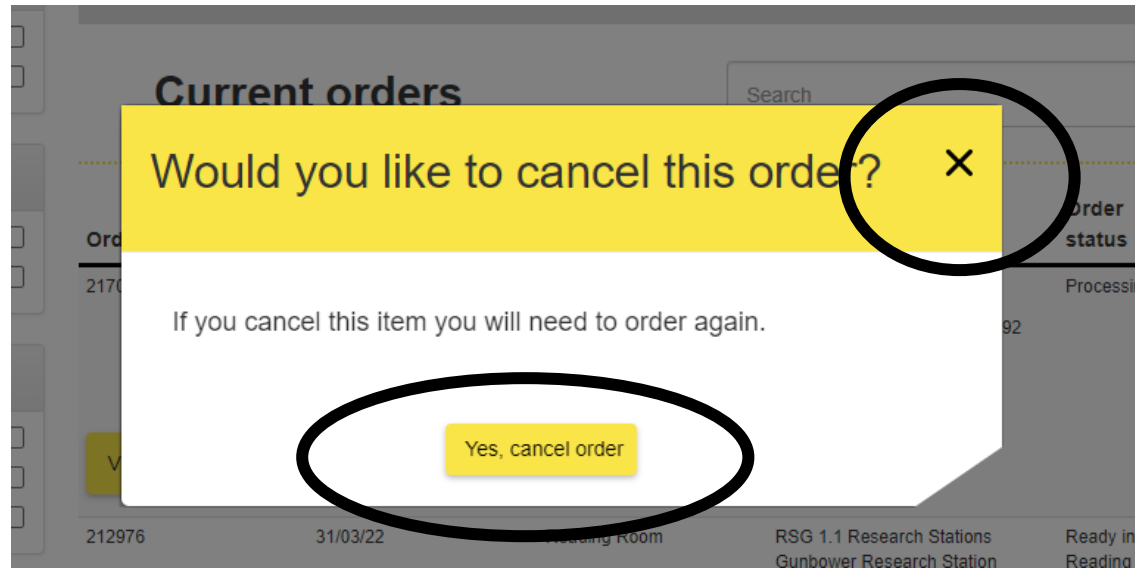
VPRS 28/P0003 (1)

Current orders

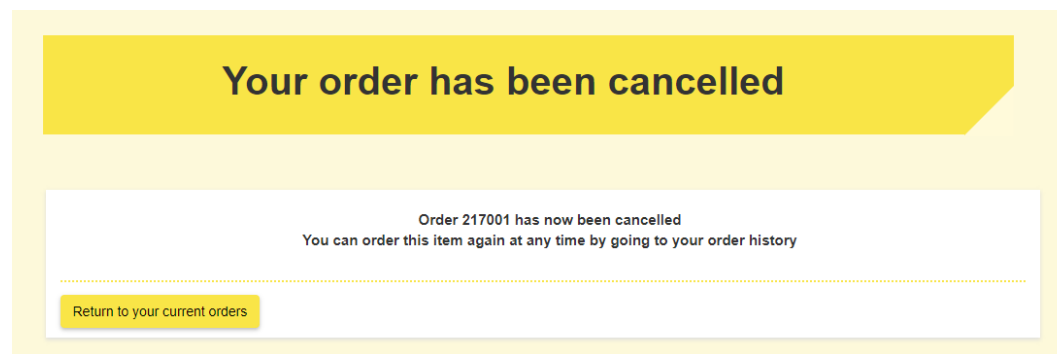
Search  [Print](#)

Order #	Order date	Order type	Title	Order status	Action Date
217001	28/04/22	Reading Room	1892  VPRS 16267/P0001, 1892	Processing	Available on 10:30am on Wednesday 4th May 2022 at Bendigo Reading Room
			View order details  Cancel		
212976	31/03/22	Reading Room	RSG 1.1 Research Stations Gunbower Research Station Tobacco Leaf Store and Curing Barns; Site Plan  VPRS 3686/P0019, RSG 1.1 ...	Ready in Reading Room	Available from 10:30am on Friday 1st April 2022 to Tuesday 12th April 2022
			View order details <input type="button" value="Cancel"/> <input type="button" value="Extend Hold"/>		

4. Click 'Yes, cancel order'. If you have clicked 'Cancel' by mistake or have changed your mind and still want to order the record, simply close the box by clicking on the cross at the top right of the window. Otherwise you will need to place the order again.



5. A window will appear confirming your cancellation. You will also receive an email confirming the cancellation.



6. If for any reason you are unable to attend the Reading Room before the expiry date of the order (five working days from the date the record is made available to the Reading Room), you can have the record held over for up to a further five days by clicking 'Extend Hold'.

Orders

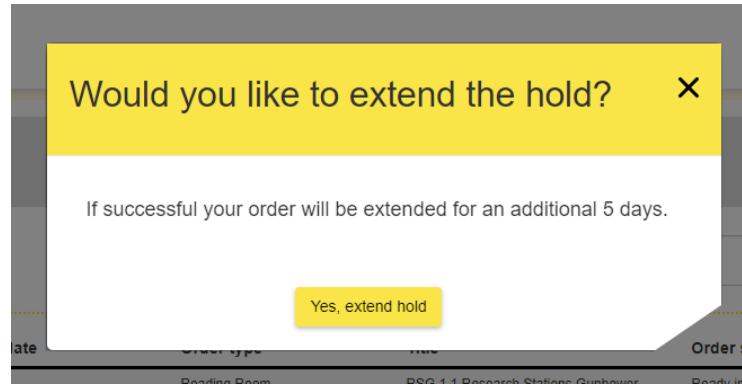
Print

Order #	Order date	Order type	Title	Order status	Action Date
212976	31/03/22	Reading Room	RSG 1.1 Research Stations Gunbower Research Station Tobacco Leaf Store and Curing Barns; Site Plan VPRS 3686/P0019, RSG 1.1 ...	Ready in Reading Room	Available from 10:30am on Friday 1st April 2022 to Tuesday 12th April 2022
View order details	Cancel	Extend Hold			
212977	31/03/22	Reading Room	RSG 1.2 Research Stations Gunbower Research Station Tobacco Leaf Store and Curing Barns; Site Plan VPRS 3686/P0019, RSG 1.2 ...	Ready in Reading Room	Available from 10:30am on Friday 1st April 2022 to Tuesday 12th April 2022
View order details	Cancel	Extend Hold			

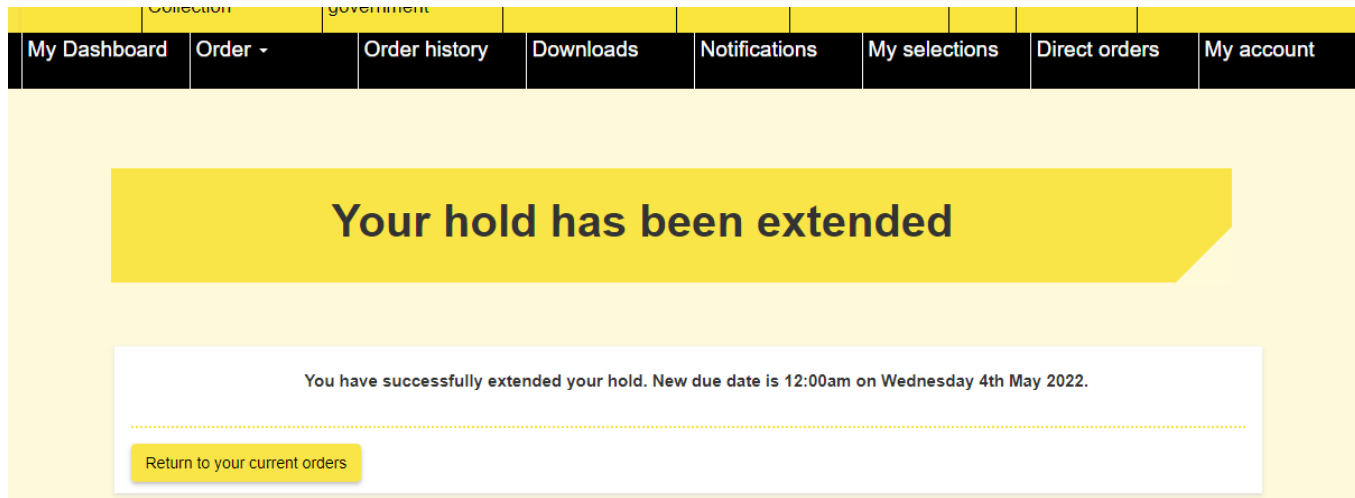
7. A confirmation window will appear – click 'Yes, extend hold' if you do want to extend the hold.

IMPORTANT: Despite the wording of the confirmation window, the hold will add ONLY the number of days which have already expired from the five day period.

For example – a record made available from June 1 will be returned after June 5. If you click 'Extend Hold' on the second, it will only extend to June 6, not add the full five days available to June 10. If you wish to extend the hold to June 10, wait until June 5 to exercise this option.



8. A further confirmation window will appear with the new expiry dates for your record.



9. Only eight records can be ordered for any daily delivery, and a maximum of 24 records can be on order for any given patron at any given time. You can still add records to your selection for future ordering by simply following steps 1-7 for Basic Ordering (above). These will be recorded under the 'My Selections' tab in your Dashboard so you can easily order them in the future by initiating steps 8-12.

The screenshot shows a user interface for a library or archive. At the top is a navigation menu with the following items: My Dashboard, Order (with a dropdown arrow), Order history, Downloads, Notificator (with a dropdown arrow), My selections (circled in black), Direct orders, and My account. Below the menu is a breadcrumb trail: Home > Search Results > My Selections > Cart. The main heading is 'My Selections'. Below this is an information message: 'Please select an order option for the items you wish to add to your cart. Click "Confirm Order" to continue.' There are two record entries, each with a list of ordering options:

Record Title	Series	Ordering Options
Waranga Parishes: B - G Waranga; North-Western Rural Division	Valuation Registers (VPRS 8040/P0001)	<ul style="list-style-type: none"> View at North Melbourne <input type="radio"/> Send the original <input type="radio"/> Order a digital copy <input type="radio"/> Order a paper copy <input type="radio"/>
C29192 LAKE BULOKE COMMON; LAKE BULOKE	Crown Reserves Correspondence (VPRS 242/P0000)	<ul style="list-style-type: none"> View at North Melbourne <input type="radio"/> Send the original <input type="radio"/> Order a digital copy <input type="radio"/> Order a paper copy <input type="radio"/>