

Archival Research Policy

The Guy B. Woodward Museum's archives are available to the public for research. You **must** reserve a research date and time. Persons using museum records for purposes of research will agree to have a museum archivist present during the course of the research. A declaration as to the purpose of the research will be made on our "Records of Archival Research" form and no records, books, documents, or other artifacts can be removed from the museum grounds. Special arrangements must be made if more than one person is doing the research. Call our office at 760-789-7644 to make arrangements to do research.

The museum charges for research time and the duplication of materials from the archives according to the following schedule.

Research Time	\$25.00 per person per hour
Photographs	\$25.00 each
Duplication of original sources	\$1.00 per page
Duplication of Dr. Art Woodward's bibliography cards	\$4.00 per card

If research is being done for purposes of profit, the cost will be \$50.00 - \$100.00 for the four hour period. This cost covers the time required for the museum's archivist to research and secure the necessary materials and to monitor the research.

The following resources are available for research:

- Approximately 2,500 historic photos of pioneer families and the Ramona and Ballena Valleys, Witch Creek, Santa Ysabel, and Mesa Grande
- Photo collection of early Mesa Grande Native American Indians
- Ramona Sentinel newspapers dating back to 1894
- Autobiographies and biographies of pioneer residents
- Financial records, statistics, and other documents of early businesses, farms, ranches, and families
- Antique tools, equipment, farm machinery, blacksmith shop, cowboy artifacts, and mining equipment
- Vintage women's dresses (25) and accessories to 1860
- Archives of Dr. James Morriarity II – historian and marine archeologist
- Architecture of the only adobe French Provincial home – The Verlaque House
- Antiques and historic furniture
- Artifacts: toys, cameras, communications, military, mining, office machines, etc.
- Census, cemetery, and school records