



RESEARCH APPLICATION - General Information

**Girl Scout National Historic Preservation Center
Girl Scouts of the USA
420 Fifth Avenue, 17th Floor
New York, NY 10018**

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

Contact: Yevgeniya Gribov, Archivist T: 212-852-8622 F: 212-852-6517 ygribov@girlscouts.org

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Archives User Policy

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1. No eating or drinking is permitted near research materials or in the research area(s).
2. No bags, briefcases, coats or enclosed containers are to be taken into the research Area.
3. Pencils must be used for handwritten notes. Fountain pens, ballpoints, felt tips, highlighters and other pens and correction fluid are not permitted in the Research Area, as they contain substances that can cause serious damage to records.
4. Laptop computers may be used. There is guest wireless available at Girl Scout National Headquarters in New York for researcher use.
5. Reproduction of assets digitally for research purposes (with iPhone, BlackBerry, cell phones, digital camera, etc.) is only allowed with permission from Archivist or designee. Personal portable desktop scanners may not be used.
6. In general, Archival material may be photocopied at NHPC; at JGLB photo copies are at the sole discretion of the staff. If assets are too fragile, requests for photocopies may be denied. Duplication is subject to the condition of assets and copyright restrictions.
7. Archivist or designee can facilitate copies, and upon occasion scans, of records for a fee. Researcher can prepare materials for photocopying by placing a strip of acid free paper in front of the page to be copied, or by rotating the document the opposite direction of the folder, keeping it in the folder. Instructions will be given Archivist or designee to researcher as to appropriate method for identifying items to be duplicated, which may vary depending on asset collection. Permission for copies of assets for research does not grant permission for use for publication or any other use. Permission for use beyond research must be by special application.
8. No archival material is to be removed from the Research Area by the researcher.
9. 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 or designed as soon as he/she has finished using them to retrieve the next set of records.
10. 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.
11. While viewing photographs, gloves must be worn to protect the assets. Gloves are available from the Archivist or designee handling researcher's visit.
12. Hand creams, moisturizers, oils and nail polish can harm archival records and textiles, which may not be immediately apparent, but damage can appear over time. Please ask the Archivist for gloves to handle all materials if you use these products.
13. If you accidentally damage material or believe there are missing items within a file, or notice deterioration or damage that needs attention, please alert the archives staff.
14. Other guidelines, as applicable to access to some archival assets, may be required at the sole discretion of the archivist. Please note that some collections may only be viewed with the archivist or designee.

Updated by NHPC 06-20-11



RESEARCH APPLICATION – Applicant Form

**Girl Scout National Historic Preservation Center
Juliette Gordon Low Birthplace**

Contact: Yevgeniya Gribov, Archivist T: 212-852-8622 F: 212-852-6517 ygribov@girlscouts.org

NAME OF APPLICANT (Type or Print): _____

AFFILIATION: _____ PHONE: _____

ADDRESS: _____ FAX: _____

EMAIL: _____

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 of archive access and the rules of use. By my signature below I indicate I have read the "Research Application – General Information" document (06-20-11 update) and agree to follow the archive policies of the Girl Scout National Historic Preservation Center and Juliette Gordon Low Birthplace and stipulations of copyright and permissions.

SIGNATURE: _____ DATE: _____

Material Provided to Researcher/Notes (NHPC ARCHIVE USE ONLY)

NHPC APPROVAL: _____ TITLE: _____ DATE: _____

Updated by NHPC 06-20-11

Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.