

Reference Guide

Business Sources at the Hocken Collections



*Photograph of Fred Andrews & Co., Clinton, Box-214-016, S16-112a,
Hocken Photographs 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

This guide gives examples of the types of material relating to business, commerce and industry held at the Hocken. 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://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.

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/>.

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

Publications	5
General	5
Official Publications	6
Exhibition Catalogues	8
Biographies	8
Directories and Almanacs	9
Newspapers and Journals	10
Company Annual Reports	12
Ephemera and Posters	12
Bankruptcies	12
Patents	13
Industrial Relations	13
Archives and Manuscripts	15
Organisations	18
Other Records	19
Pictorial Collections	20
Photographs	20
Artworks	21
Other Institutions	21
Websites	22

The Hocken Collections hold an extensive array of records relating to businesses in New Zealand, particularly for the Otago and Southland region. Many significant New Zealand businesses originated in Dunedin and had their head offices located here. The records cover varying stages of business operation from harvesting, extraction and importing to manufacturing and retailing. Check the other Hocken research guides available at <https://www.otago.ac.nz/library/hocken/otago038951.html> as the industry you are interested in may be covered by one of those e.g. Agriculture, Food and Cookery, Mining, etc. There are also many Friends of the Hocken guides available via the same link that may be relevant.

There are University of Otago Library subject guides <https://otago.libguides.com/> on Accounting, Economics, Finance, Management, and Marketing that provide suggestions on how to locate relevant material.

Publications

General

Search Library Search|Ketu with the name of the business or industry that you are researching e.g. "Seafood industry -- New Zealand", or try a search using the following subject headings:

- Business enterprises -- New Zealand
- Dunedin (N.Z.) -- Commerce
- Maori (New Zealand people) – Commerce

Some general sources that are good starting points include:

Maria Amoamo; Miranda Miroso; Hiri Tutakangahau (2006-2007). *Maori Business Networks in Dunedin: Waiho i te toipoto, kaua i te toiroa: Let us keep close together, not far apart.* (Project Report). Dunedin: University of Otago. Available online at <https://ourarchive.otago.ac.nz/handle/10523/1497>.

Seán G. Brosnahan; Tania H. Connelly (Tania Heather); Margaret Anderson; Otago Early Settlers' Museum (c1992). *Dunedin, New Zealand's first great city: the roots of some enduring business successes.* Dunedin, N.Z.: Otago Early Settlers Museum.

Giselle Byrnes (Ed.) (2009). *The new Oxford history of New Zealand.* South Melbourne, Australia; New York: Oxford University Press. This book includes several relevant chapters – "Maori Economies and Colonial Capitalism" by Paul Monin, pp.125-146; "The New Zealand Economy, 1792-1914" by Jim McAloon, pp.197-218; and "The New Zealand Economy, 1900-2000" by Geoff Bertram, pp.537-572.

G. R. Hawke (Gary Richard) (1985). *The making of New Zealand: an economic history*. Cambridge: Cambridge University Press.

Ian Hunter (2007). *Age of enterprise: rediscovering the New Zealand entrepreneur, 1880-1910*. Auckland, N.Z.: Auckland University Press.

Allan J. Kynaston; Southern Heritage Trust (2012). *Rising from the golden glow: Dunedin's legacy of 19th century enterprise*. Dunedin, N.Z.: Southern Heritage Trust.

Hazel Petrie (2006). *Chiefs of industry: Māori tribal enterprise in early colonial New Zealand*. Auckland, N.Z.: Auckland University Press.

Simon P. Ville; University of Auckland. Centre for Business History; University of Auckland Library (1993). *A select bibliography of the business history of New Zealand*. Auckland, N.Z.: Centre for Business History, Dept. of Economics, University of Auckland.

Other useful sources include:

Cyclopedia of New Zealand. This was published between 1897 and 1908 in 6 volumes (Wellington; Auckland; Canterbury; Otago and Southland; Nelson, Marlborough and Westland; Taranaki, Hawke's Bay and Wellington). Each volume is arranged geographically and includes details and photographs of many businesses and businessmen. The *Cyclopedia* is available in our ready reference area, and can also be viewed online via the New Zealand Electronic Text Centre at <https://goo.gl/rgD1Am> or via the Ancestry database (on public computers).

George John Griffiths (2006). *Books & pamphlets on southern NZ: a simplified locality guide 1772 to the 21st century*. Dunedin, N.Z.: Otago Heritage Books. This book includes a list of publications on industry and commerce for the greater Dunedin area on pages 95-99.

Paul Sorrell (Ed.) (1999). *The Cyclopedia of Otago & Southland*. Dunedin: Dunedin City Council. This is a two volume work that includes essays on industry and professional services. The index can be found in Volume 2.

Official Publications

The New Zealand Department of Industries and Commerce and its successors, including the Ministry of Commerce, have produced reports with statistics and information relating to all types of industry. Other related government ministries are the Ministry of Business, Innovation & Employment, Ministry of Economic Development, and Ministry of Consumer Affairs. See Archway, the online catalogue for Archives New Zealand, for administrative histories of these organisations e.g.

<https://archway.archives.govt.nz/ViewEntity.do?code=AACY>.

Search Library Search|Ketu using the name of the department or ministry as author or subject to locate reports and other publications. We have the following:

Directory of New Zealand Manufacturers (1939 and 1950). A guide to New Zealand industries.

Official reports and statistics relating to trade and industry also appear in:

Appendices to the Journal of the House of Representatives. Includes official reports on the Department of Industries and Commerce. Indexes for 1854-1953 are available in the ready reference area and some appendices are now available online at <https://atojs.natlib.govt.nz/cgi-bin/atojs>.

New Zealand official year-book (1892-). Available in the ready reference area and online at <https://goo.gl/NuswBj>. Check for statistics and special articles on a variety of industries.

Statistics of New Zealand (1853-). Title was at first *Statistics of the colony of New Zealand*, then *Statistics of the dominion of New Zealand*. Some early reports are available at <https://goo.gl/H8Jlyw>.

The Department of Statistics has published a range of annual reports that cover various aspects of trade and industry. They include:

Business activity statistics. 1991-2000

Census of manufacturing 1976/77-1983/84 (and related series)

Country analyses of external trade. 1962-1980

Inter-industry study of the New Zealand economy. 1959/60-1987 (some gaps)

Key statistics 1989-2010 and its earlier title *Monthly abstracts of statistics* 1930-1989 (some gaps) – these include figures relating to business activity, overseas trade, prices, incomes and consumer expenditure.

Report on the industrial production statistics of New Zealand. 1924/25 - 1973/74

Search Library Search|Ketu for holdings by the title of the series you are interested in, or try “New Zealand. Department of Statistics” as author, or try a search using the following subject headings:

- New Zealand -- Statistics -- Periodicals
- Industries -- New Zealand -- Statistics -- Periodicals

- New Zealand -- Commerce -- Periodicals

For current statistical information try the Statistics New Zealand website <https://www.stats.govt.nz/>.

Exhibition Catalogues

The Hocken holds catalogues for many of the industrial and trade exhibitions that took place in New Zealand as well as some of the major international exhibitions and expos that featured New Zealand exhibitors. These provide lists of exhibitors and can include advertisements and descriptions of local trades and industries. Search Library Search|Ketu with the name of the exhibition that you are interested in, or try a search using the following subject headings:

- Industries -- New Zealand -- Exhibitions
- Manufactures -- New Zealand -- Exhibitions
- New Zealand -- Commerce -- Exhibitions
- Dunedin (N.Z.) -- Exhibitions

Biographies

The publications collection includes biographies of New Zealand businessmen and businesswomen. Search Library Search|Ketu with the name of the person that you are interested in, or try a search using the following subject headings:

- Businessmen -- New Zealand -- Biography
- Businesswomen -- New Zealand -- Biography

Profiles of prominent individuals can also be found in newspaper and journal articles. Use the database Index New Zealand <https://goo.gl/pPJ8da> to locate articles in New Zealand journals and newspapers on New Zealand business people – try a search with the name of the person you are interested in or try a subject search using the term ‘Businessmen’ or ‘Businesswomen’ or ‘Businesspeople’. This database is not full text so you need to check Library Search|Ketu for holdings of the relevant publication and then order it to view the article.

Try a search of the *Otago Daily Times Headlines Index 1946-1995* on any of the public computers in the library. Search with the name of the person or with the subject ‘Features Personalities’. The Southern Regional News Index of the Dunedin Public Libraries is another

good source for locating newspaper references - https://ent.kotui.org.nz/client/en_AU/srni. You can then look at the articles referred to in the newspapers in the microfilm area, or check Library Search|Ketu for holdings.

Papers Past <https://paperspast.natlib.govt.nz/> includes a number of digitised New Zealand newspapers covering the years 1839 to 1950 (including the *Otago Daily Times* 1861-1950), where you can search for articles and advertisements relating to a particular person, or browse by date, region and title.

Other useful sources for locating information about individuals include:

The New Zealand business who's who: a directory of leading business houses of New Zealand. The library holds 1935; 1951 - 1962; 1964 - 2006.

Te Ara The Encyclopedia of New Zealand includes biographies from the *Dictionary of New Zealand Biography* <https://www.teara.govt.nz/en/browse/page/biographies>. Search for the person you are interested in or try a search with the terms 'Business' or 'Industry' and then refine results to 'Biographies' on the left. The physical volumes of the Dictionary are available on the ready reference shelves.

The Cyclopedia of New Zealand (mentioned earlier) includes brief biographies and photographs of individuals.

Jane Thomson (Ed.) (1998). *Southern People: a dictionary of Otago Southland biography*. Dunedin, N.Z.: Longacre Press in association with the Dunedin City Council. Located in the ready reference section this volume contains biographical details of prominent individuals in the Otago-Southland area.

Directories and Almanacs

We have a large collection of directories and almanacs. Our holdings of Otago and Southland directories are the most complete, but we do hold some for other regions as well. These are useful for identifying where a business or organisation was located and when it was operating. Many directories include a section organised by surname, as well as a section organised by location and one for trades. They also published advertisements; look for an index to these at the front of each volume. A list of our Otago and Southland directories is available in the ready reference area; for other regions check Library Search|Ketu. Directories for 1866-1955 (mostly *Wise's New Zealand Directory*) are available to browse (and some years are also searchable) on the Ancestry database (available on the public

computers). There are also digitised editions of *Stone's Otago & Southland Directory* (as well as some for other districts) available on our public computers.

The published collections also include the *Universal Business Directory* for many of the districts throughout New Zealand, as well as for the Pacific. See Library Search|Ketu for holdings.

Search Library Search|Ketu with the title of the directory or almanac you are looking for or try a subject search with the terms:

- New Zealand -- Commerce – Directories
- Business enterprises -- New Zealand – Directories

Newspapers and Journals

We have a large collection of New Zealand newspapers and journals. Major business journals in our collection include:

HER Business, 1995-2007

Management, 1955-1998 (some gaps)

Mercantile Gazette and varying titles (*New Zealand Mercantile Gazette*, *Mercantile Gazette of New Zealand*, *MG business: mercantile gazette*, *The mercantile & bankruptcy gazette of New Zealand*, *The trade protection gazette of New Zealand: weekly commercial chronicle and market reporter*), 1878- (some gaps)

National Business Review, 1970-2015 (some gaps)

The New Zealand Company Register, 1962-2014

New Zealand Journal of Business, 1979-1995

New Zealand Management, 1998-

NZ Business, 1987- (some gaps)

We also hold journals that relate to a specific industry, for example

New Zealand forest industries: logging, sawmilling, wood processing, silviculture, 1986-1996

Deer industry news, 2004-

Pork industry newsletter: official newsletter of the pork industry, 1981-1995 (some gaps)

Search Library Search|Ketu by the title of the journal, or by the industry or business that you are researching (you can then refine results to “Journal title”), for holdings. To locate other titles, try a search on Library Search|Ketu for:

- Business -- Periodicals
- New Zealand -- Commerce -- Periodicals

Use the database Index New Zealand <https://goo.gl/pPJ8da> to locate articles in New Zealand journals and newspapers on New Zealand business and for specific companies – try a subject search using the term ‘Companies, Individual’ or ‘Business enterprises’. This database is not full text so you need to check Library Search|Ketu for holdings of the relevant publication and then order it to view the article.

See the University of Otago Library guides on Accounting, Finance, Economics, Management, and Marketing <https://otago.libguides.com/> for tips on locating articles in other databases.

Newspapers may contain articles about specific businesses, such as when they first opened or celebrated anniversaries, so it is useful to know some possible dates to locate these. Try a search of the *Otago Daily Times Headlines Index 1946-1995* on the public computers. Search with the name of the business or with the subjects ‘Industries General’ or ‘Companies’ or the type of industry e.g. ‘Jam Industry’, ‘Building Industry’. The Southern Regional News Index of the Dunedin Public Libraries is another good source for locating newspaper references - https://ent.kotui.org.nz/client/en_AU/srni. You can then look at the articles referred to in the newspapers in the microfilm area, or check Library Search|Ketu for holdings.

Papers Past <https://paperspast.natlib.govt.nz/> includes a number of digitised New Zealand newspapers covering the years 1839 to 1950 (including the *Otago Daily Times* 1861-1950, where you can search for articles and advertisements relating to a particular business, or browse by date, region and title.

Company Annual Reports

The Hocken Collections hold a large range of annual reports for New Zealand companies. These can include useful information such as names of managing directors, financial statements and annual updates on business operations. Search Library Search|Ketu with the name of the company you are researching; you can then refine results by “Journal Title” and “Hocken Library”. Click on “Get It” for holdings details.

See page 22 of this guide for details on accessing the Companies Office records held in Archives New Zealand and how to find current information about companies via the New Zealand Companies register.

Ephemera and Posters

The ephemera collection includes a range of sources relating to businesses in the Otago/Southland region such as advertising flyers, brochures, packaging, and sales catalogues. There are also many programmes that feature advertisements. The posters collection includes posters for some New Zealand products, industries and businesses. Most of these collections date from the mid-1960s onwards but there are a few earlier examples.

You are able to view some of the early material online on OUR Heritage

<http://otago.ourheritage.ac.nz/> - browse the collections “Posters from the Hocken

Collections”, “Food, drink, and other products packaging” and “Ephemera from the Hocken Collections”. The ephemera and posters collections are not yet listed on any online catalogue so please ask at the reference desk for assistance.

Bankruptcies

Court records relating to bankruptcy are held by Archives New Zealand – see their research guide “Making a living” for details of their holdings <http://archives.govt.nz/making-living>.

The Hocken Collections hold an index to *Bankruptcies in New Zealand 1881-1940* on microfiche in the ready reference area (General folder Volume 1). The index is arranged alphabetically by name and the references are to records published in the *Mercantile Gazette* 1881-1892 and *New Zealand Gazette* 1893-1940.

Check Library Search|Ketu for holdings of the *Mercantile Gazette* as we do have some gaps. We hold *the New Zealand Gazette* in hard copy from 1840 to 2006 (with occasional gaps) –

request the year you require via Library Search|Ketu. The *Gazette* for 1840 to 1860 is also available on microfilm (call number 10113) – request via Library Search|Ketu.

We also have available, on our public computers, a searchable *New Zealand Gazette Archive*, covering the period 1841-2002 (this includes provincial gazettes as well as the *New Zealand Gazette*). Please enquire with the reference desk staff – they will get you started with the database.

There is also an index to *Bankruptcies in Canterbury 1863-1880* on microfiche (in the same folder).

You could also try looking for a newspaper report of the bankruptcy proceedings – see the resources listed earlier.

Patents

The Hocken Collections hold *New Zealand Patents 1860-1890: An Index to Applications by New Zealand Residents* and *New Zealand Patents 1891-1912: An Index to Applications by New Zealand Residents* on microfiche in the ready reference area (General folder Volume 1). The indexes are arranged alphabetically by name and the references are to records published in the *New Zealand Gazette* – see the previous section for details on how to access this.

From July 1912 patent applications were published in the *New Zealand Patent Office Journal*. We hold issues of this journal from 1912-1998 – see Library Search|Ketu for details.

However you can search the online register of patents via the New Zealand Intellectual Property Office website <https://www.iponz.govt.nz/about-ip/patents/> for both existing and archived patents. See their guide to searching at <https://www.iponz.govt.nz/about-ip/patents/search/>.

Industrial Relations

The Hocken Collections include various sources on industrial relations and particular related events, like the 1951 waterfront dispute. Search Library Search|Ketu with the name of the organisation or event you are looking for, or try a subject search with the terms:

- Industrial relations -- New Zealand
- Labor disputes -- New Zealand

- Labor unions -- New Zealand
- Strikes and lockouts -- New Zealand

You could also try looking for relevant newspaper and journal articles – see the resources listed earlier.

The Hocken has records for the local branches of a variety of trade unions in the archives and manuscripts collection - see the following section “Organisations” (page 18).

Archives and Manuscripts

The archives and manuscripts collection includes records for a wide range of businesses and business related organisations. Please check our other research guides at

<https://www.otago.ac.nz/library/hocken/otago038951.html> as there may be a guide relating to your specific area of interest e.g. Agriculture, Mining, Tourism, etc. The Friends of the Hocken Collections have also produced a series of Business Guides that can be found via the same link.

Search Hākena with the name of the business that you are interested in, or try a subject search with the name of the industry; for example:

- Business enterprises
- Music trade
- General stores
- Manufacturing industries
- Warehouses
- Wholesale trade
- Stores, retail
- Importers and importing agents
- Wool trade and industry
- Wool brokers and merchants
- Apparel and Haberdashery
- Clothing trade
- Whaling
- Dairy Products
- Building Trades
- Employers' Associations
- Iron industry and trade
- Printers and Printing
- Motor Vehicle Dealers

Some examples of the business related collections we hold are:

Alliance Textiles (NZ) Limited records (ARC-0779). This collection includes records of Alliance Textiles (NZ) Limited and its predecessor companies - Mosgiel Woollen Factory Company Limited, Mosgiel Woollens Limited and Mosgiel Limited. They include day

books, production books, publications, clippings, photographs, some staffing records and film.

Donaghys Industries Limited records (ARC-0042). The collection consists of the papers, primarily financial records and correspondence subject files, of Donaghys Industries Limited and predecessor companies. It also includes publications, photographs and histories of the company.

Richard Green, 'Brushes in Dunedin', a history of the New Zealand Brush Company Limited (MS-3444). The Otago Brush Company was established in Dunedin by Alfred Carter Broad in 1880. The Dunedin factory closed in 1973, and in 1974 the senior members of the staff formed a new company, known as the New Zealand Brush Company. This collection contains a history of the New Zealand Brush Company and its predecessor, the Otago Brush Company. It also includes history of the Broad family.

Hallenstein Brothers Limited records (ARC-0041). Hallenstein Bros & Co., initially known as the New Zealand Clothing Factory, began as a partnership between Bendix Hallenstein, his Australian based brothers Isaac and Michaelis and an experienced manufacturer J.F. Anderson. Manufacturing began in 1873 with materials bought from Mosgiel Woollen Mills in which Bendix Hallenstein had an interest. After a few years room was needed to expand so the business moved into new premises in Dowling Street. It remained there until the decision to move the Head Office to Auckland in 1988. This collection includes annual reports, correspondence, minute books, financial records, staff records, property and building records, factory and warehouse records, and photographs.

In 1884 Bendix Hallenstein founded the Drapery and General Importing Company of New Zealand Ltd. initially as a co-operative store. The D.I.C., as it became known, shared a Dunedin and London Head Office with Hallenstein Bros & Co. and later Hallenstein Bros Ltd. as well as several directors. The records for Hallensteins Bros & Co. include **D.I.C. New Zealand Limited records (91-057)**. The collection consists of the records of D.I.C. New Zealand Ltd. Central (Head) Office.

Harwood Family papers (ARC-0420). Octavius Harwood was an early settler of the Otago Peninsula. He was born in 1816. He arrived in Australia in 1837 on the 'City of Edinburgh' where he met George Weller in Sydney. He came to Otago in 1838 to run the Weller Brothers' whaling station store. The collection consists of correspondence and business papers of Octavius Harwood Snr and other Harwood family members, financial papers such as sheep books and shop receipts, biographical notes on the family and fragments of a draft history of the Otago Peninsula by Octavius Harwood Jnr.

McLeod Brothers Limited records (89-083). McLeod Brothers opened their Dunedin factory in 1869 and became during 100 years one of New Zealand's leading soap and candle manufacturers. This collection includes minutes, share records, staff wage records, other financial records, advertising material, photographs, and other records.

Milburn Lime and Cement Company Limited records (AG-158). This collection consists of the archives of the Milburn works. See also UN-150, 95-133, 01-003, 01-080, 89-025, 94-136, 90-121, 89-085, 96-165 and 96-177.

Newbolds Bookshop Limited records (ARC-0607). Newbolds Bookshop Limited was located at 394 George Street Dunedin, opening in 1916. The firm dealt in second-hand books, many of an antiquarian nature, and boasted an international clientele of private individuals, institutions, and other book-sellers. The firm was managed for many years by Richard Desmond White (1899-1967). This collection contains personal papers and correspondence of Richard White, including some with literary figures, general business correspondence, individual subject correspondence files and financial and sales records.

New Zealand Loan & Mercantile Agency Co. records. (Receipt 6641 and 6650). These are large unprocessed collections - please ask desk staff if you wish to access them.

N.M.A. Company of New Zealand Limited records (UN-028). The National Mortgage and Agency Company of New Zealand Limited was incorporated in England in 1877. It merged with Wright Stephenson and Company in 1972. This large collection includes correspondence, letter books, account books, reports and ledgers.

Penroses Department Store Limited records (01-101). The collection contains financial records in particular. These include ledgers, journals, analysis books, trail balances etc. There are also minute books, correspondence, advertising scrapbooks, plans and photographs. See also 02-078.

Sargood, Son and Ewen Limited records (ARC-0558). Sargood, Son and Ewen were a firm of warehousemen and manufacturers. Their manufacturing activities including the operation of clothing and footwear factories. This collection includes letter books, ledgers, correspondence, legal papers, wage books, memoranda, scrapbooks, photographs, office and company instruction booklets, advertising ephemera, company histories, papers relating to Sir F.T. Sargood, and photographs.

Standard Insurance Company of N.Z. Limited records of the Head Office, Branches and Liquidator (ARC-0202). The Standard Insurance Company was established in 1874. The Head Office of the company was in Dunedin until the firm went into liquidation in the early 1960s. The collection includes the records of the Head Office and branches in Auckland, Christchurch, Dunedin, Hamilton, Invercargill, Napier, New Plymouth, Wanganui, Wellington and Sydney. There are also liquidation records. The material includes minutes, correspondence, financial records, insurance records, shareholders records, legal records, staff records and some personal papers.

Thomson and Company Limited records (UN-146). The company, founded by Alexander Thomson in 1866, was a Dunedin aerated water and cordial manufacturer. The collection is unlisted.

Wilson Neill, R. Wilson & Co., P.C. Neill & Co., records (Receipt 6641). These are unprocessed collections - please ask desk staff if you wish to access them.

Please note that access to some of these records is restricted and requires the written permission of the party concerned – see Hākena, the pictures, photographs, archives and manuscripts catalogue, for details relating to any restrictions.

Organisations

For archives relating to a particular organisation, try a search under their name on Hākena or try the following subject searches:

- *Associations*
- *Employers' Associations*
- *Trade-unions*

The archives collection includes records for the following organisations:

Otago Chamber of Commerce records (UN-022). The first Dunedin Chamber of Commerce was formed in August 1861 but failed in 1885. It was revived in June 1887 and is still in existence. In August 1965 it changed its name to the Otago Chamber of Commerce. The collection includes records of meetings, reports, correspondence, membership, centennial celebrations, annual conferences, photographs, financial records, annual reports and records of the New Zealand Associated Chambers of Commerce.

Commercial Travellers Association of Otago (Inc.) records (84-150). The collection consists of minutes, cashbooks and 'New Zealand Traveller'.

Otago Retailers' Association minutes (AG-353). The collection includes minutes for various trade groups.

Otago Retail Grocers & Supermarkets Association Inc. records (AG-823). The collection includes correspondence, membership, financial records, papers relating to the National Association, and photographs.

Otago Southland Manufacturers' Association Inc. records (89-153). The Otago Southland Manufacturers' Association Inc. was amalgamated with the Otago Chamber of Commerce in 1993. This collection includes minutes, files, members' registers, visitors' books, a history and annual reports.

New Zealand Clerical Workers Union records (92-006). This collection includes files, minute books, publications and membership lists and incorporates the records of the Otago Clerical Workers Union, the Dunedin Municipal Workers Union and the Chartered Accountants Employee's Union.

Please note that access to many of these records is restricted and requires the written permission of the party concerned – see Hākena, the pictures, photographs, archives and manuscripts catalogue, for details relating to any restrictions.

Other Records

The archives and manuscripts collection includes a variety of records of the University of Otago Division of Commerce and of its predecessor, the Faculty of Commerce:

University of Otago, Division of Commerce records (ARC-0753). The collection includes minutes of the Divisional Board, the Faculty, and of various committees, reports and plans, and records relating to the Advanced Business Programme, Executive Residence, exchange schemes, building and anniversaries. There are a few records of the Commerce Students' Association, some papers of Professor Tom Cowan, and lecture notes of W.P. Wellington (who graduated with a Bachelor of Commerce degree in 1937). Also included are various publications, plans, photographs and video cassette tapes. A partial restriction applies – see Hākena for details.

The archives and manuscripts collection also includes:

Professor T.K. Cowan accounting papers (ARC-0495). Tom Cowan headed the Department of Accounting and Finance at the University of Otago and became an Emeritus Professor. He served also as Dean of the Commerce Faculty at Otago for 15 years. After retiring in 1982 he remained active in the Otago Chamber of Commerce, serving as President in 1983/1984. The collection includes research papers relating to inflation accounting, the University of Waikato Project on inflation accounting, the Commission of Enquiry into the Distribution of Motor Spirits, as well as Cowan's writings, research files and addresses on electricity, accounting, the New Zealand economy and related topics. Also included are papers relating to Cowan's involvement with the Dunedin City Council, Otago Chamber of Commerce and Dunedin business growth. The collection also contains several of Cowan's publications.

Other useful resources related to the teaching of commerce at the University of Otago include:

Lyall McLean (2011). *A history of economics and the development of commerce degrees at the University of Otago, 1871-2009*. Dunedin, N.Z.: L. McLean. Available online at <https://goo.gl/GKSEpA>

University of Otago 1869-2019 ~ writing a history is a blog by historian Ali Clarke who has recently completed a history of the University of Otago: <https://otago150years.wordpress.com/category/commerce/>

Pictorial collections

Photographs

There are many photographs relating to business and industry in our reader access file in the pictorial collections reading area. These are also available via Hocken Snapshot at <https://hocken.recollect.co.nz/>. Try looking for the name of the business which interests you or try a search for the street or area that it is located in. You can also browse the collection by selecting from the list of subjects e.g. "Bakers & Baking", "Dunedin – Businesses", "Sawmilling".

The *Otago Witness* is a good source of photographs from the early twentieth century. Copies of the illustration sections are available in the pictorial reference area, along with some partial indexes. The illustrations section of the *Weekly News* (Auckland) is also available for browsing in the reference area.

We have numerous other individual photographs and albums featuring businesses and industries - search Hākena for details. Please talk to desk staff if you wish to access the pictorial collections.

The photographs collection includes the following collections of factory interiors:

Chris Gable: Burnside and Fishers factory photographs (P2009-019). Two photographic essays, one comprising 58 prints taken at the old Burnside Freezing works in July 2008, and the second comprising 42 prints of the Fishers meat factory in Kaikorai Valley, Dunedin.

F.G. Leckie: Photograph relating to Brinsley Works (P2001-057). This material consists of 37 black and white silver gelatin prints relating to Brinsley Works - manufacturers of coal and gas stoves in Dunedin prior to 1970. Most date c. 1960s.

John McGregor & Co: Photographs of Otago Foundry (P1997-103). This material consists of 36 prints dated from before 1910. Images are of the Otago Foundry and John McGregor and Company, including staff, equipment, and dredges. There are also images of ships.

Beverley Wallace: Photographs relating to Irvine & Stevenson's St George Co. factory (P1996-018). This material consists of 54 prints. These photographs were rescued from the rubbish by Mrs Wallace's brother, who worked at the St George Jam Factory when it was being stripped down (about 15 years ago).

Another item of particular relevance is:

Album 063 Brasch, Charles: Ross and Glendining Southland customers (P2008-094).

The album contains 127 photographs of Ross and Glendining Southland customers. The photographs are arranged four per page with the proprietor named on a typed piece of paper mounted below each photograph and then the town where the store is located.

Artworks

Comprising more than 17,000 artworks, the pictorial collection is one of this country's most significant art collections. It includes important bodies of historical and twentieth century work by New Zealand artists such as William Fox, John Kinder, J.C. Hoyte, George O'Brien, J.T. Thomson, Rita Angus, Ralph Hotere and Colin McCahon. Many artworks depict buildings, cityscapes and landscapes, and portraits of prominent individuals.

All artworks are listed on Hākena. Please talk to desk staff if you wish to access the pictorial collections.

Over 1,000 images of artworks from our collection are available for viewing online at <http://otago.ourheritage.ac.nz/>. You are able to search by subject on the advanced search screen – try a search using the term “Business enterprises”, “Portraits” or by the name of the place that you are interested in.

Other institutions

Archives New Zealand - Their “Making a living” research guide gives information about their holdings that range from Companies Office records to Bankruptcy files.

<http://archives.govt.nz/making-living>. Search Archway

<https://www.archway.archives.govt.nz/> for the location of files relating to a particular company.

The Community Archive <http://thecommunityarchive.org.nz/> - search for holdings of records for particular organisations and businesses.

Websites

BusinessNZ The Voice of Business <https://www.businessnz.org.nz/> makes available a range of information including survey reports and publications via their “Resources” page.

The **Companies Office** website contains a link to the New Zealand Companies Register where you can search for current companies, company directors or shareholders - <https://companies-register.companiesoffice.govt.nz/>

DigitalNZ a portal into digital collections of images from various New Zealand institutions. You can search on any topic: <https://digitalnz.org/>

The **Ministry of Business, Innovation & Employment** website <https://www.mbie.govt.nz/> makes available a range of publications and research.

Te Ara The Encyclopedia of New Zealand includes a section “Economy and the City” <https://teara.govt.nz/en/economy-and-the-city>

Te Kete Ipurangi describes Māori culture and values in business <http://seniorsecondary.tki.org.nz/Social-sciences/Business-studies/Maori-business/Culture-and-values>

Te Kupeka Umaka Māori Ki Araiteuru (KUMA) is the Otago/Southland Māori Business Network <http://www.kuma.co.nz/>

Te Puni Kōkiri publishes reports on Māori business and economics: <https://www.tpk.govt.nz/en/a-matou-mohiotanga/business-and-economics/>



E. STEWART,

LINEN & WOOLLEN

DRAPER,

SILK MERCER, HABERDASHER, &c.,

TOKOMAIRO.

MILLINERY, HATS, BONNETS, FLOWERS, FEATHERS, WREATHS, &c.

FAMILY MOURNING.

Mills, Dick, Lister, and Co., Lithographers, Stafford street, Dunedin.

E. Stewart, Linen & Woollen Draper, Tokomairiro, poster. S15-600a, Hocken Posters Collection.

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