



Barbara Bates Center *for* The Study *of* The History *of* Nursing
UNIVERSITY OF PENNSYLVANIA – SCHOOL OF NURSING – FAGIN HALL 2U – PHILADELPHIA, PA 19104-4217
(215) 898-4502

RULES GOVERNING THE USE OF BATES CENTER HOLDINGS

Introduction: The 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 Brought to the Reading Room: The researcher may bring only those materials needed for research and a pencil into the reading room. No pens allowed. Use of laptops is allowed; staff will examine the equipment upon the researcher's entrance to the reading room and upon departure. Scanners are allowed pending staff inspection and approval: flat-bed models only, no automatic-feed equipment. Digital cameras are allowed but no artificial lighting such as flash attachments. All coats, briefcases, and other items must be checked with the administrative assistant outside the reading room in the lockers provided. Papers will be examined upon the researcher's arrival and departure from the reading room. No collection materials may be checked out to staff offices.

Permission to Examine: Permission to examine collection material will be granted to qualified researchers upon completion of the Researcher 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.

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 i.d. card with photograph). Visitors are also asked to sign the Daily Register each time they visit.

Hours: The reading room is open from 9:00 am – 4:00 pm Monday-Friday. Researchers are strongly urged to make appointments for their visits in advance. The reading room will close as needed to allow the staff person on duty to pull records or take a lunch break.

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. The use of any kind of pen is prohibited. 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 smoking 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.

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 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: "Visiting Nurse Society of Philadelphia Records, 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.

Exclusive Rights: Exclusive rights to examine or publish collection material will not be granted.