

ARCHIVES REGISTRATION

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

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

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 35,000-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 cataloged on WorldCat (<http://augustana.worldcat.org/>), 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. Patron use of scanners or digital cameras is prohibited. Selective photocopying is permitted at a cost of \$.30 per copy using the machine located in the Reading Room. Copyright restrictions prohibit the use of copies for purposes other than personal use. See the Fee Schedule for photo reproduction costs and the Conditions for Image Use form for additional guidelines.
3. All areas of the Fantle Building, including the Research Room, are under camera and staff surveillance.
4. The use of pens in the Research Room is prohibited. Pencils are available in the Research Room or by request from a staff member.
5. Only one box of archival material is to be requested by the patron at a time.
6. Do not disturb the order of archival material. If you believe items are not in the correct order, please notify a staff member. Do not reorder the materials without staff assistance.
7. The patron agrees to acknowledge the Center for Western Studies of Augustana College as the source of any information obtained from its archive in any published or unpublished work.
8. The patron agrees to deposit a copy of the published work with the Center for Western Studies.

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. \_\_\_\_\_

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. Membership at higher levels entitles you to complimentary research assistance and a 20% discount on gift shop purchases.