



Cultural Assets Department Research Application

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

Girl Scouts of the USA (GSUSA)
420 Fifth Avenue, 9th Floor
New York, NY 10018

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

Contact: Jeanne Johnston, Cultural Assets Coordinator
 T: 212-852-8105
 jjohnston@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 Access Policy. Materials issued to researchers are subject to any specific conditions relating to individual collections and/or United States Copyright Law.
- Access to the Collection does not confer on researchers the right to incorporate archival material into any publication.
- 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.

- 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.
- GSUSA requests a copy of published work where the findings from the GSUSA Collection are used.
- Please review the GSUSA Rights and Reproduction Policy for more information regarding copyright and reproduction of archival materials.

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: _____

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

Researcher has read and accepted Digital Photography Policy.

Box(es):

Folder(s):

Publication(s):

Periodical(s):

Other materials: