



Fashion Institute of Technology
Seventh Avenue at 27 Street
New York City 10001-5992

Research Guidelines for FIT Students

Collections access is granted by appointment only. A research request form must be submitted **at least one week prior** to the projected date of appointment. The Museum at FIT cannot accommodate students who have not been scheduled for a confirmed appointment.

Research request forms are located outside of room E-230 or can be downloaded from the Museum's website. Please leave the completed form in the mailbox outside of room E-230. Signed forms may also be scanned and emailed to museuminfo@fitnyc.edu or faxed to 212-217-4541. **Undergraduate student requests must include instructor signature and must be in conjunction with a current class assignment.**

Appointments are scheduled for a one hour period and will not be extended in the event of a late arrival. Museum appointment hours are from 10 am – 3:30 pm Monday – Friday. These hours are subject to change without notice. Approval and scheduling will be confirmed by phone or email.

Approval of requests is subject to curatorial review and availability of staff and work space. Requests must be sufficiently refined, so as to be accommodated within the designated appointment time and to minimize unnecessary handling of objects. **Certain materials may be restricted.** Students are not permitted to enter collection storage.

Students may take **non-flash** photographs for personal reference and educational use only. Use of photographs online, including social media sites, is prohibited.

Food, drink (including water), and gum are strictly prohibited in all research areas.

Sketching and measuring objects are permitted. The museum permits the use of graphite pencils only. Ink, colored pencils and watercolor are strictly prohibited.

Museum staff will assist with handling of all objects. Students will comply with all directions of museum or security staff. Failure to do so may result in termination of the appointment.