

Digitisation on demand

Digital copies of archival materials can also be requested through the catalogue online. There are charges for processing/scanning materials and SAG members receive a discount for this service. See below for the steps to visit and request copies from our collection.

Step 1: Search the catalogue

[Search Archive Catalogue](#)

Start by searching the archive catalogue by clicking on the above button.

You do not need to log in to the catalogue to search, however, members who log in first will see greater detail in search results, such as lists of item references.

Start with a broad search using a key word, such as a surname or a place name. Then you can refine your search, if necessary.

Use an Advanced Search to refine your search. For example, if you were looking for a photograph you could specify Series 5 or 6; or specify the classification of photographs.

For a video walk-through of how to perform a basic search in the archive catalogue [please click on this link](#).

For a video walk-through of how to do an advanced search in archive catalogue [please click on this link](#).

MIDAS - Manuscript, Image & Digital Archive System

Basic Search

Enter Name All Words

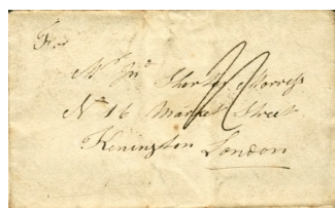
We suggest you start with just one word such as a surname, then add more words later or use the Advanced Search options to limit the number of records displayed

[Advanced Search](#)

Accessions - Old and New [?](#)

[RICHARDS, SPARROW, MORRIS - Letters written in 1800s to or ROOKWOOD CEMETERY NSW - Transcriptions from gravestone](#)
[WAVERLEY and SOUTH HEAD CEMETERIES NSW - Transcription](#)
[MACQUARIE PARK CEMETERY NSW - Transcriptions from grave](#)
[VICTORIAN CEMETERY CARDS - Transcription of data on cards](#)
[MEMBERS CORRESPONDENCE - SAG Members correspondence](#)
[RESEARCH REQUESTS - Correspondence 1950-1968 re request](#)

Listening to Letters - MIDAS Mystery UPDATE [?](#)



Step 2: Book an appointment to view an item or items

When you find an item in the catalogue that you wish to look at, click on the 'Request View or Copy' tab, then click on the 'Appointment to View' button and choose a date and time you wish to visit the Villa to view the item. You must do this for each item you wish to view. Appointments are generally available on Wednesdays and Thursdays but other days may be possible on request. Appointments are free for members; non-members pay a \$20 a day research fee.

Step 3: Order a DIGITAL copy of an item or items

When you find an item in the catalogue that you would like to have digitised, click on the 'Request View or Copy' tab, then click on the 'Order a copy' button. We will send you a quote and after payment your copies will generally be provided via a Dropbox link.

Anyone can visit the archive or request materials to be digitised, but non-members pay a surcharge.