

Genealogical Sources Guide

A General Guide



Edward Immyns Abbot, Dunedin from Little Paisley, 1849. Watercolours + Gouaches.

177 x 275mm. Accession no.: 14,414.

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 that everyone is welcome to use)
- bring any materials you need for research and some photo identification 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 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We hold numerous other sources—both published and unpublished—and you can search for material on our Online Public Access Catalogues: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://goo.gl/HVNTqH> gives you several search options, and you can refine your results to the Hocken Library on the left side of the screen once you have made a search.

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

- for pictures, photographs and archives and manuscripts, use Hākena - <https://hakena.otago.ac.nz>

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

- some of the photographs from the Pictorial Collections are available for viewing online via Hocken Snapshot at <https://hocken.recollect.co.nz/>. Some other photographs and artworks can be viewed at <http://otago.ourheritage.ac.nz/>.

Births, Deaths & Marriages Online – Historical Records

Early New Zealand birth, death and marriage records can be searched online at <https://www.bdmhistoricalrecords.dia.govt.nz/search/> but you need to apply for a copy of the certificate, or printout, for the full details. You can search for births that occurred at least 100 years ago; marriages that occurred at least 80 years ago; and deaths that occurred at least 50 years ago, or if the deceased's date of birth was at least 80 years ago.

To look for births, deaths and marriages that occurred 1840-1990 you can use the *New Zealand Registrar General's Index to Births, Deaths and Marriages 1840-1990*. These are held on microfiche and they are indexed by name within years. The index provides names, year of registration and folio number. For births and deaths, the district is also available. A copy of the certificate, or printout, can be obtained from the Department of Internal Affairs for a fee (see <https://www.govt.nz/organisations/births-deaths-and-marriages/> for details). If you only know the name of one spouse and want to know whom they married, then you can use *NZ Marriages 1836-1956* (available on any of the public computers in the library).

Ancestry

This database <http://www.ancestrylibrary.com> is available on any of the public computers in the library. It provides access to family history via documents from North America, the U.K., Europe, Australia, New Zealand and more. It contains census information, immigration records, family histories, military records, court and legal documents, directories, photos, and maps. The New Zealand sources include electoral rolls for the period 1853-1981, directories for 1866-1955 and a wide range of birth, marriage and death indexes.

Directories

The directories contain an alphabetical list of householders and businesses. They give name, occupation and address. As the head of the house was usually deemed to be a man, women usually only appear if single, widowed or operating a business. Holdings include:

- *Wise's New Zealand Post Office Directory 1872-1955*
- *Wise's Dunedin Directory 1865-1872*
- *Harnett & Co. Dunedin Directory 1863-1867*
- *Stone's Otago/Southland Directory 1884-1954*
- *Stone's Canterbury, Nelson, Marlborough and Westland Directory 1902-1955*
- *Stone's Wellington, Hawke's Bay and Taranaki Directory 1891-1945*

Please note: *Wise's New Zealand Post Office Directory* are also available on Ancestry and many of the *Stone's* directories are available on the public computers.

Shipping

Shipping lists may provide information such as name, age, ship, date and port of departure and arrival. The following resources may be useful:

- *Otago/Southland Assisted Passengers from UK & Europe 1872-1888*
- Passenger lists, compiled from the *Otago Provincial Government Gazettes 1869-1875*
- *List of Immigrants who were Debtors to the Provincial Government of Otago for Passage Moneys 1869 & 1872*
- *Patrick Henderson Shipping Line Paying Passengers to Otago 1871-1880*
- *Comber's Index to Shipping Arrivals in New Zealand 1839-1889* - this list includes information about ships and their voyages but no passenger lists.
- *Val Maxwell's Settlers to Otago pre 1861*
- Shipping folders – passenger lists and/or accounts of arrival compiled from newspapers and arranged alphabetically by ship's name.
- *Victoria Outward Passengers to all New Zealand Ports 1852-1880*
- *Immigration To Victoria - Inward From British Ports 1852-1879*
- *Immigration To Victoria - Inward From Foreign Ports 1852-1879*
- *Immigration To Victoria - Inward From New Zealand Ports 1852-1923*

The Victorian passenger lists are available on microfiche, and can also be searched online at <https://www.prov.vic.gov.au/explore-collection/explore-topic/passenger-records-and-immigration> or via Ancestry.

Church Records

The Hocken is the official repository for records of the Anglican Diocese of Dunedin, but also holds records for Methodist, Baptist, Associated Churches of Christ, and Congregational denominations. We also hold records of the Dunedin Jewish congregation 1862-2006. Search Hākena <http://hakena.otago.ac.nz> for details.

Catholic records are held at the Diocesan Archives, Catholic Pastoral Centre, c/- 277 Rattray Street, Dunedin (archives@cdd.org.nz). Presbyterian records are held at the Archives Research Centre, Presbyterian Church of Aotearoa New Zealand, Knox College, 1 Arden Street, Dunedin (<https://www.presbyterian.org.nz/archives/>).

Marriage Registers

Nominal indices exist for Presbyterian, Catholic and Anglican (including Associated Churches of Christ and Congregational) marriages c.1841-1920. We also have parish transcripts for Anglican churches giving full details of marriage entries, and for Knox and First Churches.

Baptismal Registers

Original Anglican registers are available under the name of the Church - search Hākena for details. There are some indexed transcripts. An index to pre-1905 baptisms in the Catholic Diocese of Christchurch is available on the public computers.

Burial Registers

Some original Anglican registers are held.

School Records

One of the most useful sources of genealogical information is the school Admission, Progress and Withdrawal Registers (APWs). They may contain the pupil's name, date of admission, date of birth, parent's name and address, the pupil's progress, date of leaving and destination. APWs were in official use from 1879 although teachers were not always efficient in keeping their pupils' records. The Hocken 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 however are held by the North Otago Museum and Southland School records are being collected by the Invercargill City Libraries.

Indexed APW transcripts

These exist for most Dunedin and many Otago state primary schools and for some Dunedin high schools. Ask staff to search the Otago Primary Schools database if you do not know which primary school your ancestor attended.

Otago Education Board Class Lists 1879-1953

The lists are arranged alphabetically by school and record the pupils who sat examinations in any given year and their age. They can be a useful alternative when APWs do not exist.

Otago Education Board teachers' records, 1878-1952

These are incomplete but useful for information relating to teachers as are the *Appendices to the Journals of the House of Representatives* E.1. (some are available online at <https://atojs.natlib.govt.nz/cgi-bin/atojs>).

School jubilee histories

These can also be a useful source of information. Check both catalogues for holdings.

Cemetery Records

The Hocken Collections holds transcripts of headstones and burial registers for many Otago cemeteries.

Dunedin cemeteries

Northern Cemetery 1872-1986; Southern Cemetery 1858-1985 (Catholic Headstones 1858-2017); Anderson's Bay Cemetery c.1867-1990; Dunedin cremations 1927-1950; Cremation Records 1960-1989, Green Park Cemetery 1978-2004; Greater Dunedin Combined Burials and Cremations 1990-1998. You can also search the Dunedin City Council Cemeteries Database - https://www.dunedin.govt.nz/facilities/cemeteries/cemeteries_search.

Burial registers for smaller cemeteries in the Otago/Southland area

These include Alexandra, Arrowtown, Balclutha, Cromwell, East Taieri, Milton, Palmerston, Port Chalmers, Queenstown, and Ruapuke Island.

New Zealand Cemetery records

These are held on microfiche and date from colonial times and include many cemeteries in New Zealand. They contain geographical and alphabetical indices. Use the NZ Burial Locator v2 (on public computers) if you are not sure where someone was buried in New Zealand.

Many cemeteries now have online databases that allow you to search for and view burial records. The Christchurch City Libraries website has a useful listing of these databases at <https://goo.gl/EQu2Oq>.

Return of Freeholders of New Zealand 1882

This is an alphabetical listing of persons who owned freehold land in New Zealand in 1882. It provides name, address and occupations of owners of land, including the area and value of the property.

Electoral Rolls

Our holdings date from 1853 to the most current available and cover all New Zealand districts. The rolls provide names, occupations and addresses. From 1853 to 1981 the rolls are held on microfiche (and are also available via Ancestry). The 1893 electoral roll is available also available as a separate database on the public computers.

We hold habitation indexes (where electors names are sorted by residential address) for all of New Zealand for 2017 and 2018, and for Dunedin and Te Tai Tonga for 2015 and 2016.

Otago Nominal Index

This is an electronic database of persons appearing on Otago and Southland electoral rolls, early Dunedin directories and the *Otago Police Gazette* prior to 1876. Further electoral roll entries to 1893 have also been added, as well as entries from *Mackay's Otago Almanac*. The Index includes name, address, and occupation. It is available online at <http://marvin.otago.ac.nz/oni/> and on any of the public computers in the library.

Otago Daily Times: Headlines 1946-1995 & Obituaries to 1997

This is available electronically on the public computers. It is arranged by subject and there is also a separate nominal index. References include the exact date and page number in the *Otago Daily Times*; you can then view the newspaper on microfilm.

Newspapers

Check Library Search|Ketu for holdings of newspapers. Staff can search the *Union List of Newspapers* which covers all New Zealand and lists newspapers by place of publication. Staff will also show you how to request newspapers or how to use those that are on microfilm.

Access the Dunedin Public Libraries *Southern Regional News Index* through their catalogue https://ent.kotui.org.nz/client/en_AU/srni. It is excellent for locating articles in the *Otago Daily Times* (note: the online index only includes records back to 1993, as well as some information from the 1850s, 1930s and 1940s). The full index is available in the McNab Room on the third floor of the Dunedin City Library but it is being made increasingly available online at <https://dunedin.recollect.co.nz/pages/newspapers/>.

PapersPast <https://paperspast.natlib.govt.nz/> includes a number of early Otago newspapers in its coverage and all are searchable.

Otago Witness is a good source for pictorial information – there are indexes to the illustrations in the Pictorial Collections area on the first floor (please ask staff if you wish to consult these).

Use dates you have found through other sources to check for articles in the newspapers eg., when a building was officially opened.

There are some useful indexes in the ready reference collection, which include *Central Otago Goldfields Newspaper Indices* and *Catholic Death Notices in the Otago Daily Times 1861-1990*.

Māori Sources

Print materials

For those just starting out *Whakapapa: an introduction to researching Māori and Pākehā-Māori families, their history, heritage, and culture* by Brenda Joyce, Bruce Mathers and Owen Ormsby and *Te Haurapa* by Te Ahukaramu Charles Royal are useful introductions to whakapapa research. The publications collection includes many tribal histories that may be useful (search Library Search|Ketu for holdings) such as:

- P.D. Garven's *The Genealogy of the Ngai Tahu*;
- R. Halbert's *Horouta. The History of the Horouta Canoe, Gisborne and the East Coast*;
- G.R.H. Taylor's *Bibliography of Publications on New Zealand Maori*, which includes a section on books related to tribal and local Māori history.

The 1886 *Appendix to the Journals of the House of Representatives* (G16) contains Māori census results for 1848, 1853 and 1866 <https://atojs.natlib.govt.nz/cgi-bin/atojs>, and the Hocken holds a full set (including indexes) of the *Journal of the Polynesian Society* - for Māori in the Moeraki area, volume 3 contains valuable information. Volumes 1-125 1892-2016 are now available online at www.jps.auckland.ac.nz.

Archives and Manuscripts

Our archives collection includes James Herries Beattie's manuscripts (ARC-0162) that contain original material concerning Southern Māori; and Reverend J.F.H. Wohler's papers (ARC-0418) that include useful material concerning the Māori on Ruapuke Island. Try a subject search on Hākena or browse by the collection theme "Tikanga Māori and Te Reo Māori".

Microform

The *Maori Land Court Minute Books 1865-1975* are held on microfilm. There is an index to the 1865-1910 minute books available electronically on the public computers <https://goo.gl/rT5nb8> or online at <https://collections.library.auckland.ac.nz/mlcmbi/>.

A selection of early Māori newspapers is held on microfiche and microfilm but may also be found online at - <https://goo.gl/DliEtA> and some Māori titles are available via PapersPast at <https://paperspast.natlib.govt.nz/>.

Electronic sources

For those interested in electronic sources the University of Otago Library Maori Studies Guide https://otago.libguides.com/maori_studies provides some good starting points.

You can also check our separate guides – *Māori Sources at the Hocken Collections*, *Whakapapa Research at the Hocken Collections* and *Kai Tahu Sources at the Hocken Collections* – available online at <https://www.otago.ac.nz/library/hocken/otago038951.html>.

Government Records

The Hocken holds various government publications, including Provincial Government material. *Appendices to the Journals of the House of Representatives* contain annual reports of government departments. There are indexes to these and they are available in the ready reference collection, or search those available online at <https://atojs.natlib.govt.nz/cgi-bin/atojs>. *New Zealand Gazettes* include lists of registered doctors, dentists, etc as well as government appointments. They are available and searchable online on the public computers for the period 1841-2002. However, for all research into original Government records, including court cases, divorces and coroner's reports, enquiries should be directed to Archives New Zealand, Dunedin Regional Office, 556 George Street, Dunedin. Archway, the online catalogue of Archives New Zealand, is available at <https://archway.archives.govt.nz/>. Many New Zealand probate records 1843-1998 can be searched (and those issued over 50 years ago can be viewed) via Family Search <https://www.familysearch.org/search/collection/1865481>.

Australian Records

The Hocken holds microfiche of the *Victorian Pioneer Index 1837-1888* and the Births, Deaths and Marriages for Victoria 1889-1913. Victorian electoral rolls for 1856 and 1899 are held on microfiche, as are directories for Melbourne (1857-1883), Port Philip (1839-1867) and Victoria (1884-1900). Most of these sources, as well as many more, are available via Ancestry.

The microfilm area includes microfilm of a few early Australian newspapers such as the *Sydney Morning Herald*, *Argus*, *Hobart Town Courier*, *Sydney Gazette* and *Australian* – check Library Search|Ketu for holdings. Some titles are available online via Trove <https://trove.nla.gov.au/>.

Photographs

The Photographs Section on the first floor contains images of Otago, its geography, buildings and people. It also includes a large number of photographic portraits of many of the district's early settlers and is very good for photographs of Dunedin streets and suburbs. There is also an index to the *Otago Witness* illustrations.

Search Hākena for holdings (and to view some items). A number of photographs are viewable online via Hocken Snapshot at <https://hocken.recollect.co.nz/>. Please talk to staff at the reference desk if you wish to access the photographs section.

Maps

Holdings can be found in Library Search | Ketu or ask staff to help you. They include plans of sub-divisions and Dunedin fire insurance maps (useful for locating specific buildings) as well as topographical maps of specific and general locations. The map collection also includes cadastral maps that can be used to show the location of land your ancestors owned if you know the block and section details.

The Hocken Collections contains a myriad of other sources of genealogical information. If you have any questions, please ask staff at the Reference Desk.

Other guides in this series include:

Births, Deaths and Marriages

Shipping Records

Occupations

Residences

Education

Internet Sources

Whakapapa Research

Printed guides are freely available in the Hocken or can be downloaded online at

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



*Chance Family (1925-1930). Photographs Collection Album 545,
George Chance Collection, P2007-014/2-014a.*

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