



Girl Scouts of the USA
 420 Fifth Avenue
 New York, NY 10018-2798
 T 212 852 8000 F 212 852 6509
 www.girlscouts.org

**NATIONAL HISTORIC PRESERVATION CENTER
 RESEARCH APPLICATION**

All research conducted in the Archives will be carried out under the direct control and supervision of the Archivist or a designated staff member.

Conditions of Access to the Archives Collection:

1. That records made available to the researcher will not be marked or interfered with in any way and will be returned upon completion of use in their original order and condition to the Archivist or designee.
2. The Archivist or designee will make all copies of records and a minimal charge will be applied per copy. Any copying will be subject to the physical condition of the records and to copyright restrictions.
3. That no publication of material from the Archives will be undertaken without the written permission of the Archives. If publication of material from the Archives is approved, then its source must be acknowledged.

NAME OF APPLICANT (Print): _____

AFFILIATION: _____ **PHONE:** _____

ADDRESS: _____ **FAX:** _____

_____ **E-MAIL:** _____

Reason for Research: article paper book
 Masters Doctorate other

Specific Subject (provide inclusive dates or title):

I agree to comply in all respects with the above conditions and the rules on the back of this form.

DATE: _____ **SIGNATURE:** _____

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OFFICE USE ONLY: **Material Provided Researcher:**

NHPC APPROVAL: _____ **TITLE:** _____ **DATE:** _____

NHPC - 11/00

Rules for the Use of the Archives

Researchers may use the Archives only after completing the Research Application and receiving authorization from the Archivist/designee.

Access to records is governed by the access policy of the Archives. Material is issued to researchers subject to any specific conditions relating to individual collections.

The researcher must respect Research Area conventions of courtesy. No bags, briefcases, coats or enclosed containers are to be taken into the Research Area. Equipment such as laptop computers and tape recorders may be used only with the express permission of the Archivist.

No smoking, eating, or drinking is permitted in the Research Area.

Pencils only are to be used for writing. Fountain pens, ballpoints, felt tips, and other pens and correction fluid are not permitted in the Research Area, as they contain substances that can cause serious damage to records.

Researchers must handle all records carefully and must not mark, fold, tear, or otherwise harm the records in any way. Any damage found in materials issued should be reported to the staff immediately.

Usually only one volume, box of records, or folder at a time will be issued to each researcher. The researcher must return materials to the Archivist as soon as he/she has finished using them.

Researchers must not rearrange or interfere in any way with the order of archival material. Instructions will be given by NHPC staff as to the appropriate method for identifying items to be photocopied.

No archival material is to be removed from the Research Area by the researcher.

Material from the Archives collection will be copied only if the conditions of the Archives reproduction policy are met and if the proposed copying does not breach the provisions of existing Copyright law.