



GSUSA Collection & Archive

Research Application

The Girl Scouts of the USA Collection & Archive (“Collection”) is available for research by application and appointment only. Materials can be accessed at the three locations listed below. Access to archival materials is provided and supervised by a designated staff member of the Cultural Assets Department.

Primary Research Facility:

Edith Macy Conference Center
Archives and Research Center (ARC)
550 Chappaqua Road
Briarcliff Manor, NY 10510

Secondary Research Facilities:

Girl Scouts of the USA (GSUSA)
420 Fifth Avenue, 13th Floor
New York, NY 10018

Juliette Gordon Low Birthplace
10 East Oglethorpe Avenue
Savannah, Georgia 31401

Contact: Shannon Browning-Mullis,
Executive Director,
Juliette Gordon Low Birthplace
Sbrowning-mullis@girlscouts.org

General Information

- Researchers may only access the Collection after submitting their Research Application and receiving authorization from a Cultural Assets staff member.
- Access to records is governed by the GSUSA Collection Management Policy. Materials issued to researchers are subject to any specific conditions relating to individual collections and/or United States Copyright Law.
- Archival access and research assistance provided to a researcher by a GSUSA Cultural Assets designated staff member does not make a publication authorized or licensed by GSUSA.
- No publication or broadcast (print, web, film, etc.) of archival materials is permitted without written permission. If GSUSA approves the usage, the publication must attribute the material source as specified by GSUSA.
- GSUSA may require authors to use disclaimers or other language in their publications if, in the sole discretion of GSUSA, such language is necessary to clarify that a work is not authorized, endorsed or licensed by GSUSA. Researchers agree to comply with any such requirements of GSUSA. Please be sure to inform your publisher, if applicable, of these requirements.

- GSUSA requests a copy of published work where the findings from the GSUSA Collection & Archive are used.
- All research requests have a two-week processing time for the initial response. A shorter rush processing time may be available for an additional fee.
- A virtual research consultation is required before all research projects or appointments.
- Researchers will be responsible for all shipping fees of boxes recalled from GSUSA's off-site storage facility.

In-Person Research Policies

- All in-person research is by appointment only; appointments are available Mondays, Tuesdays, and Thursdays, except for Thanksgiving week and mid-December to early January. Limit to two researchers per day in the ARC.
- No eating or drinking is permitted near research materials or in the research area(s).
- Pencils must be used for handwritten notes. No other writing implements are allowed.
- Laptop computers may be used. There is guest wireless available.
- Digital reproduction of assets for research purposes (with cell phones, tablets, digital camera, GSUSA microfiche machine, etc.) is allowed with permission from the designated staff member. You will be required to read and accept the Digital Photography Policy when you visit.
- No use of personal portable desktop scanners permitted.
- Researchers are allowed a maximum of 5 boxes of materials to be shipped from off-site storage for their visit.
- While examining the contents of the boxes, only one volume, a small box of records, or 5 folders will be issued to each researcher at a time. The researcher must return materials to staff to retrieve the next set of materials.
- Researchers must handle all records carefully and must not mark, fold, tear, or otherwise harm the records. Researchers must not rearrange or interfere in any way with the order of archival material.
- If you accidentally damage material, believe there are missing items in a file, or notice deterioration or damage that needs immediate attention, please alert staff.
- No archival material may be removed from the research area by researchers.

Staff Conducted Research Policies

- Research conducted on your behalf by a GSUSA staff member will vary in turnaround time based on the extent of the work needed.
- Fees are non-refundable and search results are not guaranteed.
- All fees must be paid in full before research can be conducted.

Research Fees

Staff conducted research	Over 1 hour	\$40 an hour
Staff conducted research for a registered Girl Scout	Over 1 hour	\$30 an hour
In-person research appointment	Per day	\$25 a day
Scanning		\$15 an hour
Shipping recalled boxes		\$20 a box
Hard copies		\$.10 a page

Girl Scouts of the USA Research Application
Applicant Form

Contact: *Shannon Browning-Mullis, Executive
Director, Juliette Gordon Low Birthplace*
Sbrowning-mullis@girlscouts.org

NAME OF APPLICANT (Type or Print): _____

AFFILIATION: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

Reason for Research:

- Article
- Master's/Doctorate Thesis
- Dissertation
- Research Paper or Project
- Publication (book, textbook, etc.)
- Other: _____

Researcher Type:

- Author
- Professor
- Graduate Student
- Undergraduate Student
- Independent Researcher
- Other: _____

List specific topics and requested materials below; provide context for research. Where will the materials/information be displayed (exhibit, publication, website, etc.)? How long will materials/information be displayed (month, year, permanently, etc.)? Please identify the collection you would like to access along with collection numbers as found on <https://archives.girlscouts.org/>.

By signing below, I agree to comply in all respects with the above conditions.

Signature: _____

Girl Scouts of the USA Research Application
Provided Materials
FOR INTERNAL USE ONLY

Y Researcher has read and accepted Digital Photography Policy.

Box(es):

Folder(s):

Publication(s):

Periodical(s):

Other materials: