

# **MANILLA HERITAGE MUSEUM - PUBLIC REFERENCE ROOM RESEARCH GUIDE 2014**



## **The PUBLIC REFERENCE ROOM**

You can visit anytime between 9am & 3.30pm to browse through the reference materials for LOCAL INFORMATION, COMMUNITY & FAMILY HISTORIES, CEMETERY RECORDS and OBITUARIES.

**COMMUNITY & FAMILY HISTORIES** include;

- MANILLA HISTORICAL SOCIETY'S collected COMMUNITY HISTORIES - kept on the western wall racks;
- COMMUNITY CONTRIBUTIONS of FAMILY HISTORY FOLDERS & PUBLICATIONS - kept on the north wall Family History shelves; along with historian Shirley Coote's compilation, "MANILLA'S LOST FOLKS" & its companion OBITUARY FILES. A \$4 access fee admits you to the entire Museum facility and assists with maintenance of the Collection. Just enter through the Visitor Information Centre and ask the staff on duty to point you to the REFERENCE ROOM. Members are entitled to unlimited access.

## **Our KEY FAMILY HISTORY REFERENCE**

**'MANILLA'S LOST FOLKS' Compiled Reference List.**

Look for an A4 soft-cover book with a blue spine, kept in the Family History section. The author aims to list all residents of Manilla & District since first settlement and invites input to its content. This publication is a key family history resource and lists information found in public records and documents. It is regularly updated by the author and republished every 2 years - latest edition published in 2013. Obituaries and notices processed after an edition printing are available from the author, via our Direct Contact form, or enquiry at the Archives on any Thursday.

## **SOURCE FILE COLLECTION - 'MANILLA'S LOST FOLKS'**

A set of white CHRONOLOGICAL FOLDERS is kept on the northern wall FAMILY HISTORY SHELVES. Their contents span the years, 1883-2013/14 and link articles and notices to family names & dates of death in the 'MANILLA'S LOST FOLKS' book.

## **ARCHIVED FAMILY HISTORY FILES**

Hundreds of loose FAMILY HISTORY DOCUMENTS are kept in alphabetical listings in the MANILLA COMMUNITY ARCHIVES. These are available for viewing on any Thursday between 9am and 3.30pm. Please enquire with the historians at the 'old bakery' Archives at the rear of the Museum, or use our Direct Contact Form to arrange a time to visit.

## **RESEARCH ENQUIRIES**

Our HISTORIANS are here to welcome visitors and researchers at the MANILLA COMMUNITY ARCHIVES any Thursday between 9am & 3.30pm - Museum closing time is at 4pm. You can visit in person, or call for a chat on (02) 6785 1207 - ask to be put through to a historian. Alternatively, send a message via our Website Contact Form here on the Museum website. Messages go directly to our Email address.

## **MUSEUM Entry / ARCHIVE Access**

Casual Visitor Entry is charged to assist the ongoing cataloguing, maintenance and preservation of the Manilla Community Collection and to ensure the availability of historical items for continued public access. (Members are granted unlimited access).

Adults - \$4 / Concession \$3 / Children \$1/ Members N/C

Family - 2 adults & 3+children - \$10

Groups 10+ - \$3 per person (Please contact for Group Bookings)

School Groups - \$1.00 per student - Teacher/Assistant N/C