

## Service Information – Ballarat Archives Centre Reading Room

<b>Opening Hours</b>	Monday and Tuesday (except for public holidays) 9.30am to 4.30pm
<b>Location</b>	Level One, State Government Offices Cnr Doveton and Mair Streets Ballarat VICTORIA 3350
<b>Phone</b>	1800 657 452 Tollfree throughout Australia
<b>Map</b>	<a href="#">Download a map to the Ballarat Archives Centre</a>

Public Record Office Victoria (PROV) was established in 1973 as Victoria's archival authority. It is responsible for the preservation of public records that are considered worthy of permanent retention as evidence of government policy and activity. Public records are created by government departments and authorities, the State's courts, municipalities, schools, public hospitals and other public offices. They have value for historical, genealogical or other research, and document the status, rights and entitlements of the people of Victoria.

The Ballarat Archives Centre (BAC) holds public records created by government agencies located in the Central Highlands and parts of the Grampians and Wimmera regions of Victoria, together with microform copies of frequently used records. See [PROVguide 10 Ballarat Archives Centre Records](#) for more information.

### Reference Services

Reading Room staff at BAC can assist researchers with the identification, retrieval and use of the original records held in the Ballarat Archives Centre. Reading Room staff at BAC can also assist with the identification of records held at the Victorian Archives Centre in North Melbourne. Please note: records can be ordered for viewing in the Reading Room of the repository at which they are held. For example, records held at the Victorian Archives Centre cannot be ordered for viewing at the Ballarat Archives Centre.

Records held at BAC can be ordered on PROV's online catalogue: [www.access.prov.vic.gov.au](http://www.access.prov.vic.gov.au), and in person in the BAC Reading Room. Once ordered, records can be viewed in the BAC Reading Room and are available for 2 weeks from the original ordering date at BAC, where they are stored. There is no cost to access or to view the records.

The following PROV *guides* will assist in using the online catalogue:  
[PROVguide 19 Registering and Maintaining a Public User Account](#)  
[PROVguide 20 Searching for Records Online](#)  
[PROVguide 21 Ordering Records](#)

For detailed information about beginning your research at PROV go to the [Getting Started](#) Research Pathway available from the Research Tools menu on the PROV website.

### Copying Services

#### Digital cameras

Researchers who have ordered records can make photographic copies using their own digital cameras, provided that the conditions of use are observed. See [PROVguide 24 Use of Digital Cameras in PROV Reading Rooms](#) for more information.

## Photocopying

A photocopy service is also provided in the reading rooms for a fee. Requests must be made in person. Alternative copy methods are available for large format and fragile material that may not be photocopied. Print copies from microfilm and microfiche can be made by members of the public for a fee. See [PROVguide 2 Copying Services](#) for more information.

## Services to Government

The guides listed below will help government users access their records held at BAC:

[PROVguide 12 Registering and Maintaining a Government User Account](#)

[PROVguide 4 Ordering and Collecting Records – Government Access](#)

[PROVguide 3 Copying Services - Government Access](#)

## Visiting the Ballarat Archives Centre

The [map to BAC](#) provides location details, public transport and parking advice for visitors to the Ballarat Archives Centre.

There are cafes and restaurants in Lydiard Street, just a short walk up from the Ballarat Railway Station, and also in Doveton Street, which is close to the Ballarat Archives Centre.

If you have special needs that you would like to discuss before you visit, or if you have suggestions about our services, please contact BAC on (03) 5333 6611 Monday to Tuesday. You can also contact PROV tollfree at the Victorian Archives Centre on 1800 657 452, Monday to Friday.

## For More Information about Services at the Ballarat Archives Centre Contact PROV's Help Desk

Tel: 1800 657 452 Tollfree throughout Australia

Email: [ask.prov@prov.vic.gov.au](mailto:ask.prov@prov.vic.gov.au)