

Louis Lane Collection: personal files

Louis Lane (29-8-1919 – 4-1-2015) was a teacher, librarian and archaeologist. This collection contains her personal correspondence, personal files and qualifications. It includes her teaching certificates, as well as details of her archaeological work and qualifications.

Box 1 File 1.

Folder A. Archaeology/Anthropology.

Original Filing System Key on card,
List of Archaeological Periodicals,
Constitution and By-Laws of the Anthropological Society of New South
Wales; typed copy plus printed copy,
Letter confirming membership of The Anthropology Society of N. S. W.,
Membership receipts from: The Anthropological Society of New South Wales,
Archaeological Society of Victoria, Geelong Archaeological Society and S.L.A.
“Mankind” Official Journal of the Anthropological Societies of Australia Vol. IV
(nos. 1-12) 1963-1969.
Address of the Australian Aboriginal Institute of Studies, Canberra.

Folder C. Car.

ANZ Bank Cardholder letter 3/1991,
Compass (Silva) Instruction Leaflets (2),
Cyma Alarm Clock Instruction Booklet,
Owner’s Manual Ford Falcon 500 1976,
R.A.C.V. Renewal Notice Plus Receipt,
Transmission Service Booklet,
Transmission Service Receipts (2).

Folder D. Guarantees etc. On Equipment.

Omega Seamaster 24th May 1975.

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Box 1 File 1.

Folder G. "A Yule-tide Gift for my Mother": an essay on an heirloom by Louis N. Lane 1995
2 Copies, 17 pages each.

Folder I, J. Insurance – Car.

R.A.C.V. Policy Booklet.

R.A.C.V. Insurance Renewal Receipts (6).

R.A.C.V. Receipt for "The Club" steering wheel lock.

R.A.C.V. Receipt \$28:00.

R.A.C.V. List of Selected Crash Repairers.

R.A.C.V. Membership Accounts (2).

R.A.C.V. General Insurance Letter re: Payment of Excess. 30/03/1987.

R.A.C.V. General Insurance Receipt for Excess Payment. 01/04/1987.

Motor Vehicle Registration; Certificates, Notices and Receipts.

Roadworthy Test Report.

Sunbeam Express Cordless Kettle Instruction Booklet.

Swiza Alarm Clock Instruction Leaflet.

Folder L. Card.

Birthday Card.

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Box 1 File 1.

Folder M. Medical.

Back Exercises. Schering Corporation U.S.A. 5/1968.

Cancer Early Symptoms and Signs. Booklet N.S.W. State Cancer Council 1964.

Chest X – Ray Result Notification Card 3/4/1975. Dept. of Health Victoria.

Chemist Receipt 4/5/1965. Ingredients for “Own Formula”.

Cholecystitis and Cholelithiasis Diet Instruction Card.

Diets.

G.M.H.B.A. Enrolment Form.

Health Fund Dental Rebate Chart.

Herbal Remedy Recipe on Small Birthday Card.

Kilometre to Miles Conversion Chart.

Letter to H. J. from Willie Weeties.

Medibank Health Insurance Card.

Notes on Diseases of the Nervous System – Brain.

O.P.S.M. Receipt for Glasses. 20/08/1986.

Reader’s Digest Handbook of First Aid. January 1961.

Red Cross Donor Record Card.

Script 18/9/1952 plus Treatment of Threadworms Instructions.

Folder Mc. Ophthalmology.

Prescription Records. 1967,1972,1986,1997.

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Box 1 File 1.

Folder N. O. Manchester Unity.

Back Exercise Chart. Schering Corporation U.S.A.

Cataract (types of) Typed Sheet.

Disaster Survival Guide. State Emergency Service Victoria.

The Triangular Bandage and How to Apply It. St. Johns Ambulance Association.

Folder P. Q. Pension.

Australian Pensioners Insurance Agency Householder Insurance Leaflet.

Department of Social Security Information leaflets (x3).

Department of Social Security Information Letter 25/4/1986.

Department of Social Security News for Pensioners May 1995.

Manchester Unity Membership Correspondence.

Pharmaceutical Benefits Information Card 1982.

State Bank of Victoria Brochure on the Proposed Deemed Income Provisions 9/1/91.

Transport Concession Cards (2).

Travel Vouchers.

Folder R. Pensioner Health Benefits Cards.

Pensioner Health Benefits Cards 1980 – 1986, 1988 – 1994.

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Box 1 File 1.

Folder S. Social Service. "About Your Pension."

Information Sheets (3).

Folder T. Taxation.

Department of Social Security Information Letters 1986 – 1993.

Overpayment Correspondence. Notes and Receipt.

"Pension. Original Papers." Correspondence D.S.S. and A.T.O. State Bank.

Folder U.V. Taxation Statements re: Pension.

Newspaper Clipping (mounted on card) Income Test Answer.

Statement of Pension Department of Social Security. 1981 – 1994.

Folder W.Y.Z. To be Mounted and Filed.

Hand Drawn Mothers- Day Card from Marion.

Wedding Invitation and Envelope,

Marion Frances Braithwaite – John Boetje 13/5/1967.

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Box 1 File 2.

Folder A. Appointments.

Key to File 2.

Summary of: Training, Qualifications and Teaching Experience. Page 1.

Summary of: Training, Qualifications and Teaching Experience. Page 2. 5/1962.

Letters: Victorian Ed. Dept. Melb. re: Interview District Inspector 18/3/1936,

Memorandum. Appointment as 2nd Grade Student Teacher on Probation 1936,

Memorandum. Take up duty as Temporary Assistant Girls School Brunswick 1941,

Memorandum. Take up duty as Temporary Assistant Correspondence School 1944,

Memorandum. Take up duty as Temporary Assistant Camperdown High School 1948,

Memorandum. Appointment Assistant IV Class Camperdown High School 1949,

Memo. Appoint. Assistant Class IVs Mathew Flinders Girls' Secondary School 1950,

Memo. Appointment Assistant Class III Edenhope Higher Elementary School 1951,

Memo. Appointment Temporary Assistant Mathew Flinders G.S.S. 1958.

Department of Education Newcastle Area Office, Emergency Employment Cook's Hill

Int. H. School 1959.

Department of Education N.S.W. Emergency Employment Smiths Hill G. H. S. 1960.

Department of Education N.S.W. Emergency Employment Port Kembla H. S. 1961.

Dept. of Education N.S.W. Temporary Teacher Librarian Port Kembla H. S. 1962.

Dept. of Education N.S.W. Temporary Teacher Librarian Smiths Hill G. H. S. 1965.

Dept. of Education N.S.W. Appointed to Wingham High Newcastle 1968.

Letter from Victorian Secondary Teachers Association re: Teaching loads for

Librarians 15/3/1971.

Record Number, Names, Date of Birth, School Number. 1971.

Form Letter from Education Dept. Victoria Acceptance of Resignation 24/3/1977.

Correspondence Dept. of Education N.S.W. Re: Pay and Qualifications 1962 – 1965.

Memoranda. Leave and Resignation Mathew Flinders G.S.S. July 1958.

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Box 1 File 2.

File A. Appointments (Continued).

Letter. Visual Education Centre. Certificate of Competency in Visual Education 9/53.

Regulation XIII. Certificate of Competency in V.E. requirements.

Letter. The High School Geelong. No Temporary Positions. I. Higgins 20/2/53.

Letter. Victorian Education Dept. No Temporary Work. Chief Insp. Schools 11/2/53.

Letter. Vic. Edu. Dept. re: Art Qualifications. D. Johnston Inspector of Art 6/8/51.

Letter. Gordon Institute of Technology re: Certificate of Art Information. 28/8/51.

Letters. Vic Edu. Dept. re: Classification and Salary. D.H. Wheeler 9/6/48, 14/7/48.

Letter. Teachers Tribunal re: Classification 23/8/48.

Memorandum. Selection to Attend Visual Education Vacation School 29/4/48.

Letter. E.J. Perry Visual Education Officer 21/10/48.

Examination Paper. Certificate of Competency in Visual Education 16/12/48.

Newspaper clipping of Pass candidates pasted to Exam Paper.

Memo. Vic. Ed. Dept. re. Return of Birth Certificate (extract). 22/10/1936.

Memo. Re: Attend Flinders School for Interview. 18/3/1936.

Photograph. Debutante Ball Camperdown 1949. Frank Rhodes Photography.

Handwritten Letter from P. Brownlee Libraries Inspector Dept. Ed. N.S.W. 30/9/68.

Letter to P. Brownlee. 2 Pages 25/9/68.

Report on Library. Smith's Hill Girls' H. S. (Miss) J. Fardell Officer in Charge 2/2/68.

Letter to Principal Miss D. Shackley. From (Miss) J. Fardell Officer in Charge School Library Service 2/2/68.

Acknowledgement of Resignation Form 27/2/70.

Letter. Dept. Ed. N.S.W. Newcastle re: Casual Employment E.E. Gray Director 6/3/70.

Application for Employment Form N.S.W. Public Service Board.

Envelope.

Handwritten summary Women's Naval Service 1941-1943.

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Box 1 File 2.

Folder B. Bank.

Second Schedule Copy of Entry in a Register of Births 29/8/1919 Louis Norma Shepherd plus 2 Photocopies,
“Extract” of Entry No. 61211 Birth of Louis Norma Shepherd & copy,
Certificate of Marriage 3/10/1944 Willem Boetje – Louis Norma Shepherd,
Certificate of Decree Absolute 16/9/1946 Louis Norma Boetje (Petitioner) and Willem Boetje (Respondent) Sealed Certificate 27/9/1955,
Certificate of Marriage 7/1/1956. Samuel Lane – Louis Norma Boetje,
Petition for Dissolution of Marriage 5/12/1968. Samuel Lane (Petitioner) and Louis Norma Lane (Respondent),
Copy of Decree Nisi of Dissolution of Marriage 19/5/1969 Samuel Lane (P.) and Louis Norma Lane (R.), plus 2nd Copy and 2nd page copy,
Deed 31/12/1968 Deed Poll - Louis Norma Rubella plus copy.

Folder C. Certificates.

New South Wales Department of Education Teacher’s Certificate 30/1/1963.
Victorian Secondary Teachers Association Certificate of Registration 17/9/1970.
Library Association Of Australia Preliminary Certificate in Librarianship 1955.
The Council of Public Education Certificate of Registration as a Teacher 20/5/1953.
Statement of Completion Trained Teacher’s Certificate (Manual Arts) year ending 1940 A. J. Law Principal Teacher’s College University Grounds, Carlton, N.3.
Victorian Education Department 30/10/1944.
Copy of the Report of the Examination 12/6/42. Completed D.T.P.C. and D.T.S. C.
Examination and Classification of Teachers. Education Department Melbourne C.2.

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Box 1 File 2.

Folder C. Certificates (Continued).

Completion of Clauses 2(a), 2(b), 2(c) Certificate of Competency in Visual Education
1948. W.T. Place Secretary Victorian Education Department 16/4/1959.

Drawing Teacher's Secondary Certificate Dept. Education Victoria 2/2/1945.

Drawing Teacher's Primary Certificate Dept. Education Victoria 2/2/1945.

The University of Melbourne. School Leaving Certificate Class B 1936.

Geelong High School. School Certificate 18/12/1935.

The University of Melbourne. School Intermediate Certificate Class A 1934.

Education Dept. Victoria. Pupil's Cookery Certificate 9/12/1933.

Education Dept. Victoria. Merit Certificate Geelong H.S. 17/11/1933.

Geelong High School. School Certificate Second in Form 12/1932.

Letters (4) Victorian Secondary Teacher's Association re: Request for Qualification
details, Registration and Membership.

Folder D. Departmental Communications.

Copy of Conditions of Use of Unpublished Material in Deakin University Library's
Collection 29/4/2003.

Letter from Heather Cox re: Photocopy Embargo, Usage Conditions Form, Permission
To transfer to articles to Reg Adams (Wathaurung Co-Op) and Copyright. 3/3/2003.

Thankyou Letter for Gift H. Livingston Director Library Services Deakin 20/8/2001.

Thankyou Letter for Gift H. Livingston Acting University Librarian Deakin 30/7/1999.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 11/6/1999.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 7/4/1999.

Thankyou Letter for Gift H. Livingston Acting University Librarian Deakin 18/6/1999.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 25/1/1999.

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Box 1 File 2.

Folder D. Departmental Communications (Continued).

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 16/11/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 9/10/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 14/8/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 25/5/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 9/3/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 25/2/1998.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 9/2/1998.

Letter re: Approval for entries in the Western District Dictionary of Biography

Dr. Gordon Forth Deakin University Warrnambool Campus general Editor 10/6/1997.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 27/3/1997.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 24/3/1997.

Thankyou Letter for Gift Sue McKnight University Librarian Deakin 3/12/1996.

Thankyou Letter for Gift Sue McKnight Acting University Librarian Deakin 7/10/1996.

Thankyou Letter for Gift Prof. Margaret Cameron University Librarian Deakin 8/5/96.

Thankyou Letter for Gift Prof. Margaret Cameron University Librarian Deakin 1/3/94.

Folder I.J. Insurance.

Letter. Australian Pensioners Insurance Agency (A.P.I.A.) 9/2/1990.

Australian Alliance Insurance Receipt plus Certificate.

Householders Policy Booklet A.P.I.A.

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Box 1 File 2.

Folder P.Q. Reports.

School Report Cards 1930 – 1936.

Inspection Of Library Report 1968.

School Inspectors Reports 1941 – 1944, 1948 – 1951, 1962.

Folder. R. References.

Norlane High School J. A. Tremain Principal 5/4/1977.

Port Kembla High School A.N. McMillan Principal 11/3/1970.

Port Kembla High School A.N. McMillan Principal 6/5/1966.

Education Department of Victoria Statement of Service 5/4/1962.

Smith's Hill Girls High School (A. S. Ladmer?) Principal 26/3/1962.

The Hermitage C. of E. Girls Grammar School E.A. Krome Head Mistress 9/5/1958.

Morong P.G.C. L. Shaw Principal 19/9/1958. and copy.

Edenhope Higher Elementary School A. Rafferty Headmaster 6/11/1952.

Mathew Flinders Girls' Secondary School M.E. Cawthorn Headmistress. 6/11/1952.

High School Camperdown J. McKechnie Chairman C.H.S. Advisory Council 2/12/1949.

High School Warracknabeal H. L. Weaving Headmaster 10/11/1952.

Raymond Portraits E. Korin Proprietor 17/12/1947.

Education Department Victoria Ada E. Knowles 4/12/1945.

Girls' School Footscray Dora B. Naylor President 21/11/1945.

Women's Naval Service I. Laidlaw Matron 24/4/1942.

Manifold Heights School John McGibbon Head Teacher 20/11/1945.

Christmas Card Janis Lorette and Heather McClelland.

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Box 1 File 2.

Folder S. Souvenirs.

Envelope Corps of Cattle Rangers South Africa redirected 9/1901.

Letter Card (Cape of Good Hope) from G. H. Shepherd to Mrs L. N. Shepherd 4/1901.

Visiting Card. Louis N. Shepherd Capt. Commanding, Southern Rifles V. V. F. 1900.

Envelope. 9/1958.

Quotation Cards (2) 1940.

Signature Cards (2) 12/12/1933 and Quotation Card 13/12/1933.

Quotation Cards (3) 9/1933.

Cast Lists (2) "Trial by Jury"

The Geelong High School Annual Speech Night Programme 16/12/1936.

Cast Lists (3) "Make Believe" G. H. S. 1936.

Quotation Cards (2) 12/12/1940.

Student's Council Signatures and Quotation Card 1940.

Quotation Cards (2) 1940.

Quotation Cards (2) 1940.

Quotation Cards (3) 12/1940.

Thankyou Note and Photo Debutants and Thankyou Note Physical Culture Class 1949.

New Year Greeting (Handwritten on paper) 1960.

Commonwealth Electoral Enrolment Acknowledgment Card 26/7/1971.

Official Opening of Port Kembla High School Programme 24/11/1961.

Christmas Card.

Bereavement Thankyou Card plus Letter Robert Speed and Son 4/12/1952.

Theatre Programme "Make Believe" (A. A. Milne) The Geelong High School 18/7/1936

Insert Newspaper Cutting Re Theatre Reunion.

Geelong High School Concert Programme 19th and 20th of September 1933.

Telegram.

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Folder S. Souvenirs (Continued).

Illawarra Lapidary Club Field Trip Map and Details 3 – 5 /10/1964.

Certificate Mad Order of October Grabben Gullen Grubbers 3/10/1964.

Disposals Sale Catalogue (Moving).

Quotation Cards (2) 1940.

Ration Cards and Tickets. 1943 – 1949.

Folder T. Taxation Papers.

Australian Tax Office Note 20/9/1978.

Group Certificates and Notices of Assessment 1947 – 1969.

Education Department Victoria Salary Certificates 1942 – 1944.

Folder U. V. Voting Papers.

Electoral Enrolment Card. 24/1/1992.

Folder X. Y. Z. Mounted material to be filed.

Photograph and Card from John Murray Ocean Grove 3/9/2002.

Collection of Handwritten Notes (6).

Victorian Archaeological Survey Certificate Grade C (dis).

Archaeological and Aboriginal Relics Office Certificate Grade C.

Letter of Authorisation and Letter of Recommendation Dr. Peter J.F. Coutts

Archaeological and Aboriginal Relics Office 10/2/1975.

“Sorry to Hear of your Misfortune” Card.

Brown Envelope (Souvenir 1944).

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Box 1 File 1. D.V.D. and C.D.

C. D. Lou Lane Interviewed by Greg Stebbing 2002.

D. V. D. Hard Drive Backup of C.D.

Letter from John Boetje to Jenni Dearnaley re: Backup and Paper Files.

Copy of E-Mail re: Deposit of Lou Lane's Personal Files, D. V. D. and C. D. to

Kristen Thornton (Deakin) from Jen Dearnaley 15/7/2019.

Copy of Louis Lane's obituary. Written by Jennifer Dearnaley, published in The Age, 5-4-2015.