

**Archives of Caring in Nursing
Christine E. Lynn College of Nursing
Florida Atlantic University, Boca Raton**

Research Application

Name		
Institutional Affiliation (if any)		
Current student? Y N List current degree program or grade level (i.e. BSN, high school senior, etc.):		
Address		
City	State/Country (if not US)	Zip/Postal Code
Email	Phone	

Use additional space as needed, but please limit your application to 2 pages or less.

I. Please describe the purpose of your research. Include specific topics or areas of interest within Archives of Caring in Nursing.

II. Please list specific materials of interest, if known.

III. Please describe any publication plans related to your research.

IV. Please sign below and return by email to nurarchives@fau.edu, or fax to Curator at 561-297-1074.

I have read and agree to abide by the conditions of access and rules of the Archives of Caring in Nursing.

I also agree that if I choose to publish any material, in any format, from the Archives' collections, now or later, I will obtain written permission from the Archives' Curator prior to publication and abide by the following conditions:

1. If permission is granted to publish, the source must be acknowledged in the work with the credit line, "[Name of Collection], Archives of Caring in Nursing, Christine E. Lynn College of Nursing, Florida Atlantic University."
2. I will forward to the Archives of Caring in Nursing a complimentary copy of any publication in which material from the Archives is used.
3. I realize that I am responsible for conforming to copyright, right-to-privacy, libel, slander, and any other applicable federal and state statutes. I agree to indemnify and hold harmless Florida Atlantic University, its officers, employees, and agents from any and all claims resulting from the use of the materials. I understand that failure to comply with these rules may result in the denial of access to the collections in the future.

Researcher Signature _____ Date _____

Staff Signature _____ Date received _____

**Archives of Caring in Nursing
Christine E. Lynn College of Nursing
Florida Atlantic University, Boca Raton**

Rules for Use of Archival Materials

General Rules:

- All materials are non-circulating. Review all materials only in designated reading room or assigned study location within the Christine E. Lynn College of Nursing.
- **Prohibited items:** food, chewing gum, beverages, pens, markers, Post-it ©notes, staplers, paper clips.
- Place coats, briefcases, purses, backpacks, and all bulky items in the area designated for them.

You are required to do the following:

- present valid photo identification;
- clean, wash and dry your hands prior to use of archival materials;
- take notes only with paper and pencil, laptop, or a smart device;
- notify Archives Staff of any inconsistency or discrepancy in materials, and when finished using archival materials;
- secure written permission from the Archives if you intend to publish material from your research.

Use of Materials:

- Archives Staff members will retrieve all material. Only **one box** of material at a time will be allowed.
- Condition of materials is checked before and after use. Handle material carefully and keep it in order. Keep material flat on the table, not held in the lap or propped against the table edge. Do not write on, trace, or fold archival materials. Do not place books, laptops, or other materials on top of archival materials. Request assistance if unsure how to handle specific items.
- Special permission is required for use of cameras and all copying devices.

What You Should Know About Mishandling, Mutilation and Theft of Documents:

- Researchers who mishandle material will be denied access to the Archives of Caring in Nursing.
- Removal of any archival materials from the Archives of Caring in Nursing will be considered theft.
- Theft and mutilation of documents are crimes that will be prosecuted by law enforcement.
- Researchers suspected of theft or mutilation of documents may be subject to search and prosecution in accordance with the laws of the State of Florida.

Reproduction of Materials:

- Any reproduction of material in the collections of the Archives of Caring in Nursing is at the discretion of the Curator and is subject to the provisions of copyright law (Title 17 U.S.C.), condition of material and access restrictions. Fragile and damaged materials cannot be photocopied but may be photographed or scanned subject to approval by the Curator.
- All photocopies and scanning are completed by Archives staff.
- Copying is completed as time permits. Please notify the Curator of any time constraints when placing your order.
- Orders may be placed by on-site visitors, by mail, e-mail, or fax. The cost for photocopies or scans of documents is \$1.00/page.

Publication:

- *Request for Permission to Quote from or Publish* form must be submitted and approved in advance of publication or quotation of material from the Archives.
- Published work created using materials from the Archives must include a citation in the following form: "Name of Collection, Archives of Caring in Nursing, Christine E. Lynn College of Nursing, Florida Atlantic University."
- It is the sole responsibility of the researcher to secure permission from the appropriate copyright holder.