

APPLICATION TO USE BATES CENTER HOLDINGS

Name (Please print):

Permanent Address:

Street:

City/State/Zip:

Country:

Institutional/Organizational Affiliation:

Local Address:

Telephone:

Email address:

If candidate for degree, give degree sought:

Please check one:

- Internal Undergraduate
- Internal Graduate Student
- Internal Faculty/Staff
- External Undergrad
- External Graduate Student
- External Faculty/Staff
- Independent Researcher
- Nursing alumni association member
- Media/Publisher
- Genealogist
- Other:

1. Please describe the purpose of your research:

2. Please identify collections of specific interest:

(Continue on page 2)

Data from this form will be used to compile statistical and research topic summaries. We attempt to inform researchers working in related fields of similar research interest. Can we mention your name and information about your research topic to other interested scholars? Yes No

I agree to indemnify and hold harmless The Trustees of the University of Pennsylvania, its officers, trustees, employees and agents from and against all claims, actions, damages and costs, including attorney's fees, arising out of my use of the materials in the Bates Center.

I have received a copy of the Center's rules, which I have read, I understand, and agree to abide by in the use of the Bates Center's materials. The rules appear on the reverse side of this sheet.

Signature: _____ Date: _____

For Staff Use Only:

Validation of identification (driver's license, student or faculty ID, or passport) required for research room users:

Type of ID and ID#

BB CSHN Researcher ID #

Approved by:

Date Approved:

RULES GOVERNING THE USE OF BATES CENTER FACILITIES AND HOLDINGS

Introduction: All materials housed in the Barbara Bates Center for the Study of the History of Nursing are non-circulating. Some of them are in fragile condition and largely irreplaceable. Therefore certain precautions are necessary. The following rules are designed to instruct readers in the special handling procedures needed to preserve these materials for future scholars.

Materials Accessed in the Ellen D. Baer Reading Room: The researcher may bring only those materials needed for research and a pencil into the reading room. No pens are allowed. Use of laptops is allowed; staff will examine the equipment upon the researcher's entrance to the reading room and upon departure. Digital cameras are allowed to be used when viewing manuscript documents, but are prohibited when viewing photographs. The use of artificial lighting, such as flash attachments, or flash in general, is prohibited. In addition, any reproductions made by researchers with a digital camera are subject to copyright laws and cannot be posted online. All coats, briefcases, and other items must be checked by Center staff and should be kept outside the reading room in the lockers provided. Out cards are provided to researchers and should be used when viewing documents and books from the reading room shelves. Papers will be examined upon the researcher's arrival and departure from the reading room. No collection materials may be checked out to faculty and/or staff offices.

Permission to Examine: Permission to examine collection material will be granted to qualified researchers only upon completion of the application form. By signing the application, the researcher agrees to abide by the rules governing the use of holdings. Such permissions are granted subject to whatever restrictions may have been placed on the material by the donors, depositors, or the repository. Case anonymity must be respected regarding student files, employment files, and other files relating to personal matters. If a restriction is on a collection that a researcher is requesting, it is at the Curator's discretion to approve or deny the request. If approved, the researcher will need to sign a restricted file release form.

Registration: Researchers must fill out and sign an application form once each fiscal year (July 1 - June 30), and must provide acceptable identification (driver's license or ID card with photograph). Visitors are also asked to sign the Daily Register each time they visit.

Hours: The reading room is open from 10:00 am – 4:00 pm Monday-Friday. Because the majority of the Center's materials are housed offsite, walk-in requests cannot be accommodated. All researchers must make their requests in advance with Center staff in order to ensure that the requested materials can be accessed in a timely manner. Once it has been verified that the requested materials can be accessed, an appointment will be made. The reading room will close as needed to allow the staff person on duty to pull records and for staff lunch times.

Protection of Materials: A researcher is responsible for the safeguarding of any materials made available to him/her in the reading room. Researchers may not remove materials from the reading room for any purpose or rearrange the order in which they are delivered. Manuscripts may not be leaned on, written on, folded, or handled in any way likely to damage them. In certain cases, researchers may be required to use microfilm or photocopies of manuscripts when such copies are available. Eating and drinking are prohibited in the reading room. Researchers are requested to wash their hands before using materials and avoid using any creams or lotions thereafter as grease can transfer to the materials causing considerable damage. When viewing photographs or delicate documents that is not in protective covering, the researcher is urged to use archival gloves which are provided by the staff on duty at the Center.

Permission to Publish: Permission to examine materials is not an authorization to publish them. Separate written application for permission to publish must be made to the Bates Center. (Please refer to “Permission to Publish Contract”). Researchers who plan eventual publication of their work should explicitly state this in the researcher application so that the proper forms can be provided. Researchers should inquire concerning general restrictions on publication before beginning their research. To the extent that it may properly do so, the Center will ordinarily grant the usual publication rights to applicants. In granting permission to publish, the Center does not surrender its own right after that to publish any of the materials from its collection or grant permission to others to publish them. If the Center grants permission to publish, the location of the cited material shall be indicated in the published work. A free copy of publications that rely heavily on collections in the Center should be presented to the Center upon publication. The Center does not assume any responsibility for infringement of copyright in materials held by others.

Citation: For citations in published or unpublished papers, list this repository: Barbara Bates Center for the Study of the History of Nursing, School of Nursing, University of Pennsylvania. Manuscript collections should be cited as follows: "Collection Name, Barbara Bates Center for the Study of the History of Nursing, School of Nursing, University of Pennsylvania."

Photoduplication: The Bates Center will consider requests for the photoduplication of material when such duplication can be done without injury to the material, and does not violate copyright or donor restrictions. Self-service photocopying is not available: see staff for assistance. Single copies will be provided for the researcher's personal reference use. The photocopy, photo or scanned image must not be further reproduced. Supplying a photocopy or digital image of a collection item is not an authorization to publish.

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