

About The Selected Guide to Loreto Archives

This is a Guide to the historic records in the collections of the Loreto Archives which include the Loreto Province Archives and the Archives of Loreto schools and communities.

Holdings

The record holdings of Loreto Archives included in the Guide cover the major functions of the Institute – Governance, Community and Missions – from the foundation of Loreto in Australia in 1875.

Formats

The collections contain records in various formats including paper – files and volumes, magnetic tape and digital recordings, photographs, textiles, objects and digital records.

Systems of Control

The records are arranged using the series system of control and are listed at the series level.

More detailed descriptions of series and lists of items within series can be obtained on application to the Province Archives.

Province Archives

The Province Archives was created to be the Central Archives for the Institute and holds records of Loreto College, Ballarat, until about 1975, Loreto Communities of Sisters, the records of most Loreto foundations, records of individual Loreto Sisters and the records of the governance of the Institute.

Structure of the Guide

The Guide is divided into five ‘**Categories**’ –

- 1: Governance
- 2: Missions – Foundations (Schools and Communities)
- 3: Personal Papers
- 4: Other Formats
- 5: Collected Secondary Sources of Loreto History

Within these categories are the agencies (sub groups within the Loreto organisation responsible for the creation of records), called the **'Provenance'**.

The groups of records created by agencies are described as **'Series'**; entries including the series number, series name, date range and description.

Series, as an entity of arrangement and description of archival records, contain items.

Lists of items within series are not included in this Guide but are available on application to the Province Archives.

Key documents are available as downloads.

Searching

Records may be browsed within the 'Categories' or 'Provenance' or searched as single keywords.

Location of Records

The Province Archives in Ballarat has custody of the early records of Mary's Mount school and community, records of the governance of the IBVM in Australia and records of communities.

Other series are in the custody of the Loreto schools as indicated in the 'Location' entry.

Access

The Loreto Archives is a private collection and access is at the discretion of the management.

However, we welcome the use of the collection and make every attempt to facilitate access.

Access to records may be restricted due to fragility of the record, confidentiality or privacy.

The records listed in this Guide are the records of historical interest.

A copy of our Access Policy is available on application to the Province Archivist.