

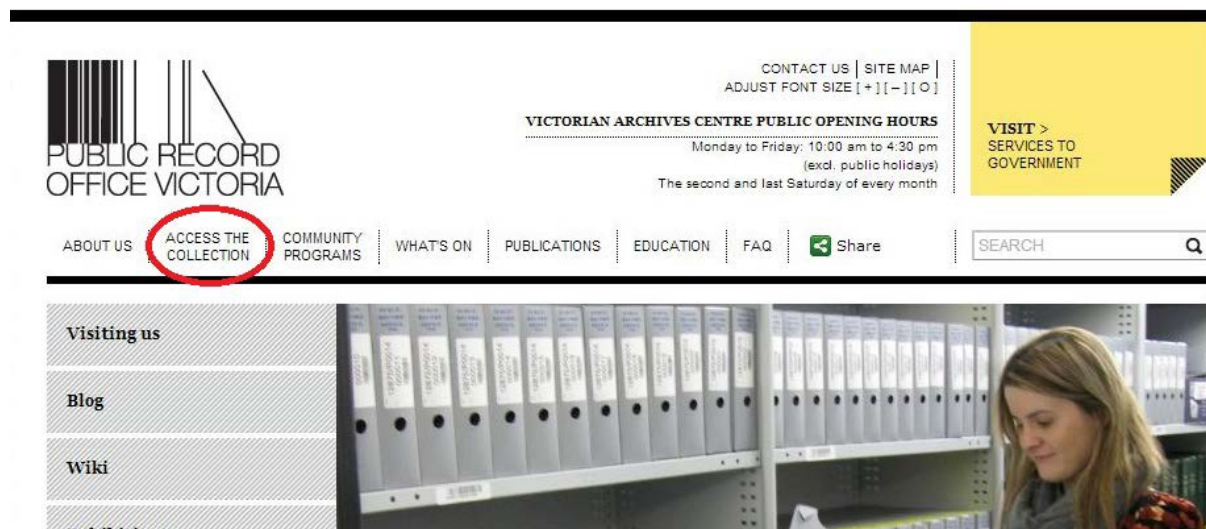
## TIP SHEET – Using the PROV catalogue to find school names/numbers

This tip sheet will show you how to use the PROV's online catalogue to search for school names and numbers.

Knowing a school's number or name can be very useful when searching for relevant records at the PROV or searching for articles on TROVE.

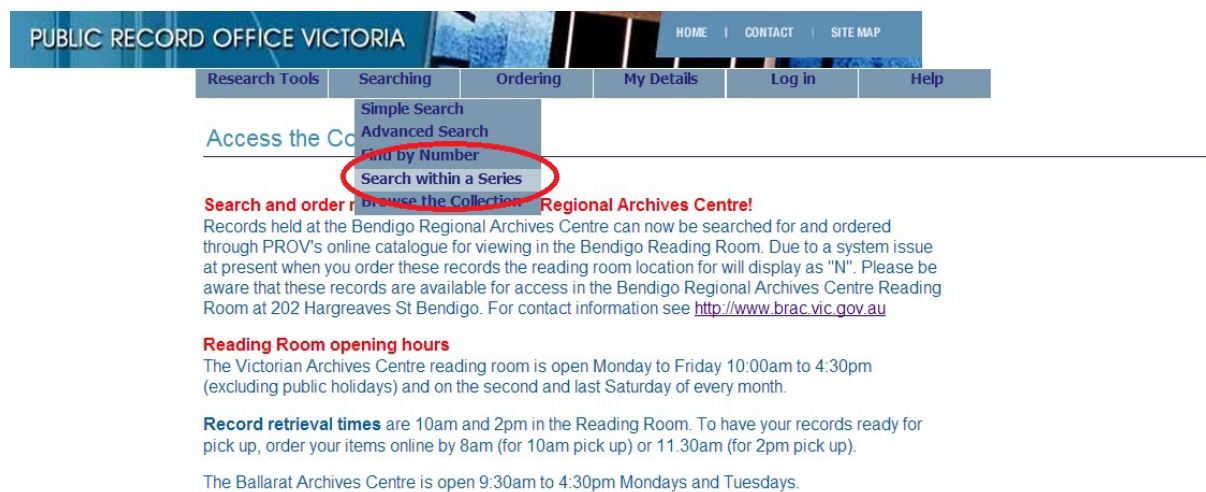
### STEP 1

Go to [www.prov.vic.gov.au](http://www.prov.vic.gov.au) and click on the 'Access the Collection' link.



### STEP 2

Hover your mouse of the 'Searching' button, and select 'Search within a series'.



### STEP 3

In the 'VPRS' field, type 795

If you are searching for a school number, type the name of the school in the other field

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#### Search within a Series

Use this search when you know the series you want to order from

Search for items within Series VPRS = 795  ?

With any of the words or numbers = Wodonga

Which are  Physical  Digital

Sort results Chronologically



If you are searching for a school name, type the school number in the other field

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#### Search within a Series

Use this search when you know the series you want to order from

Search for items within Series VPRS = 795  ?

With any of the words or numbers = 4814

Which are  Physical  Digital

Sort results Chronologically



Click the 'Search' button

## STEP 4

The search results will be displayed.

If you searched for a school name, you may see more than one result. This is usually because there may be multiple schools in an area with similar name eg. Wodonga, Wodonga West.

The screenshot shows the Public Record Office Victoria search interface. The search criteria are 'In the Series VPRS: 795 AND Any of: Wodonga', resulting in 4 items. The results table is as follows:

	Title	Date Range	Type	Access	Location
<input type="checkbox"/>	<b>4814 Wodonga West</b> Building Files: Primary Schools VPRS 795/P0000/3120	1956 - 1968	Item	Open	North Melbourne
<input type="checkbox"/>	<b>37 Wodonga [&amp; R]</b> Building Files: Primary Schools VPRS 795/P0000/1940	1938 - 1957	Item	Open	North Melbourne
<input type="checkbox"/>	<b>1058 Wodonga West</b> Building Files: Primary Schools VPRS 795/P0000/2118	1916 - 1953	Item	Open	North Melbourne
<input type="checkbox"/>	<b>37 Wodonga</b> Building Files: Primary Schools VPRS 795/P0000/1939	1915 - 1937	Item	Open	North Melbourne



If you search by school number, it only returns the file for that school. Sometimes there may be two files, one with the name included, and one without. This occurs more with older schools where there are two building files. The item with no name attached is generally the older of the two.

The screenshot shows the Public Record Office Victoria search interface with search criteria 'In the Series VPRS: 795 AND Any of: 4814', resulting in 1 item. The results table is as follows:

	Title	Date Range	Type	Access	Location
<input type="checkbox"/>	<b>4814 Wodonga West</b> Building Files: Primary Schools VPRS 795/P0000/3120	1956 - 1968	Item	Open	North Melbourne

