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The Petroleum Museum

PETROLEUM MUSEUM REFERENCE POLICY

INFORMATION FOR RESEARCHERS

The Petroleum Museum identifies, collects, preserves and makes available historical records and objects documenting:

1. The history and social history of the petroleum industry in the Permian Basin including company histories, famous fields and wells, oil booms and busts, oil camps and towns (their inhabitants and daily lives), famous leaders in the industry (their history and personal papers), basic information on how the industry works, and the impact of the petroleum industry on the Permian Basin
2. The history of Midland and its citizens covering this growth and development of the city from its inception to the outstanding achievements of its citizens and the impact of their achievements on both Midland and the world.

The archives will collect manuscripts, documents, records, books, VHS, DVD and CD-Rom movies/presentations, oral histories (with preference given to tapes with transcripts), magazines and photographs relevant to the museum's mission and scope of collections.

- The archives will only collect items in good shape with preference given to original material.
- Copies will be accepted for (non accessioned) research files or on a case by case basis for permanent collections.
- Maps and scrap books will be accepted on a case by case basis.
- The archives will not accept micro fish/film, electric and well logs, and reel film. The center does not have the facilities to care for or use these materials.
- Small archival collections are given preference and larger collections (over 10 boxes) will require pre-approval by the Director of Collections & Archives with exceptionally large collections requiring Board approval.
- Confidential records or records not available for public use will not be accepted.

HOURS:

The Petroleum Museum Archives Center is open for research Monday through Friday from 10:00 – 11:30 and 1:30 – 5:00. Appointments are not necessary but highly recommended.

ACCESS/REGISTRATION:

Any patron wishing to use the Archive's materials is required to complete a Patron Registration Form and give full information about the subject, scope and purpose of the research being undertaken. Patrons working onsite must show a current photo ID. Access is subject to any restrictions placed on materials by donors, depositors or sellers or by The Petroleum Museum itself for preservation, processing or other administrative purposes.

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