

Welcome to the Swenson Swedish Immigration Research Center!

Please read our *Reading Room Rules* below, and fill out the reverse of this form. The data will be used for statistical purposes only.

Swenson Center members, Augustana College students, staff, and alumni may use our resources for free. Non- members and affiliates of Augustana College pay a fee of \$10.00 per day to conduct genealogical research (\$5 per half day). We will gladly consult with you about the resources you may need to use, teach you how to use them, and answer any questions you have while you do the research. If you request extensive non-volunteer staff assistance using our Swedish parish records, we charge \$30 per hour for non-members and \$20 per hour for members.

Reading Room Rules

1. Food and drink are not allowed in the Swenson Center.
2. Use pencils for note-taking. There are extra pencils and note paper available for users. Pens and ball-point pens are not allowed.
3. Book stacks, files, and microfilm collections are closed to the public. Please ask a staff member to retrieve microfilms and/or printed material from our Reference Collection in the Reading Room. Return microfilm to the top of the microfilm cabinets, and leave books and other materials on the tables—please do not re-file yourself.
4. Briefcases, book bags, and other personal items may not be taken to the microfilm readers or study tables. Please leave them in our lockers at the time of registration. Lockers are located in the coatroom, near the elevator.
5. Since materials at the Swenson Center can easily be damaged, we ask that you please handle all items with care and remember not to lean on, crease, mark, or scratch materials. If materials are out of order, please tell a staff member.
6. Make sure that your hands are clean and remain dry, and refrain from wetting your fingers while you handle materials, including microfilms. Sinks are available in the basement restrooms.
7. Set cell phones to mute or vibrate and take calls to the lobby outside the Swenson Center's Reading Room.
8. All photocopy and digital image requests must be evaluated and approved by the staff.
9. Please remember that our hours are by appointment and we ask that you call ahead for each visit so that we best can accommodate you. We hope that you are able to find the information you are seeking and thank you for helping us maintain and preserve our historical documents by handling them with the utmost care.

**SWENSON SWEDISH IMMIGRATION RESEARCH CENTER
RESEARCH APPLICATION**

Name: _____

Address: _____

Address: _____

Institution: _____

I am a:

_____ Swenson Center Member

_____ Augustana Faculty/Staff

_____ Augustana parent

_____ Independent researcher

_____ Augustana student/undergraduate

_____ Augustana alumni

_____ Graduate student

_____ Other

Purpose of research:

_____ Book

_____ Class project

_____ Dissertation

_____ Exhibit

_____ Personal Family History

_____ Historical preservation

Specific collections used (please fill this in as you work):

I have read and agree to follow the Swenson Swedish Immigration Research Center's Reading Room Rules as printed on the reverse of this form.

Signature

Date
