

REFERENCE POLICY
The Petroleum Museum's Library & Archives
Center



INFORMATION FOR RESEARCHERS

The Petroleum Museum's Library & Archives Center 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; and
2. The history of Midland and its citizens covering the 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 Center will also 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 Center will only collect items in good condition 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 scrapbooks will be accepted on a case by case basis.
- The Archives Center will not accept microfiche/film, electric and well logs, and reel film. It 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 Archives and Collections with exceptionally large collections requiring approval from the Board of Trustees.
- Confidential records or records not available for public use will not be accepted.

HOURS OF OPERATION

The Petroleum Museum's Library & Archives Center is open for research Monday through Friday from 10:00 a.m. to 5:00 p.m. (with a break for lunch). Appointments are not necessary but highly recommended.

ACCESS AND REGISTRATION

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

PHOTOCOPYING

Unless restricted or protected by copyright conditions, photocopies of material will be supplied for research purposes at the rate of 25 cents (\$0.25) per page. All photocopying will be done by the Archives Center's staff. Although there is no precise limit on the number of pages, it may not be possible to fill an order on the day requested, and the Archives Center reserves the right to carry out the work over a period of time. Rush orders are accepted at the discretion of the Center's staff and is subject to an additional fee. No materials may be duplicated that have had copying restrictions placed on them by purchase agreement, donors, and/or depositors or by the Library & Archives Center itself for preservation, processing, or other essential purposes.

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PUBLICATION

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Users requiring copies of photographs, maps, sound recordings, and/or moving image materials are requested to consult the Director of Archives and Collections about conditions and charges. Researchers are not allowed to copy archival materials using their own cameras or other equipment.