



Research Center Policy Statement

The Ouray County Historical Society Research Center at 722 Main Street, Ouray, CO, is the repository for thousands of paper items and photographs. The archives, photo and paper, contain materials reflecting the history of Ouray County through photos, family and individual histories, business ledgers and transactions, maps, personal transactions, and manuscripts. These invaluable articles have been contributed by individuals and groups wishing to preserve the events and the culture of a developing county. Any donated articles become the property of the Society, and donors accept that their contributions will be protected by archival processes. The Research Center maintains a high standard of protection of materials through the processing and preserving of the materials as well as through the research procedures. The archivists work with those who are researching a variety of interests. The Center has established guidelines to promote a high quality of research but also to preserve the integrity of the archival materials.

A research request form must be filled and submitted to the OCHS museum in a timely manner.

If the inquiring party is in the area, contact with the archivists will be made for an appointment. For other types of requests, the archivist may contact to clarify the information on the request form.

On site, no more than two people should appear for the appointment unless it is a family group and with approval from the archivist involved. In addition, an archivist or a representative from the OCHS board must be present at the meeting.

The archivist will research for the materials or the photos. During the appointment copies of the fragile materials may be presented rather the original unless the item is unique and best seen by the inquiring party.

Archival materials or original photos are never taken out of the Research Center. The requesting party will have the opportunity to have copies made of any related data found during the appointment.

The photo and the paper archivists are volunteers, and all funds derived from research projects, photo or paper, benefit OCHS.