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Girl Scouts of the USA (GSUSA)  Juliette Gordon Low Birthplace  
420 Fifth Avenue, 9th Floor 10 East Oglethorpe Avenue  
New York, NY 10018 Savannah, Georgia 31401  
Contact: Jeanne Johnston, Cultural Assets Coordinator  
T: 212-852-8105  
jjohnston@girlscouts.org.

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- 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 Access Policy. Materials issued to researchers are subject to any specific conditions relating to individual collections and/or United States Copyright Law.

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**Research Room Regulations**

- 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 at Girl Scout National Headquarters in New York.

- 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 the maximum of 5 boxes of materials to be pulled for their visit, free of charge. Any more than 5 are subject to a fee.

- 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 anyway 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.
Girl Scouts of the USA Research Application

Applicant Form

Contact: Jeanne Johnston, Cultural Assets Coordinator
T: 212-852-8105 jjohnston@girlscouts.org

NAME OF APPLICANT (Type or Print):______________________________

AFFILIATION:____________________________________________________

PHONE:_________________________________________________________________

ADDRESS: __________________________________________________________

EMAIL:______________________________________________________________

Reason for Research:

☐ Article
☐ Master’s Thesis
☐ Dissertation
☐ Research Paper or Project
☐ Publication (book, textbook, etc.)
☐ Other ______________________________________________________________

Specific subject (provide inclusive dates or title) and requested materials:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

By signing below, I agree to comply in all respects with the above conditions of archive access and the rules of use and agree to follow the Collection policies of GSUSA.

Signature:____________________________________________________________
☐ Researcher has read and accepted Digital Photography Policy.

Box(es):

Folder(s):

Publication(s):

Periodical(s):

Other materials: