

Genealogical Sources Guide

Education



Green Island School P 2, girls [1913] AG-715-8/05, Archives Collection.

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

We seek to preserve all the taoka we hold for future generations. So that all taoka are properly protected, we ask that you:

- place your bags (including computer bags and sleeves) in the lockers provided
- leave all food and drink including water bottles in the lockers (we have a researcher lounge off the foyer which everyone is welcome to use)
- bring any materials you need for research and some ID in with you
- sign the Readers' Register each day
- enquire at the reference desk first if you wish to take digital photographs

Beginning your research

Most of the commonly used genealogical sources available at the Hocken Collections can be found 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.

We hold numerous other sources—both published and unpublished—and you can search for material on our Online Public Access Catalogues:

- for books, theses, journals, magazines, newspapers, maps, and audiovisual material, use Library Search|Ketu. The advanced search - <https://tinyurl.com/mtske2x9> gives you several search options, and you can refine your results to the Hocken Library on the left side of the screen.

The Library Search Guide <https://otago.libguides.com/ketuhelp> contains helpful tips and assistance for using Library Search|Ketu;

- for art, photographs and archives use Hākena - <https://hakena.otago.ac.nz>. Listing of the ephemera collection has just begun on Hākena; please talk to desk staff if you have any questions about this collection.

The Hākena Search Help Guide <https://otago.libguides.com/hakena> contains helpful tips and assistance for using Hākena;

- digitised images of many collection items are available via Hocken Digital Collections at <https://hocken.recollect.co.nz/>. There are also digitised images of Hocken and University of Otago Special Collections material that can be viewed via <https://otago.ourheritage.ac.nz/>.

There is an online guide to the Hocken Collections for researchers at <https://otago.libguides.com/hocken>. It includes tips on referencing Hocken sources.

What do you know already?

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

<https://paperspast.natlib.govt.nz/parliamentary>.

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 Waitaki District Archives and Central Otago and Southland school records are being collected by the Invercargill City Libraries. Transcriptions of APWs for many 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, ephemera, art, and photographs catalogue, <https://hakena.otago.ac.nz> 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 'Dominican Sisters of Aotearoa New Zealand: Records of Dominican schools and organisations' (ARC-0073). 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 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 – 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 is 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 (ARC-0018) or ask staff for assistance.

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 <https://paperspast.natlib.govt.nz/parliamentary>.

Other useful University of Otago publications

Check Library Search|Ketu for holdings of these. You may find mention of students in the *Otago University Review*, *Critic* newspaper, capping magazines, and graduation ceremony lists. In the ready reference area, there are some useful histories of the University of Otago:

Alison Clarke (2018). *Otago: 150 years of New Zealand's first university*. Dunedin: Otago University Press.

G.E. Thompson (1919). *A History of the University of Otago (1869-1919)*. Dunedin: J. Wilkie.

W.P. Morrell (1969). *The University of Otago A Centennial History*. Dunedin: University of Otago Press.

Sam Elworthy (1990). *Ritual Song of Defiance. A Social History of Students at the University of Otago*. Dunedin: Otago University Students' Association.

A blog started by Ali Clarke, who has written a history of the University of Otago to commemorate the 150th anniversary in 2019, contains many stories about staff, students, and departments over the years <https://otago150years.wordpress.com>.

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 collection (AG-800/005). Roll books for the Technical School Night and Day Classes Association 1904-1922 are held in the ready reference area.

The Dunedin Regional Office of Archives New Zealand holds (Caversham) Dunedin Industrial School records (committal books for the period 1886-1897 are now available online), Campbell Park School (Otekaieke, Waitaki Valley) records, and some Hokonui School records - see their Education guide at <https://www.archives.govt.nz/research-guidance/research-guides/education> for details and links.

Teacher records

Lists of teachers holding certificates or licences are published in the *New Zealand Gazette* – ask staff to retrieve these for you. Gazettes for the period 1913-1992 are available online at http://www.nzlii.org/nz/other/nz_gazette/. 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 public computers. 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 reports, and exam results. There is an index to the registers in the ready reference area that is arranged alphabetically by surname. A preservation copy of the first register (AG-294-32/01) is available in three volumes in the ready reference area (PC-0303,

PC-0304 and PC-0305). A list of student teachers at the Dunedin College of Education can be found in the *Dunedin College Centennial Register 1876-1975*, Dunedin, 1975.

An index to the Southland Teacher Register 1878-1989 is also located in the ready reference area – the registers are held at the Invercargill City Libraries.

Photographs

Check Hākena under the name of the school to locate photographs of pupils, staff, classes, and school buildings held in both the archives and photograph collections. Photographs of some schools, staff and classes are included in the records of the Otago Education Board. Some photographs are available online via Hocken Digital Collections at <https://hocken.recollect.co.nz/>.

Other contacts

Archives New Zealand

<https://www.archives.govt.nz/research-guidance/research-guides/education>

Invercargill City Libraries

<https://ilibrary.co.nz/research-archives/family-history/>

Waitaki Museum and Archives

<https://www.culturewaitaki.org.nz/north-otago-museum>

Hocken Collections Reference Guide Education Sources

<https://www.otago.ac.nz/library/hocken/otago038951.html>

Other guides in this series include:

A General Guide

Births Deaths and Marriages

Shipping Records

Occupations

Residences

Internet Sources

Whakapapa

Printed guides are freely available in the Hocken or can be downloaded online at <https://www.otago.ac.nz/library/hocken/guides-to-the-hocken-collections>.



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

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For hours, please check our website:
<https://www.otago.ac.nz/library/hocken/>