

# BRAC GUIDE TO BASIC RECORD ORDERING AND REVIEW

## IMPORTANT NOTE:

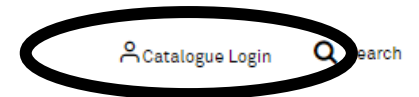
Only items located at Bendigo repositories can be accessed at the BRAC Reading Room. Items at North Melbourne, Ballarat and other repositories cannot be delivered to BRAC (and vice versa).

## 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



[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'. A background image of a group of people is visible on the right side of the header.

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 search results page with a left-hand navigation panel and a main content area. The navigation panel includes filters for 'Part of series' and 'Created By'. The main content area lists three records, each with a title, description, and a 'Select record +' button. A large black oval highlights the bottom two records.

**Part of series**

Inquest Def

Inward Passenger Lists (Australian Ports) (8)

Photographic Negatives: Railways: Box Systems (6)

Probate and Administration Files (5)

**View more**

**Created By**

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**

**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

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

**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 VPRS 11382/P0001, 70/4/3 No Date Open, Physical

North Melbourne

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

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

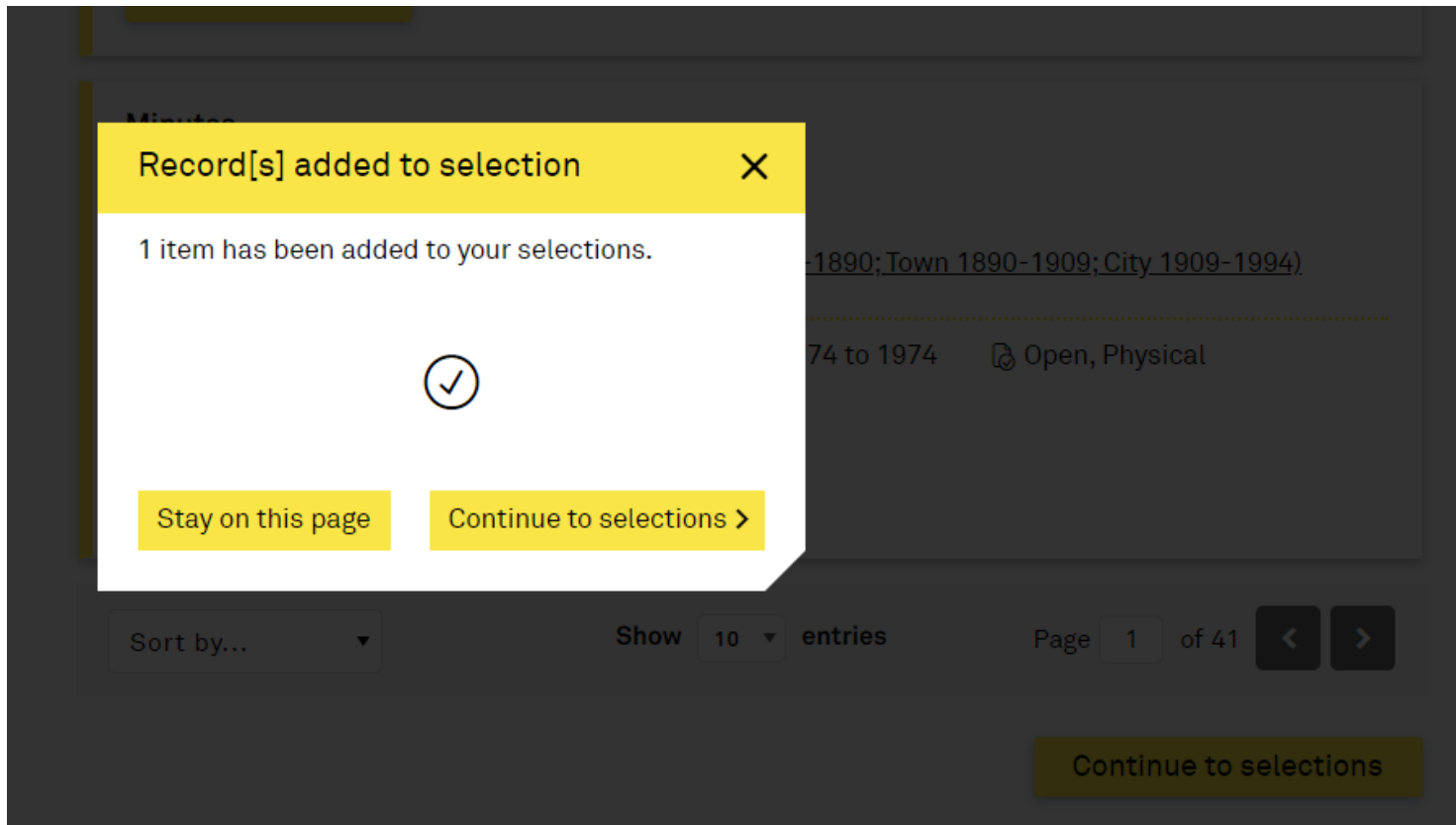
- Continue to click 'Select record' for as many records you want to order on this page. After you have chosen your records, scroll to the bottom of the page and click 'Continue to selections'.

The screenshot displays a user interface for selecting records. It features two record cards, each with a yellow 'Select record +' button. The first card shows a record titled 'Record' with details: 'VPRS 4944/P0000, Minutes', '1973 to 1973', and 'Open, Physical'. Below the card, the text 'Minutes' is underlined, followed by 'Part of record series: Council Minutes (4944)' and 'Most recent creating agency: Essendon (Borough 1882-1890; Town 1890-1909; City 1909-1994)'. The second card shows a record titled 'Record' with details: 'VPRS 4944/P0000, Minutes', '1974 to 1974', and 'Open, Physical'. 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 circled in black at the bottom center of the page.

**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'.

Home > Search Results > My Selections > Cart

## My Selections

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 \(1916-2 1970\) \(VPRS 16936/P0001\)](#)

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.

The screenshot displays the 'Order Cart' page with a yellow header. A progress bar at the top indicates the current step is 'Order details', followed by 'Delivery', 'Payment', and 'Complete'. A warning icon and message state: 'Please review your order below and click 'Order Now' to continue'. Below this is a section titled 'Records to be viewed at Bendigo Reading Room' with an information icon and a close button. The information text reads: '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.' The availability is listed as 'Available: 2023-04-13 10:30'. A list of records includes 'Anti Horse racing Petition, 1887 (1000+ signatures)' with a dropdown arrow, a VPRS icon and number 'VPRS 16936/P0001', a checkmark icon, and a close button. To the right is an 'Order summary' table:

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, there are three buttons: '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

---

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

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

**Available from: 10:30am on Thursday 13th April 2023**

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

---

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 2023-04-13 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 #
Anti Horse racing Petition, 1887 (1000+ signatures) <span style="font-size: 18px; color: #e74c3c;">V</span> VPRS 16936/P0001	\$0.00	259941

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

Cancel order

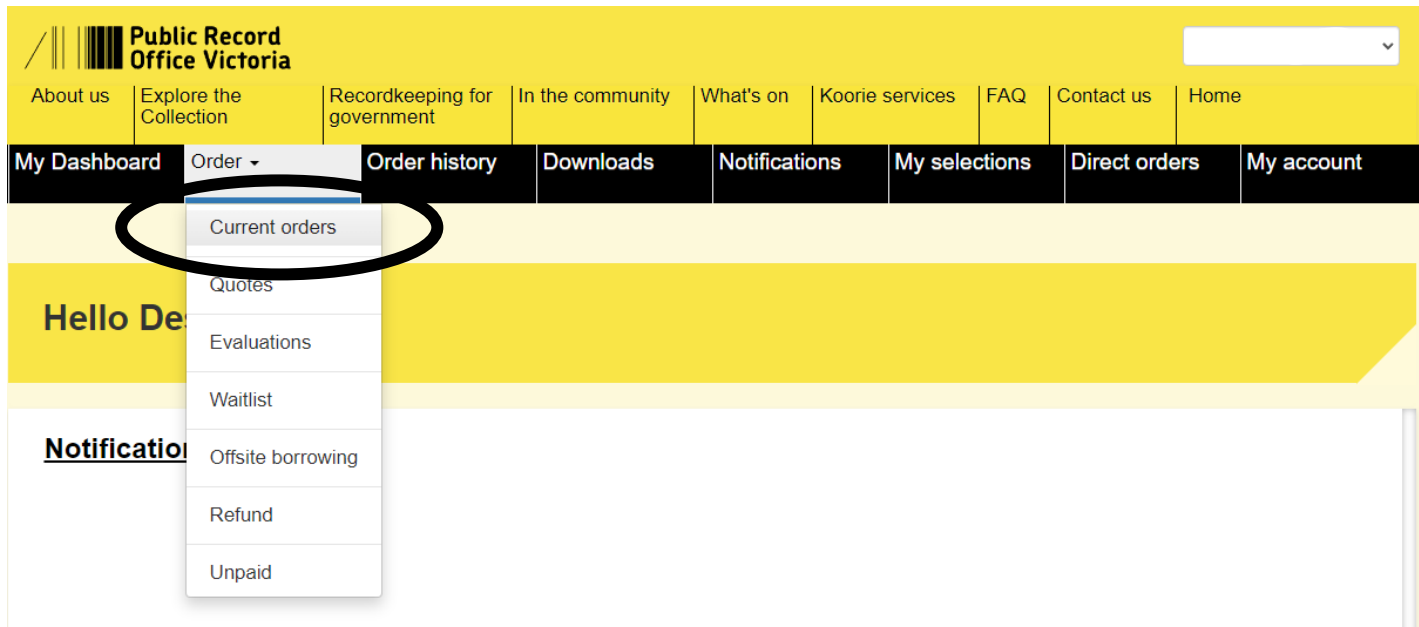
Logout


## REVIEW OR CANCEL YOUR ORDERS

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

## Public Record

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




 ▾

[About us](#) | [Explore the Collection](#) | [Recordkeeping for government](#) | [In the community](#) | [What's on](#) | [Koorie services](#) | [FAQ](#) | [Contact us](#) | [Home](#)

[My Dashboard](#) | **Order ▾** | [Order history](#) | [Downloads](#) | [Notifications](#) | [My selections](#) | [Direct orders](#) | [My account](#)

Hello De

Notification

[Current orders](#)

[Quotes](#)

[Evaluations](#)

[Waitlist](#)

[Offsite borrowing](#)

[Refund](#)

[Unpaid](#)

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)

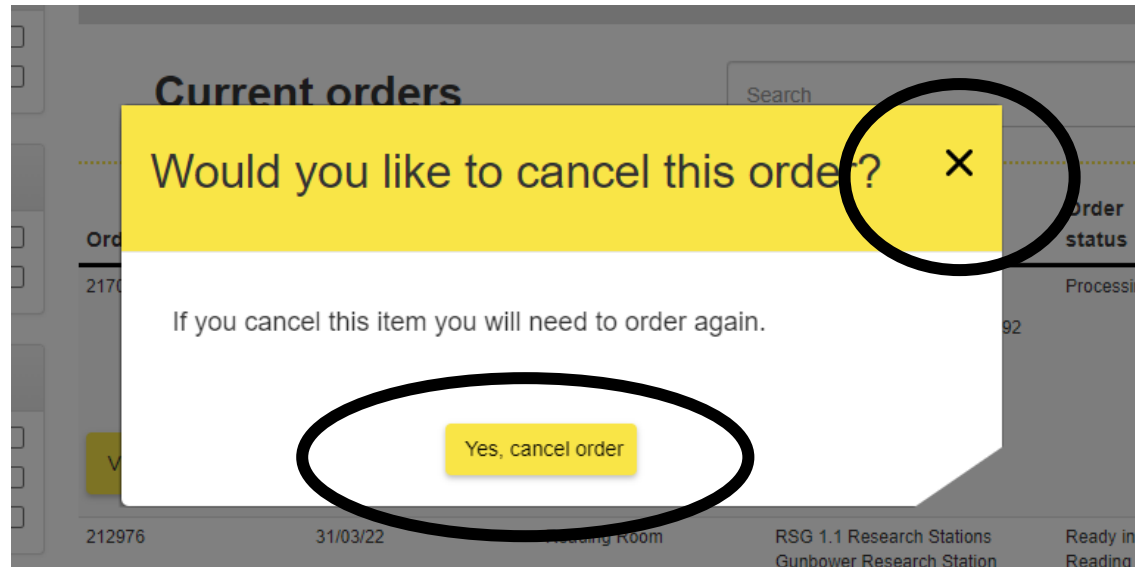
VPRS 28/P0003 (1)

## Current orders

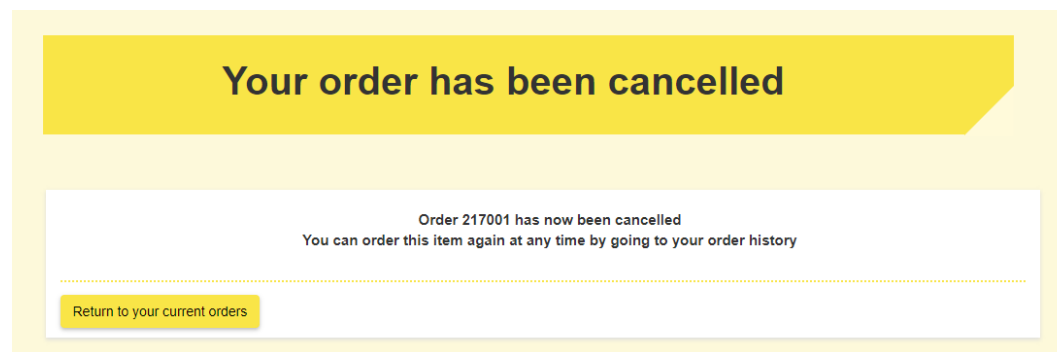
[Print](#)

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;"> <span style="background-color: #f0f0f0; padding: 2px 5px;">View order details</span> <div style="border: 2px solid black; border-radius: 50%; padding: 5px 15px; display: inline-block;">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;"> <span style="background-color: #f0f0f0; padding: 2px 5px;">View order details</span> <div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 15px; display: inline-block;">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** Search  [Print](#)

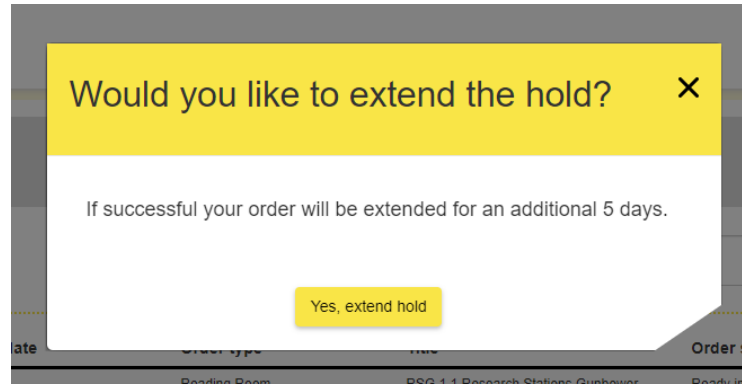
---

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>			

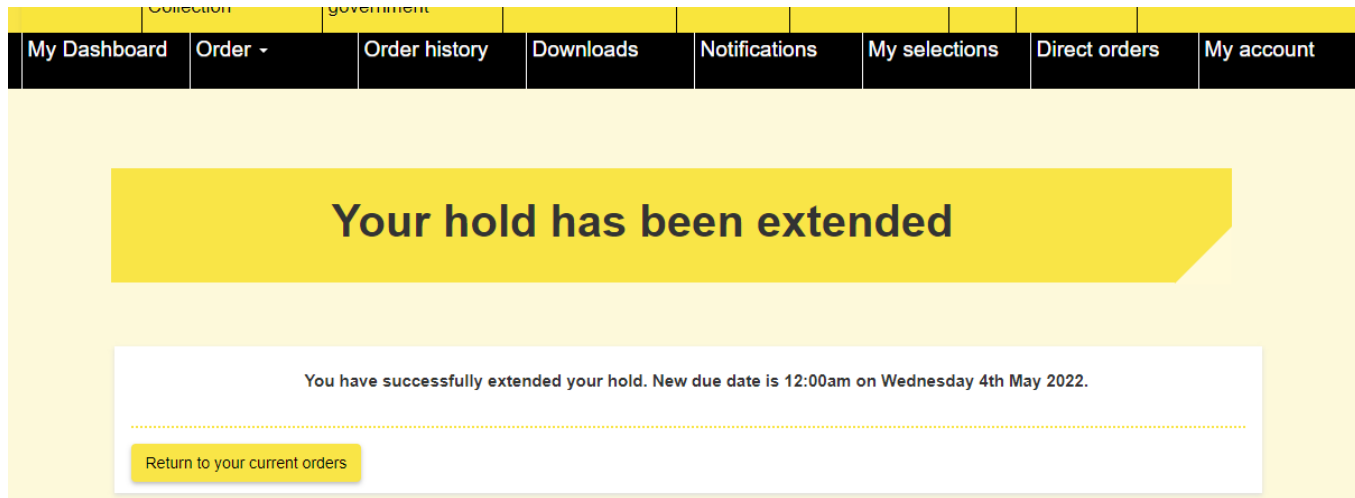
7. A confirmation window will appear – click 'Yes, extend hold' if you do want to extend the hold.

**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 \(VPRS 8040/P0001\)](#)

---

📄 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 \(VPRS 242/P0000\)](#)

---

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

- View at North Melbourne
- Send the original
- Order a digital copy
- Order a paper copy