FORM

St. Ambrose University Archives  Research Assistance Request

Please e-mail the archivist at: archives@sau.edu with questions, or call 333-6214.

Use this form to request a search of materials kept in Special Collections/Archives.

Date: __________________________

Name: ____________________________________________  Phone: ___________________

Dept.: ______________________________   Email: __________________________________

Please describe the following:

1. Information, file, person, photo, collection you are looking for, (i.e. aerial photos of campus from the 1950s, Christ the King Chapel Dedication program from 2007, confirmation that my relative attended the university in 1923, blueprints for the library, details regarding the campus response to Vietnam, etc.)

2. Provide dates when possible

3. Provide suggestions re: which collection you think the item might be located, i.e. press releases, yearbook, advancement files, photo files

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Allow at least 24 hours for your request to be processed. Depending on the nature of the request, we will respond via e-mail or campus mail with photocopies /cds.

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