

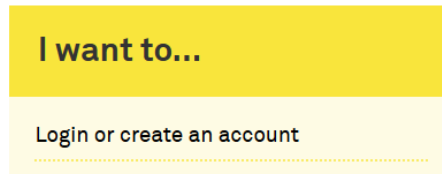
# ORDERING PUBLIC RECORDS FOR USE AT BRAC

## Register with PROV to Order Records

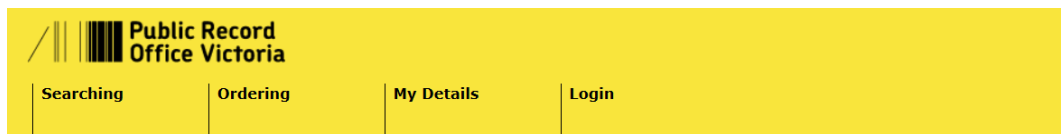
(or retrieve your PROV password)

Using the library computers, or your own device in the Reading Room, visit the website [www.prov.vic.gov.au](http://www.prov.vic.gov.au)

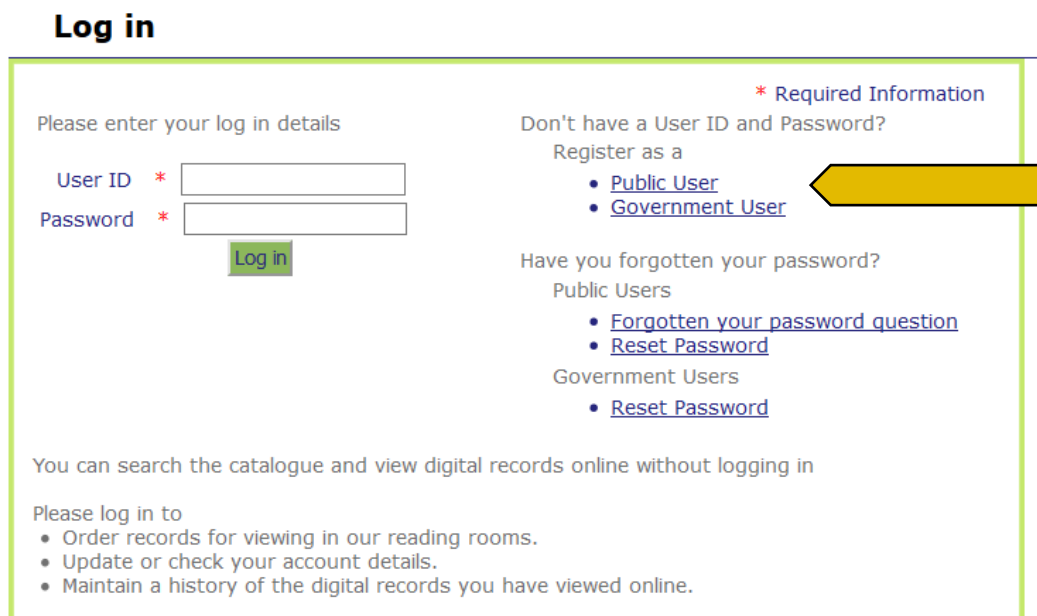
Scroll down to near the bottom of the page until you see the 'I want to...' section on the right hand side of the screen, then click 'Login or create an account'.



Choose 'Login' from the top menu...



...then 'Register as a Public User' on the right, and complete the form that will appear. You can also get a **password reminder** or **reset your password** from this screen.



You can check or cancel your current orders, review your order history, or update your details at any time using the **My Details** link in the top menu once you have logged in.

## Ordering Records in the PROV Collection

Use the search bar (1) to find the person, place, record or series you are interested in. Click on the relevant Series (2) or record in the search results.

The screenshot shows the search results page for "raywood rate books". At the top, there is a search bar (1) with a dropdown menu for "Collection" and a text input field "Enter collection search terms here". Below the search bar is a yellow banner with the text "Search Results". The main content area shows "Showing results for 'raywood rate books'" and a "Filter Results by:" section with a "Date Range" filter (Year from 1830 to 2019) and a "Sort by:" dropdown set to "Relevance". A "Displaying 1 to 5 of 5" message is shown. The search results list includes a "Rate Books" entry (2) with details: DATE: 1865 to 1915, SERIES: Rate Books, AGENCY: Raywood Borough 1865 - 1915, and CITATION: VPRS 17066.

Open the 'Accessing the records in this Series' tab (3), then click 'List/s of records in this series' (4), and then click the Consignment Number (5) with the year/s relevant to your search;

### Rate Books

The screenshot shows the "Rate Books" page with the "Accessing the records in this Series" tab (3) selected. Under this tab, the "List/s of records in this series" option (4) is expanded, showing a table with columns: Consignment Number, Contents Date Range, Public Access, and No. of Units. The table contains one row with the following data: Consignment Number P0001, Contents Date Range 1865 - 1915, Public Access Open, and No. of Units 3. Below the table are links for "Indexes and Registers" and "More research resources".

Finally, check the box next to the record/s you want and click Order selected entries (6) to place your order.

The screenshot shows the "Consignment Details" page for P0001. It includes the following information: Series title: Rate Books, Series number: VPRS 17066, Consignment number: P0001, Consignment description: Open, Public access: Open, and Format: Physical. Below this is a section titled "A list of records in this Consignment" with a sub-section "Order selected entries" (6). This section contains a table with columns: Unit No., Item, Description, Date Range, Access, and Location. The table lists three records: Unit No. 1, Item 1865 - 1883, Date Range 1865 - 1883, Access Open, Location Bendigo; Unit No. 2, Item 1896 - 1905, Date Range 1896 - 1905, Access Open, Location Bendigo; and Unit No. 3, Item 1906 - 1915, Date Range 1906 - 1915, Access Open, Location Bendigo.

**NOTE:** While BRAC staff make every effort to retrieve records as soon as possible, those held at the Nolan Street Repository have a minimum 24-hour retrieval time – to check which repository any record series is held, visit the Collections page of the BRAC website. For quickest access to the records, we recommend wherever possible orders are placed at least the day before you plan to visit the Reading Room.