

## ARCHIVES REGISTRATION

M – F Hours: 9:00 – 11:45 am and 1:15 – 4:30 pm

**By appointment only.**

Welcome to the Center for Western Studies (CWS) of Augustana College, a self-funding archive and research library of the Northern Plains. The Center's 5,000 linear feet of archives and non-circulating 40,000-volume library, located in the Fantle Building for the Center for Western Studies, are made possible by the generous financial support of individuals, foundations, and businesses. The library collection is accessible through the South Dakota Library Network (SDLN), and brief descriptions of archive holdings are found at [augie.edu/cws](http://augie.edu/cws). You may view both the library catalog and the CWS Web-site via the PC located in the Krause Library.

### Guidelines for Use of the Archives

1. Fees for use of the archive holdings are \$30 for the first day and \$15 per day thereafter.\*
2. Use of scanners or digital cameras is prohibited. Selective photocopying is permitted at a cost of \$.30 per copy, using the copier located near the stairs. Copyright restrictions prohibit the use of copies for purposes other than personal use (Title 17, United States Code).
3. See the **Research Collections Fee Schedule** for photo reproduction costs and the **Image Use Agreement** for additional guidelines.
4. All areas of the Fantle Building, including the Research Room, are under camera and staff surveillance.
5. The use of pens in the Research Room is prohibited. Pencils are available in the room or from staff.
6. Request no more than 3 boxes of archival material at a time.
7. If you find items that you believe are not in the correct order, please notify staff.
8. Patron agrees to acknowledge the **Center for Western Studies, Augustana College** as the source of any information obtained from its archive in any published or unpublished work, regardless of media format.
9. Patron agrees to deposit a copy of the published work with the Center for Western Studies.

**Your signature below indicates that you agree to these guidelines for use of the archives.**

Name (please print) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Office Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Purpose of Research \_\_\_\_\_

I give permission to inform other researchers doing similar projects of my work. \_\_\_\_\_ Yes \_\_\_\_\_ No

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Membership in the Center for Western Studies entitles you to receive a 10% discount on access fees, a 10% discount on gift shop purchases, a subscription to the CWS *Newsletter*, and advance invitations to all CWS events, including the Boe Forum on Public Affairs, Artists of the Plains Art Show and Sale, and Dakota Conference on the Northern Plains.