

Name \_\_\_\_\_

Street/PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Institution/Agency Affiliation \_\_\_\_\_

Home/Cell Phone# \_\_\_\_\_ Email \_\_\_\_\_



South Dakota State Archives



@SDArchives

### Most Used Collections

- Naturalization Records
- South Dakota State Census
- Vertical File
- Fire Insurance Maps
- Photographs
- Newspapers on microfilm
- Library Collections
- Government Records

### South Dakota Digital Archives



The South Dakota Digital Archives an online resource launched in January 2012 by the South Dakota State Archives provides digital access to unique historical records. There are currently over 69,000 photographs available online. The QR Code will send you to the South Dakota Digital Archives where you can search for photos under various topics.

### South Dakota State Historical Society Membership

Ask about membership with the South Dakota State Historical Society. Members receive a 10% discount on certain State Archives fees.

### Online Indexes

A number of indexes are found online at the State Archives website at [history.sd.gov/archives](http://history.sd.gov/archives). Ask staff for more information about these resources.

In order to preserve our collections for the use of future researchers, we must request your cooperation with the following basic rules for handling archival materials found on the back of this form. Research Room staff or the State Archivist will answer any questions you may have concerning the reasons for these rules. Please read the rules outlined on the reverse and sign the statement of agreement to follow the rules for access to the collections.

## **Research Room Rules**

1. Access to the Research Room is limited to staff and researchers with appointments. Research areas will be cleaned and disinfected between appointments.
2. Due to the coronavirus pandemic, we are requiring visitors to practice social distancing and maintain 6 feet of separation from others. We also strongly encourage you to wear a mask during your visit, and to pay any fees with a credit card.
3. For security reasons, and to protect our guests' privacy, any personal belongings not needed for the taking of notes (purses, briefcases, coats not being worn, etc.) must be stored in one of the lockers at the entrance to the Research Room. If the key is lost, you will be charged a fee to replace it.
4. Any materials not stored in your locker may be examined by the reference staff prior to your departure.
5. Talking on a cell phone is prohibited in the State Archives Research Room. The cell phone must be turned off or set to vibrate. You are expected to take the phone to the Cultural Heritage Center lobby before answering or placing a call.
6. You may not eat, drink, use tobacco products, or chew gum while in the Research Room.
7. Only graphite pencils may be used to take notes. If you do not have a pencil with you, please borrow one from our reference desk. Leave any pens or highlighters at home or in your locker.
8. You may use a laptop computer, notebook, or tablet to take notes. Any bags or carrying cases must be placed in your locker.
9. The use of personal photocopiers or scanners is prohibited. For \$15 per day, you may use a digital camera to take photos of text documents in accordance with our Digital Camera Policy. Ask staff for details.
10. Items from archival collections may not be removed from the Research Room.
11. Each researcher may have only one box of records open on a table at a time. The records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself. Alert the staff instead.
12. All researchers using original records or manuscripts must work facing the reference desk.
13. Many of the items in our collections are quite fragile and should be handled with care. Turn pages slowly and do not lick your fingers. Do not write on, fold, staple, disarrange, or otherwise damage materials. Do not lean on books or documents, use pencils as bookmarks, or mark pages in any way. Staff will provide strips of paper for your use in marking pages you would like photocopied. Please do not use hand sanitizer directly before handling documents.
14. Some record types, such as photographs and oversized items, require special handling. Please follow staff instructions when using these materials. You must wear white gloves, provided by the staff, when handling photographs.

**I have read and agree to comply with the rules stated on this form.**

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**Signature**

**Date**