

# Reference Guide

## Education Sources at the Hocken Collections



**Noel Chin Luke Vun, a Dunedin Teacher Training College Colombo Plan student from Borneo, teaching a class at George Street Normal School, 1957. Otago Education Board records, AG-294-49/270, S08-028a.**

## 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

This guide gives examples of the types of material relating to education in New Zealand held in the collections. All items must be used within the library. As the collection is large and constantly growing not every item is listed here, but you can search for other 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 pictures, photographs and archives and manuscripts, 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;

- 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 <https://otago.ourheritage.ac.nz/>.

If you have any enquiries about ordering or other research questions, please ask the reference desk staff – they will be happy to assist you.

# Contents

|   |    |
|---|----|
| Administrative bodies .....                               | 5  |
| Otago Education Board .....                               | 5  |
| Department/Ministry of Education .....                    | 6  |
| Individual schools .....                                  | 7  |
| State primary and intermediate schools .....              | 7  |
| State secondary schools .....                             | 8  |
| Catholic schools .....                                    | 8  |
| Private schools .....                                     | 8  |
| Early childhood education .....                           | 9  |
| Kindergartens .....                                       | 9  |
| Playcentres .....   | 9  |
| Childcare centres .....                                   | 9  |
| Publications .....  | 9  |
| Tertiary and technical education .....                    | 10 |
| University of Otago .....                                 | 10 |
| Dunedin College of Education .....                        | 12 |
| Otago Polytechnic .....                                   | 12 |
| Dunedin Technical School/King Edward Technical College .. | 12 |
| Dunedin School of Art .....                               | 13 |
| Sunday schools and religious education .....              | 13 |
| Music, art, and dance education .....                     | 13 |
| Teachers .....  | 14 |
| Otago Education Board and school records .....            | 14 |
| Teachers' papers .....                                    | 14 |
| Teacher organisations .....                               | 15 |
| Publications .....  | 15 |
| Education theory and research .....                       | 15 |
| Education resources .....                                 | 18 |
| Ephemera .....  | 18 |
| Websites .....  | 18 |

## Administrative bodies

Until the establishment of provincial government in the 1850s, New Zealand schools were run by communities, churches, or private organisations. The Otago Education Board came into being in 1856 and took on responsibility for organising public primary schooling in the region. After the abolition of the provinces and the passing of the Education Act of 1877, the national government became responsible for education, but much of this continued to be managed via regional education boards, including the Otago Education Board.

The national Education Department retained direct responsibility for administering secondary education until the 1960s, when the regional education boards took on a greater administrative role. In the 1960s education boards also took over responsibility for native schools, previously administered by the Education Department (and prior to 1880 by the Department of Native Affairs). Industrial schools were residential institutions run directly by the Education Department.

In 1989 the regional education boards were abolished with the Ministry of Education and School Boards of Trustees taking over the administration of public schools.

### Otago Education Board

The Hocken holds archives of the Board for its entire existence, from 1856 to 1989. The collection includes a full set of minutes and numerous other administrative records, including correspondence, subject files, annual reports, scrapbooks, financial records, teachers' registers, truancy records, inspection reports, records relating to school buildings and various other items. Not all these series cover the entire period, and much of the correspondence was badly damaged during a 1974 fire in the Board's building. See Hākena, the pictures, photographs, archives and manuscripts catalogue, for details of the collection [ARC-0005].

Our publications collection includes various publications by and about the Board, including reports, by-laws etc. Check Library Search|Ketu with a search using *Otago Education Board* as author or subject. There is a published history of the Board –

Otago Education Board; James McKerrow Miller; David Forsyth (1957). *The Otago Education Board 1856-1956: A Brief History*. Dunedin: Otago Education Board.

We also have some miscellaneous publications of other regional education boards – see Library Search|Ketu for details.

## **Department / Ministry of Education**

Department of Education (later the Ministry of Education) archives are held by Archives New Zealand. However, we have numerous publications relating to the Department/Ministry. Try checking Library Search|Ketu using the following as subject or author headings:

- New Zealand. Dept of Education
- New Zealand. Ministry of Education
- New Zealand. Education Review Office

The annual report of the Department / Ministry appears in the *Appendices to the Journals of the House of Representatives* (AJHR). For some periods this report also incorporates the annual reports of all the regional education boards. Many of the AJHR reports prior to 1930 include lists of teachers (see the folder *A guide to educational records in the Hocken Collections* in the ready reference area for a list of genealogical information available in the AJHR education series). The AJHRs also include a wide variety of additional reports relating to education – these vary in topic from year to year. The AJHRs for 1854-1945 are available on the ready reference shelves – for more recent years, place a request via Library Search|Ketu. AJHRs for 1858-1950 are now available to browse or search online at <https://paperspast.natlib.govt.nz/parliamentary> .

## Individual Schools

We hold the archives of many schools in the Otago region, however, a few schools have retained their historic records, while records for North Otago are held in the North Otago Museum, Oamaru. The Invercargill City Archives care for Southland school records and industrial school records are held by Archives New Zealand. See our reference guide on orphanages and children's homes <https://www.otago.ac.nz/library/hocken/otago038951.html> for further information on the local industrial school and other residential institutions. Please note that access to some pupil records is restricted, requiring the written permission of the school principal to view – check Hākena for details of any restrictions. Many of the school archival collections include photographs, and further photographs may also be held in our photograph collections (upstairs). Please talk to desk staff if you wish to access the photographs collection.

### State primary and intermediate schools

For a useful guide to the names and dates of schools in the Otago Education Board region see *Otago Education Board Schools*. There is a copy of this 1985 guide in the ready reference area. There is also a list of schools for whom we hold records in the folder *A guide to educational records in the Hocken Collections* (in the ready reference area).

The archives of individual schools vary, but often include admission registers, progress and attendance registers, School Committee/Board of Trustees records, papers relating to anniversary celebrations and photographs. Check Hākena to see if we hold records of the school which interests you and what they include. Material relating to particular schools can also be found in the Otago Education Board records [ARC-0005], which include school inspection records, annual examination class lists, architectural plans and other property files and history files for each school.

Members of the New Zealand Society of Genealogists have transcribed the admission registers for many schools (in most cases up to 1920 only). Copies of these transcripts are available in the ready reference area. Desk staff can check the Otago primary schools database for you if you are not sure which school the person you are researching attended.

We have a large collection of published histories and anniversary booklets for schools in Otago and beyond. Check Library Search|Ketu under the name of the school.

## **State secondary schools**

We hold the archives of most state secondary schools in the Dunedin area and some from other parts of Otago (Otago Boys' High School holds its own archives). Most of these collections include individual pupil files along with extensive administrative records. There are also records for many school boards (including the Otago High Schools Board, responsible for Otago Boys', Otago Girls', Kings', and Queens' High Schools until 1989) and for various old pupils' organisations. Check Hākena for details of our holdings.

The publications collection includes many secondary school histories, yearbooks, and magazines. Check Library Search|Ketu under the name of the school.

## **Catholic schools**

We hold the archives of some Catholic schools in the region, particularly those established by the Dominican Sisters and the Christian Brothers. Catholic schools for which we have extensive records include Christian Brothers' School (Dunedin), Moreau College (Dunedin), Sacred Heart School (North East Valley), St Dominic's College (Dunedin), St Edmund's School (Dunedin), St Joseph's School (Dunedin), St Joseph's School (Port Chalmers), St Paul's High School (Dunedin) and St Philomena's College (Dunedin). There are also a few miscellaneous archives of other Catholic schools in the region – check Hākena for details.

The material in Catholic school records is like state schools, though early records tend to be less standardised as they were not controlled by government regulation. From 1895 pupils in Catholic schools were examined, like those in other schools, by the Otago Education Board inspectors, and the resulting records are in the Otago Education Board archives (ARC-0005, in the series "annual examination class lists").

Like state schools, many Catholic schools have published school histories and magazines, which can be located through Library Search|Ketu.

## **Private schools**

We have some archives for a few private schools – Archerfield School, John McGlashan College, and St Hilda's Collegiate School. These are generally less comprehensive than records we hold for other schools – check Hākena for details. We also hold publications such as prospectuses, magazines, and histories for various private schools – try searching Library Search|Ketu under the name of the school.

# Early childhood education

## Kindergartens

We have extensive archives of the Dunedin Kindergarten Association from its formation in the 1880s through to this century [ARC-0261]. These include minutes, reports and other administrative records, papers relating to individual kindergartens, photographs, and teachers' sample workbooks. We also have minutes of the Southland Kindergarten Association [AG-666] for the 1960s to 1980s. In addition to these regional administrative records, we hold archives for many local kindergartens. Another collection of interest is research papers relating to the history of kindergartens in Dunedin, compiled by Dorothy Dempster [MS-1894]. We also have some scrapbooks relating to kindergartens compiled by Elizabeth Hamilton, principal of the Dunedin Kindergarten Teachers' College from 1946 to 1966 [ARC-0512]. A search on Hākena for 'kindergarten' or 'preschool education' will show our holdings.

## Playcentres

We have extensive archives of the Otago Playcentre Association and its predecessors [ARC-0396]. These date from the late 1950s to the 1990s and include all sorts of administrative records, historical notes, clippings, publications, and photographs. We also have archives of the South West Otago Area Playcentre Committee [MS-2287], North Otago Playcentre Area Committee [MS-2336] and Central Otago Playcentre Area Committee [MS-2337], along with archives of various individual playcentres throughout the Otago region. Check Hākena using the search terms 'playcentre' or 'preschool education' for details of our holdings.

## Childcare centres

The archives of the Methodist Central Mission [ARC-0048-002/021] include records of the Dunedin Citizens' Day Nursery, from its establishment in 1930 to the 1970s. The records of the Dunedin YWCA include papers relating to their childcare centre from 1980-1992 [MS-2500/046]. The papers of Helena Sidey, wife of politician T.K. Sidey, include items relating to her interests in children and child care [ARC-0448].

## Publications

We have numerous publications relating to early childhood education. Try searching Library Search|Ketu under the following subject headings –

- child care
- day care centers
- early childhood education
- education, preschool
- kindergarten
- kohanga reo
- Montessori method of education
- nursery schools
- play centers
- play groups
- play schools
- preschool children – care

A useful publication about Dunedin kindergartens is:

Helen May (2014). *People, places and play in the 'child gardens' of Dunedin: Dunedin Kindergartens Mana Manaaki Puawai o Otepoti, 125 years old*. Caversham, Dunedin: Dunedin Kindergarten Association Incorporated.

## Tertiary and technical education

### University of Otago

We hold archives for the University of Otago dating back to the 1870s. General administrative records of the University are in the collection titled University of Otago: Records of Registry & Central Administration [ARC-0018]. This extensive collection includes minutes of the University Council, Senate, Professorial Board, faculties, and various committees; correspondence; general subject files; staff and student records; financial records; annual reports and calendars; and a variety of other miscellaneous items. Please note that access to some items is restricted – see

<https://www.otago.ac.nz/library/hocken/otago038952.html> for details of restrictions.

We also hold historic records for some – not all – university schools and departments. The largest collections are for the Medical School (including administrative records from the Dean's Department, and various records for the Anatomy, Biochemistry, Pathology, Pharmacology and Psychological Medicine Departments) and the former School of Consumer and Applied Sciences (originally the Home Science School). There are also

archives for the medical and home science alumnae organisations. Other departments and schools of the University for which we hold smaller collections of records include the Dental School, Faculty of Law, and Departments of Education, Computer Science and Mineral Technology (formerly the School of Mines). We also hold extensive archives for the former Department of University Extension, which ran non-credit community courses on a wide range of topics.

In addition to the archives of the University administration and departments, we hold the papers of many University of Otago academics from a wide range of disciplines. Check Hākena using the name of the person or department for details. One especially notable collection is the papers of Philip Smithells, Professor of Physical Education, who had a great interest in matters relating to both physical and more general education [ARC-0494]. Another large collection is the archives of the Otago University Students' Association, which range from 1878 through to this century [ARC-0130].

There are numerous photographs relating to the University of Otago in both our archives and manuscripts and photographs collections. Search Hākena for holdings. Our photographs collection includes Box-184 Photographer: Prime Minister's Department, a collection of photographs of the activities of the University of Otago in 1949, and many of these can be viewed online via Hākena.

Our publications collection includes many items relating to the University. For example, we have reports and newsletters of many departments and organisations within the University, graduation booklets, calendars, student newspapers and various published histories. Check Library Search|Ketu for details. Several published histories of the University are available in the ready reference area. Also in the ready reference area are two useful publications for tracing particular students – a roll of graduates to May 1988 (this does not include all graduates) and an index of students listed in university calendars 1882-1926.

We also have a wide range of publications relating to other New Zealand universities, including calendars, reports, magazines, and histories – check Library Search|Ketu under the name of the university for details.

## **Dunedin College of Education**

We have a large collection of the records of the Dunedin College of Education (formerly the Dunedin Teachers' College) prior to its merger with the University in 2007 [ARC-0531]. Included are reports, minutes of various committees, correspondence, staff and student records, publications, anniversary records, plans and photographs. Please note that access to some items is restricted – check Hākena for details. There are also some archives for various class reunions, and some 1950s and 60s minutes of the Dunedin Teachers' College Students' Association [MS-2891].

A history of the Teachers' College and a register of students 1876-1975 are available in the ready reference area. Our publications collection holds various periodicals and books relating to the College of Education, including several histories. Check Library Search|Ketu under 'Dunedin College of Education' and 'Dunedin Teachers' College' for details. (Some copies of *Te Rama*, the student publication, are in the College of Education archives collection [ARC-0531]).

## **Otago Polytechnic**

We hold very few archives of the Otago Polytechnic – there are some ledgers [88-119] and records from the School of Art centenary [AG-800]. We do hold records of some of the Polytechnic's predecessors, however, including the Technical College and School of Art (see below for details). We also have a large collection of records of the Otago Polytechnic Students' Association [ARC-0471], dating from 1971 through to recent years. These include minutes, correspondence, financial records, subject files, and various other administrative records.

Our publications collection includes some items relating to the Polytechnic, including histories, annual reports, course guides and student newspapers. See Library Search|Ketu for details.

## **Dunedin Technical School / King Edward Technical College**

The Dunedin Technical Classes Association was established in 1888 and ran evening classes in a range of subjects. It was known as the Dunedin Technical School from 1893, and from 1909 added a technical high school to its established evening classes. In 1914 it moved to a new building and was renamed the King Edward Technical College. In 1966 the college

separated into two institutions – the King Edward Technical High School (later replaced by Logan Park High School) and the Otago Polytechnic. We hold extensive archives of the school [ARC-0470], including administrative and student records. Some of the early roll books have been transcribed by members of the New Zealand Society of Genealogists – copies are available in the ready reference area.

## **Dunedin School of Art**

The Dunedin School of Art was established in 1870 and absorbed into the King Edward Technical College in 1920. We have some student roll books for the periods 1909 to 1914 and 1917 to 1920 [AG-797] and records concerning the centenary [AG-800]. For later administrative and student records, see the archives of King Edward Technical College [ARC-0470].

A useful history of the school is:

Jim Tomlin, Leoni Schmidt and Bridie Lonie (Dec. 2016). *Scope. Art: contemporary research topics* "Dunedin School of Art: a history". n.12:p.6-177. Available online at <https://www.thescope.org/journal/art-and-design/art-and-design-12>

## **Sunday schools and religious education**

Our archives collection include the historic records of many Anglican, Methodist, Baptist, Congregationalist and Church of Christ congregations in the Otago and Southland region. These frequently include records relating to Sunday schools. Check Hākena under the name of the specific church or try a broad heading search for 'Sunday school'.

We also have the archives of the Otago Branch of the Churches Education Commission [ARC-0066], the interdenominational group which organises religious teaching in schools.

## **Music, art, and dance education**

We have the papers of several local music teachers, and archives of several related organisations, including the Music Teachers Registration Board of New Zealand, the Associated Board of the Royal Schools of Music and the Institution of Registered Music Teachers of New Zealand (Otago branch). See Hākena for details.

We also have papers relating to several art teachers. Try a search on Hākena using the subject 'artists as teachers'.

The publications collection includes:

Roger Hardie (2005). "*The buds of flowering*": an archive list of Department of Education Art & Crafts specialist staff 1938-1989. Auckland, N.Z.: R. Hardie. It contains lists of those training as specialist art teachers.

We have fewer archives relating to dance teachers, but there is one significant collection – the papers of Lily Stevens, teacher of classical ballet [MS-2808]. The papers of Professor of Physical Education Philip Smithells also include material relating to dance [ARC-0494].

## Teachers

### Otago Education Board and school records

The Otago Education Board teacher registers include detailed information about teachers employed by the Board from 1878 to 1931. There is an index to the registers in the ready reference area, along with preservation photocopies of one of the original registers. Order the others through Hākena – they are in the Otago Education Board records [ARC-0005] in the 'teachers' records' series. The school inspection reports – another series in this same collection – includes some information about teachers up to 1954. The reports are arranged by year and name of school. We also have an index in the ready reference area to the Southland Education Board teacher registers from 1878 to 1989. The actual registers are held in the Invercargill City Archives <https://ilibrary.co.nz/research-archives/archives/>.

The archives of individual schools sometimes contain items concerning individual teachers, such as their workbooks – check Hākena under the name of the school. Published school histories and anniversary publications may also include biographical information about teachers, especially for earlier years – check Library Search|Ketu under the name of the school.

### Teachers' papers

Our archives collection includes papers of some individual teachers. These can be found by a subject search on Hākena using the term 'teachers'. These vary widely in content. Some examples are the papers of R. Allister Evans [MS-1110], which include many children's exercise books from two primary schools, along with teacher's workbooks and other

material; and the papers of Margaret Sharpe [93-030], which include teaching materials and workbooks relating to her work as an arts and crafts teacher. The papers of Lynley Hood [ARC-0207] include research papers for her biography on pioneering New Zealand educator Sylvia Ashton-Warner.

## **Teacher organisations**

We hold the records of several teacher organisations, including the New Zealand Educational Institute, Otago Branch; Post-Primary Teachers' Association; Technical School Teachers' Association, Dunedin Branch; Home Economics and Technology Teachers' Association of New Zealand; and the Association of University Staff, Otago Branch (and its predecessors). Check Hākena for details. We also have publications produced by the various teacher organisations – check Library Search|Ketu under the name of the organisation.

## **Publications**

We have numerous publications concerning teachers, including biographies. Try searching Library Search|Ketu under the subject 'Teachers – New Zealand'.

## **Education theory and research**

Our publications collection includes many New Zealand books relating to educational research, theory, and practice. Try searching Library Search|Ketu under the subject or author which interests you.

We also have a wide range of New Zealand periodicals, both historic and current. The following list notes some of our periodicals of particular interest to education. Please note that our holdings are given as a general guide – these are not always complete, and some issues may be missing. Full details of holdings are available on Library Search|Ketu.

*Access: Contemporary Themes in Educational Inquiry, 1982-present*

*Akina (NZ Association for Continuing and Community Education), 1982-1999*

*Annual Report (NZ Council for Educational Research), 1936-present*

*Breaking New Ground (National Council of Adult Education), 1980-1981*

*Childcare Quarterly (NZ Childcare Association), 1984-1990*

*Computers in New Zealand Schools, 1989-*

*Connections: A Journal for Teachers of Adults*, 1996-2005

*Continuing Education in New Zealand* (National Council of Adult Education), 1966-1982

*Delta* (Education Department, Massey University), 1968-present

*Early Childhood Folio* (NZ Council for Educational Research), 1983-1986

*Early Childhood Quarterly* (NZ Association of Child Care Centres), 1976-1988

*Ed News: International Education Market News*, 2002-2003

*Education Digest* (Education Forum), 1993-1994

*Education Leader*, 1998-1999

*Education News* (Department of Education), 1967-1970

*First Years: New Zealand Journal of Infant and Toddler Education*, 2003, 2006-present

*Forum Comment* (National Education Monitoring Project), 1996-present

*Journal* (New Zealand Teachers' Colleges Association), 1964-1978, 1981-1982

*Kindergarten Education* (NZ Free Kindergarten Union), 1975-1978

*Learning*, 1969-1970

*Lifelong Learning in Aotearoa* (National Resource Centre for Adult Education and Community Learning), 1992-1995

*Mana Korero* (Ministry of Education), 2001-2005

*Maori Education Commission Newsletter*, 1998-2000

*Nat Ed Newsletter* (NZ Educational Institute), 1974-1989

*National Education* (NZ Educational Institute), 1935-1989 (gaps)

*National Education Monitoring Report*, 1996-present

*Newsletter* (NZ Association for Community Education), 1977-1979

*Newsletter* (National Resource Centre for Adult Education and Community Learning), 1996-2000

*New Zealand Annual Review of Education*, 1991-present

*New Zealand Education Gazette* – known as *Education Gazette* from 1973 (Department of Education), 1926-present

*New Zealand Education Review*, 1996-present

*New Zealand Journal of Adult Learning* (National Council of Adult Education), 1983-1987, 2003-present

*New Zealand Journal of Educational Studies* (NZ Council for Educational Research), 1966-present

*New Zealand Journal of Physical Education* – known as *New Zealand Journal of Health, Physical Education and Recreation* from 1967 (Physical Education Society of NZ), 1953-1996

*New Zealand School Science* (NZ Science Teachers' Association), 1952-1968

*New Zealand Schoolmaster*, 1881-1882, 1887, 1905-1908

*NRC Newsletter* (National Resource Centre for Adult Education and Community Learning), 2000-2003

*Panui to Early Childhood* (Early Childhood Development Unit), 1994-1998

*Paragraphs About Continuing Education* – known as *PACE* from 1976 (National Council of Adult Education), 1974-1986

*Parent and School* – known as *Parent and School Today* from 2003 (NZ Parent Teacher Association), 1964-present

*Partnership* (Teaching and Learning Research Initiative), 2004-2006

*Right From the Start* (Early Childhood Development Unit), 1998-2000

*Timatanga* (NZ Childcare Association), 1990-1992

*Tutor* (Tutor Training Unit for NZ Technical Institutes), 1975-1994

*Waikato Journal of Education*, 1995-present

*WEA News* (NZ Workers' Educational Association), 1950-1967

*WEA Review* (NZ Workers' Educational Association), 1967-1985

## Education resources

We have a large collection of children's readers produced or used in New Zealand. These range from Whitcombe's Southern Cross Readers, Imperial Readers, and Pacific Readers of the late nineteenth and early twentieth centuries, through the Janet and John books of the 1950s and 1960s, to recent series published by Learning Media, such as the Ready to Read books. We also have a large collection of the Whitcombe's Story Books series, published between 1926 and 1949 (these are not catalogued, so please enquire at the reference desk if you wish to view the list). In addition to these books designed for educational purposes, we have a large collection of other New Zealand children's literature, from picture books to young adult fiction. We also have an almost complete set of the *School Journal* from its first publication in 1907 to the present. Our publications collection also includes many other New Zealand school texts. Check Library Search|Ketu for details.

## Ephemera

The Hocken's ephemera collection includes a wide range of education related material, such as posters, notices, programmes, leaflets, etc. It is being sorted into specific categories eg. Logan Park High School - 1980s, 1990s, 2000s, 2010s. Please talk to desk staff if you wish to consult this collection.

## Websites

The **New Zealand Ministry of Education** website has a wide range of material relating to education: <https://www.education.govt.nz/>

**Education Counts** is the Ministry of Education's statistics website:

<https://www.educationcounts.govt.nz/home>

**University of Otago 1869-2019~ writing a history** is a blog that was started by historian Ali Clarke on the history of the University of Otago. From 2018 this blog is being managed by the Hocken Collections and includes contributions from University of Otago history students <https://otago150years.wordpress.com/>

**Te Ara The Encyclopedia of New Zealand** includes articles on the various sectors of the education system in New Zealand <https://teara.govt.nz/en/education>

**Archives New Zealand** have produced a research guide to the education sources they hold:

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

The **University of Otago Library subject guide** on Education suggests a number of useful

sources: <https://otago.libguides.com/education>



***George Street School c.1881. George Street Normal School records, AG-081/B-014, S04-551d.***

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

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