

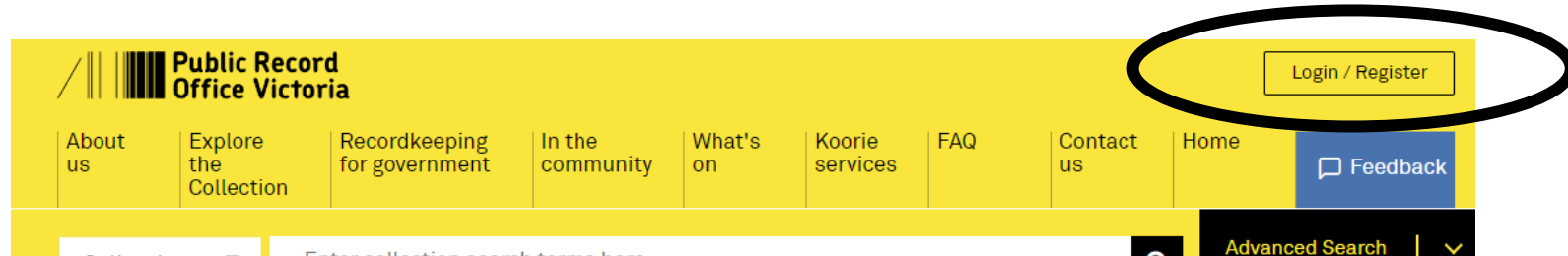
# BRAC GUIDE TO BASIC RECORD ORDERING AND REVIEW

## IMPORTANT NOTE:

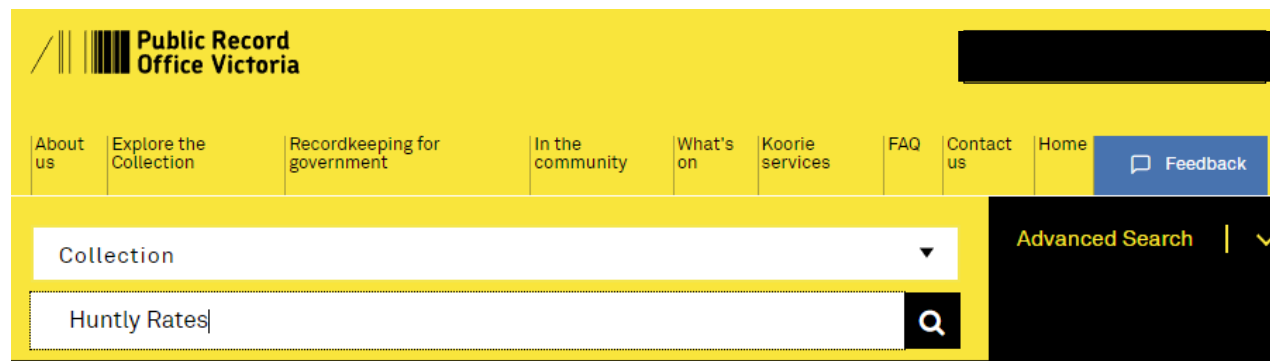
Only items located at Bendigo repositories can be accessed at the BRAC Reading Room. Items at North Melbourne, Ballarat and other repositories cannot be delivered to BRAC (and vice versa).

## BASIC ORDERING

1. Go to [www.prov.vic.gov.au](http://www.prov.vic.gov.au)
2. Log in to your PROV account or create a free account



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








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

**1944-1946**

Part of record series: [Rate Books \(16333\)](#)  
Most recent creating agency: [Huntly \(Shire 1866-1994\)](#)

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 Record  VPRS 16333/P0001, 1944-1946  1944 to 1946




 Open, Physical  Bendigo



Select record +

**1942-1943**

Part of record series: [Rate Books \(16333\)](#)  
Most recent creating agency: [Huntly \(Shire 1866-1994\)](#)

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 Record  VPRS 16333/P0001, 1942-1943  1942 to 1943

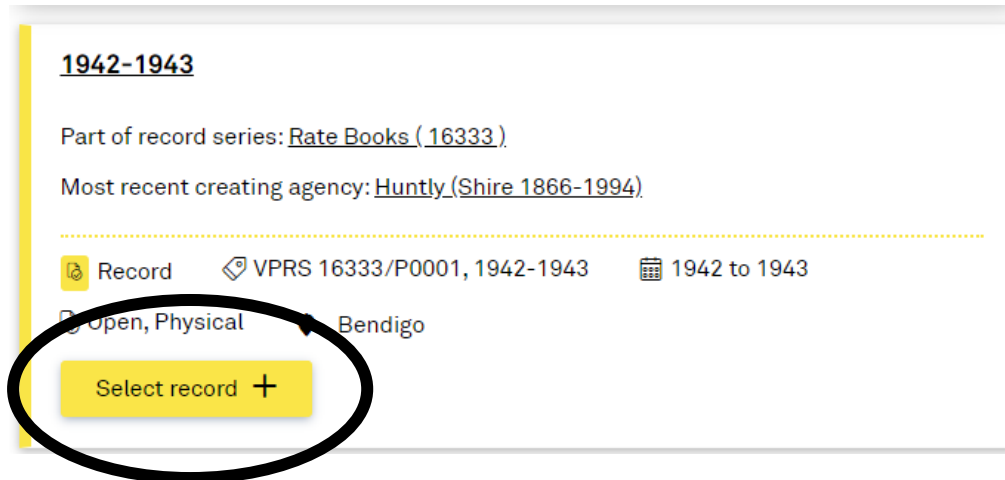
 Open, Physical  Bendigo

Select record +

**1945-1947**

Part of record series: [Rate Books \(16333\)](#)  
Most recent creating agency: [Huntly \(Shire 1866-1994\)](#)

5. Click 'Select Record'.



**1942-1943**

Part of record series: [Rate Books \( 16333 \)](#)

Most recent creating agency: [Huntly \(Shire 1866-1994\)](#)

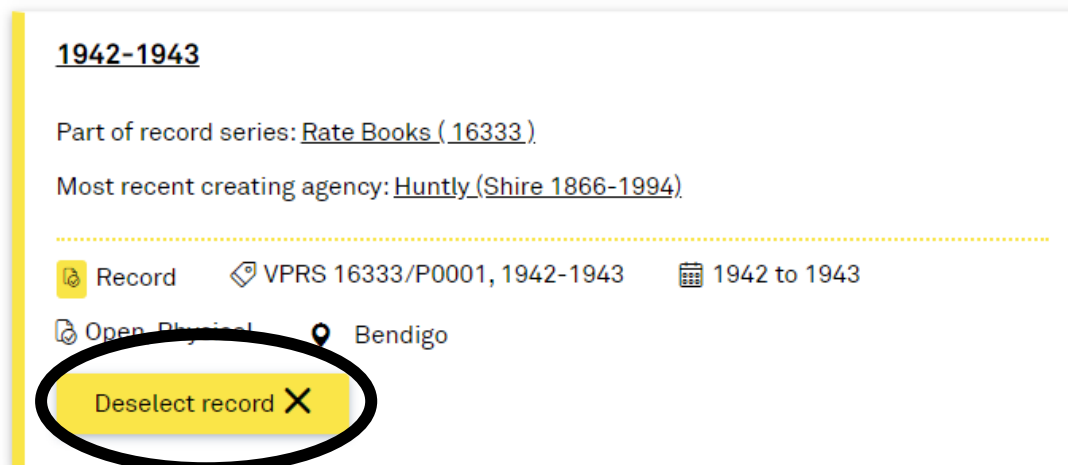
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Record VPRS 16333/P0001, 1942-1943 1942 to 1943

Open, Physical Bendigo

Select record +

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



**1942-1943**

Part of record series: [Rate Books \( 16333 \)](#)

Most recent creating agency: [Huntly \(Shire 1866-1994\)](#)

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Record VPRS 16333/P0001, 1942-1943 1942 to 1943

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 selecting records. It features two record cards, each with a yellow 'Select record +' button. The first card shows a record titled 'VPRS 4944/P0000, Minutes' for the years 1973 to 1973, with a physical format. Below the cards is a control bar with a 'Sort by...' dropdown, a 'Show 10 entries' selector, and a 'Page 1 of 41' indicator with navigation arrows. A yellow button labeled 'Continue to selections' is circled in black at the bottom of the page.

Record VPRS 4944/P0000, Minutes 1973 to 1973 Open, Physical

Select record +

**Minutes**

Part of record series: [Council Minutes \(4944\)](#)

Most recent creating agency: [Essendon \(Borough 1882-1890; Town 1890-1909; City 1909-1994\)](#)

Record VPRS 4944/P0000, Minutes 1974 to 1974 Open, Physical

Select record +

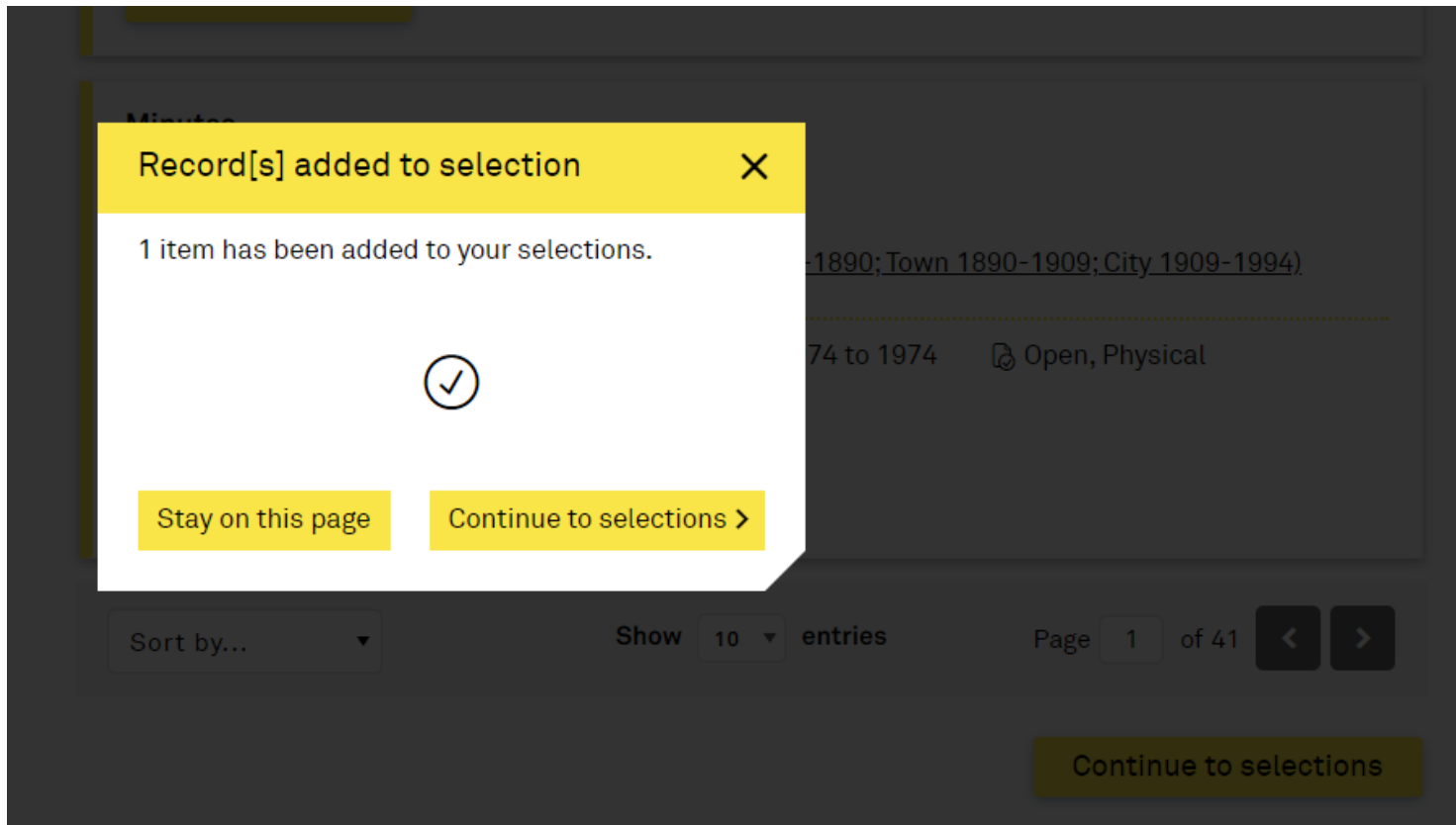
Sort by... Show 10 entries Page 1 of 41

Continue to selections

**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. On the right hand side of EACH RECORD, select 'View at Bendigo'.

**Public Record Office Victoria**

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My Dashboard | Order - | Order history | Downloads | Notifications | My selections | Direct orders | My acco

Home > Search Results > My Selections > Cart

## My Selections

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**1942-1943**


This record is part of a series: [Rate Books \(VPRS 16333/P0001\)](#)

Open record | VPRS 16333/P0001, 1942-1943 | No date | Greater Bendigo (City 1994-ct) | Bendigo

- View at Bendigo
- Order a digital copy
- Order a paper copy




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


## My Selections

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

**1942-1943**

This record is part of a series: [Rate Books \(VPRS 16333/P0001\)](#)

 Open record  VPRS 16333/P0001, 1942-1943  No date 

Greater Bendigo (City 1994-ct)  Bendigo



View at Bendigo



Order a digital copy



Order a paper copy



[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.

The screenshot displays the 'Order Cart' interface. At the top, a yellow banner reads 'Order Cart'. Below it is a progress bar with four stages: 'Order details' (highlighted with a yellow circle), 'Delivery', 'Payment', and 'Complete'. A message states 'You have 2 Reading Room items previously submitted'.

A modal window titled 'Records to be viewed at Bendigo Reading Room' is open. It contains an information icon and text: '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.' Below this, it says 'Available: 2022-06-01 10:30'. A list item shows a dropdown arrow, the date range '1942-1943', a document icon, and the identifier 'VPRS 16333/P0001'. A close button (X) is in the top right of the modal.

To the right, an 'Order summary' table lists items and their costs:

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

At the bottom right, three buttons are stacked: 'Order now' (highlighted with a black oval), 'Cancel order', and 'Logout'.



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. To receive the records, you must confirm this by clicking 'Continue'.

## My Selections

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Order Details — **Delivery** — Payment — Complete

**Records to be viewed at Bendigo Reading Room**

**Available from: 10:30am on Wednesday 4th May 2022**

Bendigo Reading Room  
Bendigo Regional Archives Centre  
259 Hargreaves Street, Bendigo

**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/>	
<b>Total</b>	<b>\$ 0.00</b>

\*Includes GST

**Continue**

Cancel order

Logout

13. Your order has now been logged and you will receive an email confirming the order details.

## My Selections

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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 2022-05-04 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.

	Order #	
1892	\$0.00	217001
VPRS 16267/P0001		

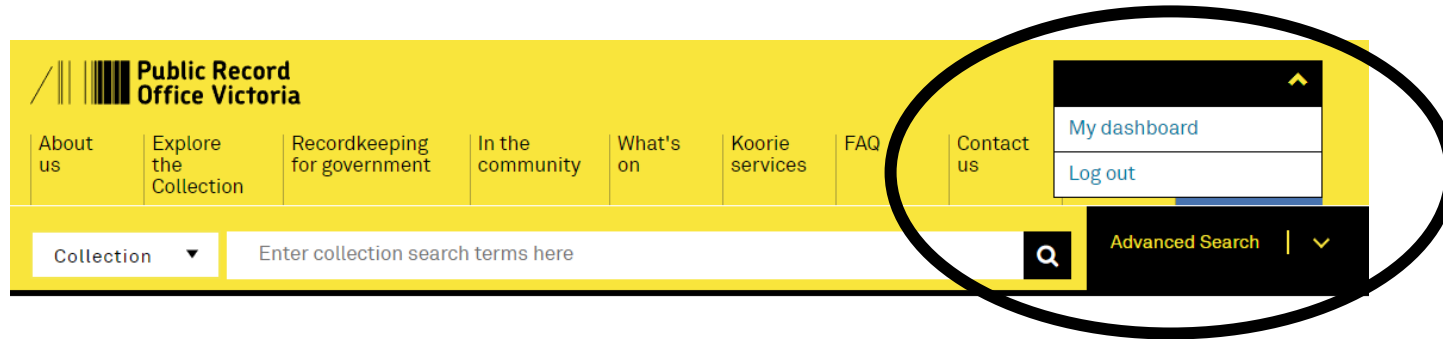
Extended Price	\$ 0.00
GST Amount	\$ 0.00
Paid by credit card	\$ 0.00
<b>Total paid</b> <span style="float: right;"><b>\$ 0.00</b></span>	
*Includes GST	

Cancel order

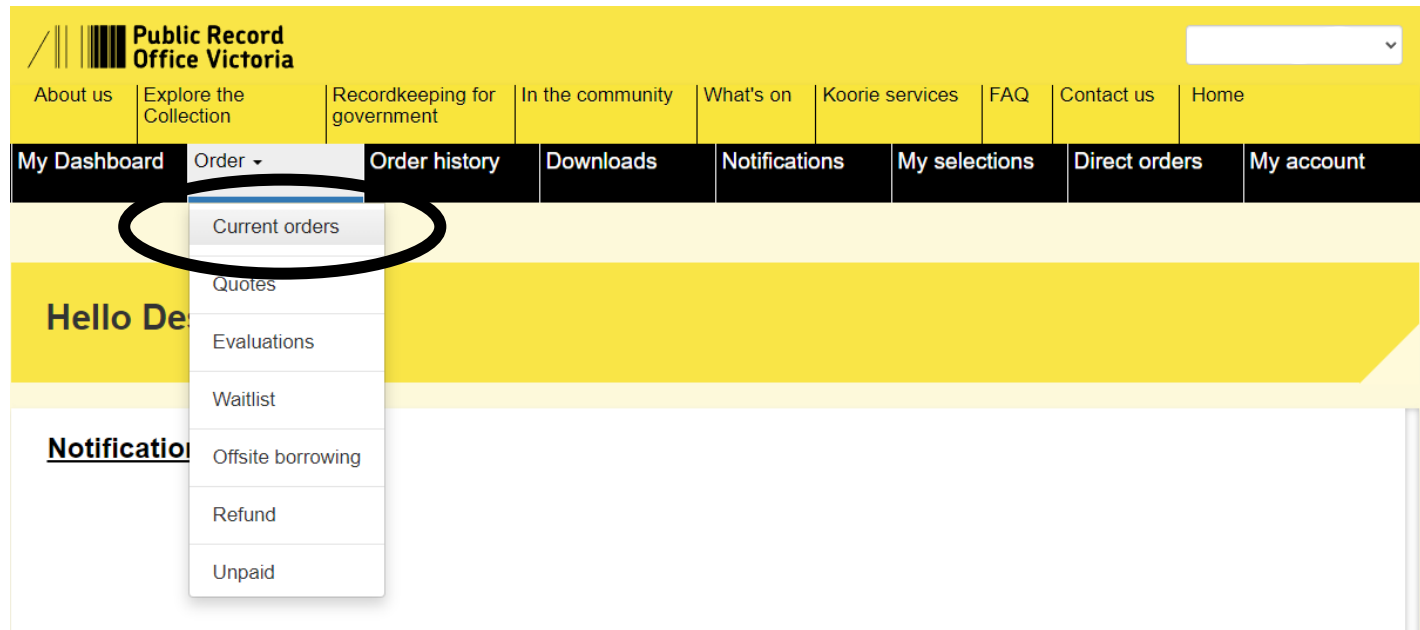
Logout

## 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)

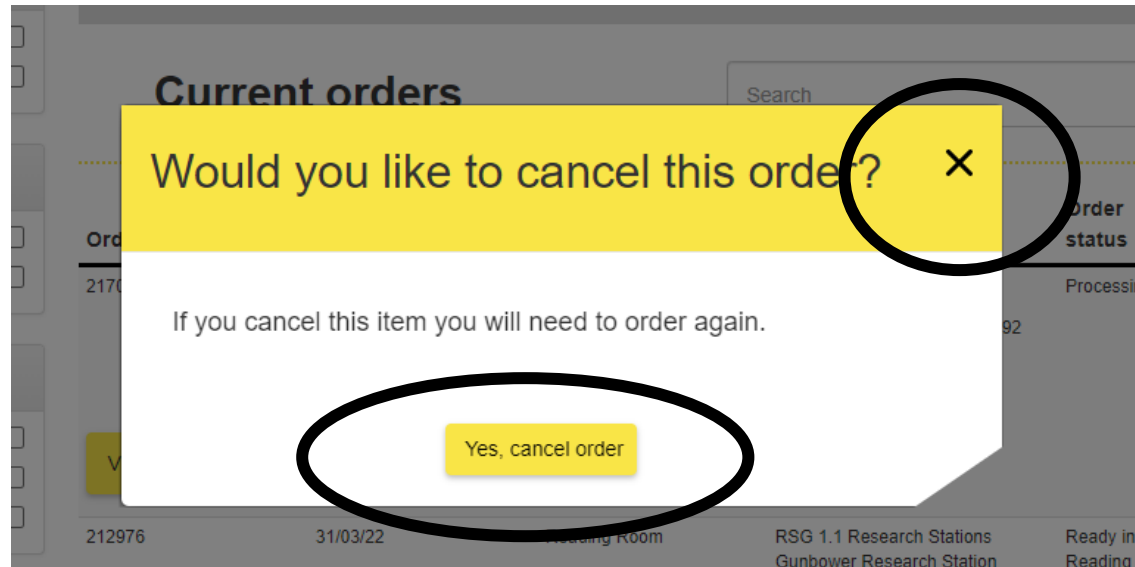
## Current orders

Search

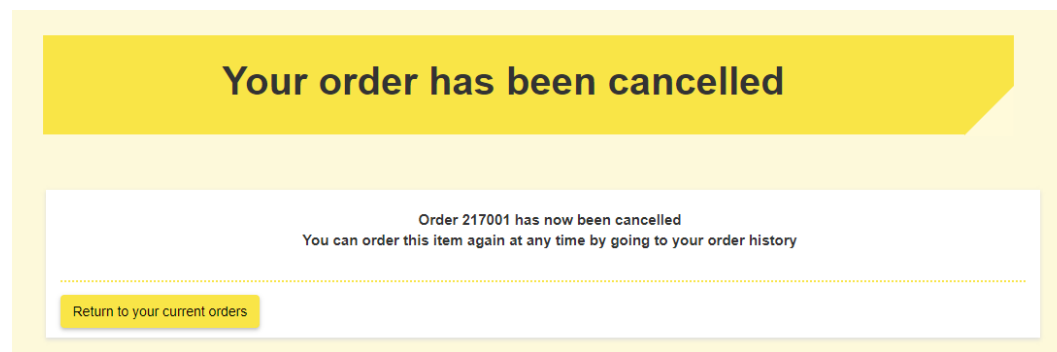
[Print](#)

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
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #ffff00; padding: 2px 10px; border: 1px solid #ccc;">View order details</div> <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 4px;">Cancel</div> </div>					
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
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="background-color: #ffff00; padding: 2px 10px; border: 1px solid #ccc;">View order details</div> <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 4px;">Cancel</div> <div style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 4px;">Extend Hold</div> </div>					

4. Click 'Yes, cancel order' or if you have clicked 'Cancel' by mistake or have changed your mind, simply close the box by clicking on the cross at the top right of the window.



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'.

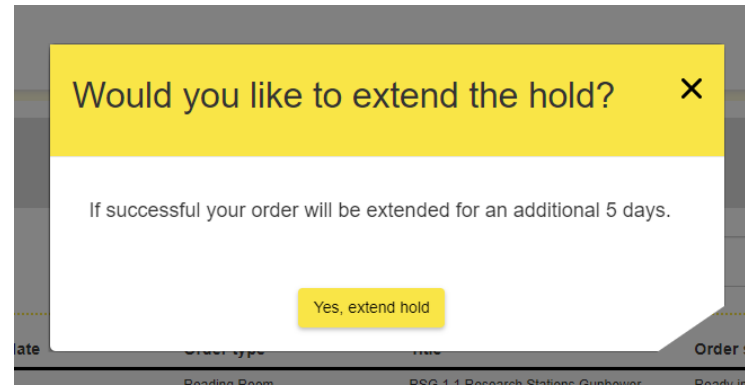
**Orders**  [Print](#)

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
<a href="#">View order details</a>	<a href="#">Cancel</a>	<a href="#">Extend Hold</a>			
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
<a href="#">View order details</a>	<a href="#">Cancel</a>	<a href="#">Extend Hold</a>			

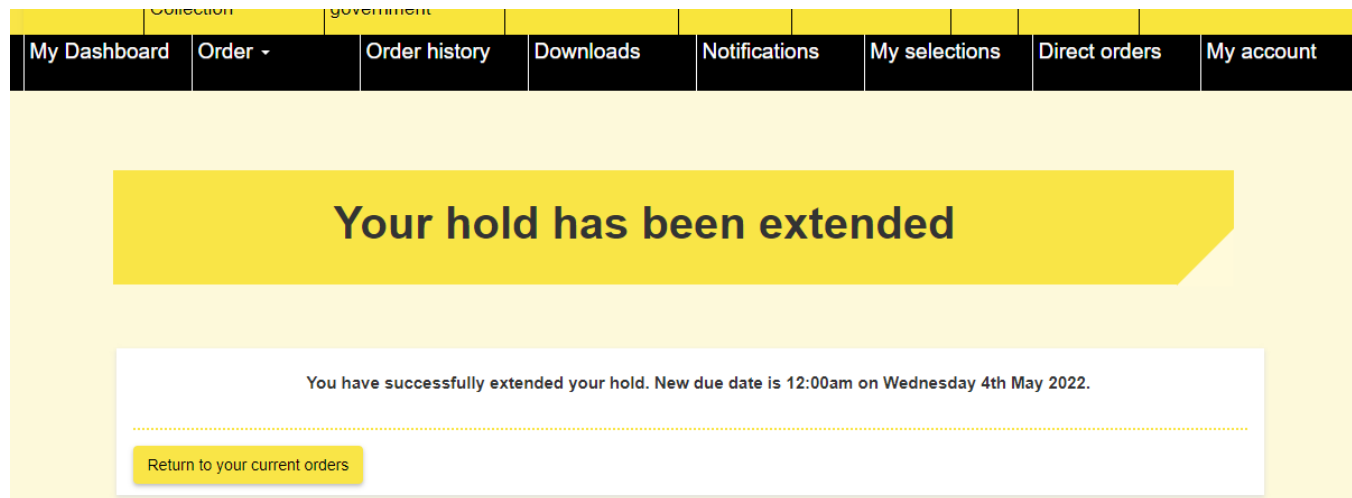
7. A confirmation window will appear – click 'Yes, extend hold' if you do want to extend the hold.

**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.

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.

**Waranga Parishes: B - G Waranga; North-Western Rural Division** ✕

This record is part of a series: [Valuation Registers \(VPRS 8040/P0001\)](#)

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📄 Open record
📄 VPRS 8040/P0001, Waranga Parishes: B - G
📅 No date
🏛️

Office of the Valuer-General 📍 North Melbourne

View at North Melbourne

Send the original

Order a digital copy

Order a paper copy

**C29192 LAKE BULOKE COMMON; LAKE BULOKE** ✕

This record is part of a series: [Crown Reserves Correspondence \(VPRS 242/P0000\)](#)

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📄 Open record
📄 VPRS 242/P0000, C29192
📅 No date

View at North Melbourne

Send the original

Order a digital copy

Order a paper copy