

Accessing and Searching our collection

Start with the **Location Guide** PDF file and use search/find terms. It contains details and locations of many of the records. It also may tell you if searched items are available in digital form.

About 6,000 of our records in the **Our Collection** summary here have been digitised in two different file sizes – high resolution TIFF files for publication and screen resolution JPG files for viewing.

There are 3 searchable PDF lists to guide you in your search:

Digital Records - printed and/or written records including baptism, marriage and burial registers, minutes of meetings of parish councils and organisations, reports, lists etc

Digital images - photographs, illustrations, drawings, artworks etc

Digital media - CDs, DVDs, USB flash drives and other media from our own and external sources accepted into the collection. This includes an important series of individual audio interviews with older parishioners conducted in 2014 – 2018.

Should your list search be successful, note the digital file numbers you wish to access. Next, go to the **Contact Us** tab on the Parish home page and make a request by email or phone to view the files. All digital files can be accessed by making an appointment to view them at Gill Hall, St James' Anglican Church, 1 Albert Street Point Lonsdale.

Alternatively, selected files may be sent to you by email at screen resolution size for viewing only. No access policy exists at this time. Use of digitised archival material will be assessed on an individual basis and requests for permission should be sought via the **Contact Us** tab.

At present no files can be viewed on the internet. If there are sufficient resources some will be uploaded and viewable on our **Victorian Collections** website <https://victoriancollections.net.au/organisations/queenscliff-point-lonsdale-anglicans-parish-history-project>

Most of our collection is held in the Anglican Diocese of Melbourne Archives, 1/59 Scotchmer Street, North Fitzroy, Victoria. The contact telephone number is 03 9653 4224. These records and their digital versions may be viewed there by appointment on Tuesdays and Thursdays. Bookings are necessary via archives@melbourneanglican.org.au