



North Sydney Heritage Leaflet

GETTING STARTED: Local businesses

What do we hold?

The North Sydney Heritage Centre houses a comprehensive research collection of information documenting North Sydney's social and cultural heritage with a particular focus on the natural and built environments. Within the David Earle Local Studies Collection, North Sydney Council Archives and Merle Coppel Oral History Collection there are numerous resources providing information on local businesses and business activity in the North Sydney Council area.

Types of material documenting businesses or commercial activity in the David Earle Local Studies Collection include:

- Business Directories such as the Sand's Sydney and NSW Directory 1858-1932/3 (microfiche) and Wise's Post Office Directory (LH REF VF Directories and Guidebooks)
- Telephone Directories, where the name of the business is known
- North Sydney Council Rate and Valuation Books 1869-1925/27 list properties as shops, etc. and names owners and occupants
- Local newspapers
- Oral history interviews
- Vertical files
- Books and monographs
- Photographs
- North Sydney Council Archives -correspondence files
- North Sydney Council Archives -Building Application Files, Building Registers and Building Application Plans

Locating the material

Check the Local Studies Card Index and the Library catalogue to locate material.

The card index closed at the end of 2002. Records created since 2002 are on the Library catalogue. Be sure to check both the card index and Library catalogue.

Browse the *North Sydney Municipal Council Archives* list on the Council webpage at <http://www.northsydney.nsw.gov.au/councilarchive/councilpages/INV-SER-ALPH.html>. There may be files and correspondence sequences containing records of local businesses and their dealings with the Council.

Also browse the *Community Archives* collection on the webpage at <http://www.northsydney.nsw.gov.au/councilarchive/communitypages/INV-SER-ALPH.html>. Make a note of the accession number and other details as they show in the list under end date column and ask at the Information Desk in the North Sydney Heritage Centre.

The microfiche holdings of the *Sands Sydney Directory* are held in the North Sydney Heritage Centre. Check the index on fiche 1 of each date set and consult the Trades Directory section. Ask staff at the Information Desk for help with the equipment.

The *Telephone Directories* are also held on microfiche. These are held on open access at all times the library is open. Ask staff at the Information Desk for help with the equipment.

Library catalogue

Information on businesses and commercial activity can be found in books, vertical files, commercial directories and oral histories to name but a few sources.

- Use a *words or phrase (keyword)* search using the name of the business e.g. *Clarke and Walker*
- Search by **subject**. Type in the subject, choose **Browse** and then select **Subject**. Look through the headings list for the desired business name, or commercial enterprise heading followed by **New South Wales North Sydney**.

Make a note of the call number (LH REF VF) and title and ask at the Information Desk in the North Sydney Heritage Centre.

Local Studies Card Index

Information on business activity material can be sourced using the old card index. Please consult the following sections of the Local Studies Card Index:

- **Subject Index A-Z**. Search by business name or commercial activity, e.g. *Arnold's or Hairdressers*
- **Address Index**. Search by street name and number, e.g. *Military Road no. 276*
- **Pre-1983 Newspaper Index**. Search by business name or commercial activity
- **North Sydney Council Correspondence 1903-1909 Index**. Search by business name or commercial activity.

Make a note of details in the Location, File/Vol etc and Item columns and ask at the Information Desk in the North Sydney Heritage Centre.

Access and handling of material

The Vertical Files (LH REF VF) and Buildings and Sites Files (LH REF ADD), are located in locked filing cabinets. The microfiche/microfilm resources such as the *Sands Directory* and *Telephone Directory* are available on open access in boxes above the microfilm cabinets to the right of the entrance door. Books and published reports (LH REF) are on the open shelves, whilst photographs can be located on the *Face of North Sydney* database via the North Sydney Council homepage at www.northsydney.nsw.gov.au.

Please ask at the Information Desk in the North Sydney Heritage Centre for information resources held in locked cabinets.

The desk is staffed 1-5 pm Monday to Saturday. Outside these times please ask at the Information Desk on the ground floor.

Copying

Material in the David Earle Local Studies Collection and North Sydney Council Archives is for reference use only and cannot be borrowed. Photocopies or scans can be made only with the permission of the Historical Services Staff.

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