



Library Visitors

Policy AA001

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Responsible Administrator: Vice President for Academic Affairs

Responsible Office: FIT Library Periodicals and Electronic Resource Services

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Policy Statement

The primary purpose of the FIT Library is to support the teaching, learning, research, and study needs of members of the college community, known as Patrons. Patrons include the current members of the FIT community and current SUNY faculty, staff, and students with valid school IDs. Persons *not* currently members of the college community are Visitors. Visitors may use some Library collections, databases, and facilities by making appointments in advance.

Visitors must voluntarily yield to the needs of library Patrons whenever necessary, particularly when the Library is very busy. As such, the college reserves the right to restrict any individual from entering the Library or from using any of its materials, equipment, facilities, or services. Patrons or Visitors who engage in disruptive behavior, or who are using Library facilities for non-educational purposes, may be asked to leave.

Reason for the Policy

The FIT Library maintains collections of books, periodicals, databases, multimedia, and digital materials in support of the research needs of FIT's curriculum and its community. Licensing agreements between the FIT Library and most database vendors limit off-site access to databases to current FIT students, faculty, and staff. In addition, SUNY and NY State Law limit access to SUNY System Libraries in order to promote access to intellectual content for Patrons and to support the educational and research goals of our Patrons.

Visitor access to the FIT Library is carefully monitored and controlled in alignment with this policy to optimize service to all library Patrons. Use of the FIT Library by Visitors is intended only for access to those resources unavailable at New York Public Library or other regional public libraries to which a Visitor has access.

Who is Responsible for this Policy

- Director, FIT Library
- FIT Library Periodicals and Electronic Resource Services
- Department of Public Safety

Who is Affected by this Policy

- Current FIT faculty, staff, and students

- Current SUNY faculty, staff, and students
- Individuals who are *not currently* affiliated with FIT or SUNY but wish to utilize FIT's Library facility

Definitions

- **Patrons:** Current FIT faculty, staff, and enrolled students, and SUNY faculty, staff, and enrolled students with valid school ID Cards¹.
- **Visitors:** Library users who are *not* current FIT or SUNY employees/students². This may include, but is not limited to, FIT Alumni, members of industry, and members of the general public.

Principles

Use of the FIT Library is a privilege, not a right.

- Visitors/Patrons are expected to:
 - Respect and properly care for all library materials, equipment, and property;
 - Conduct themselves at all times in a thoughtful, quiet, and courteous manner;
 - Respect a staff member's request to relinquish library equipment for use by Patrons;
 - Wear shoes, shirts, and attire appropriate for a public place;
 - Silence cell phone ringers; cell phones or video chat should be used only in areas where conversations do not disturb others (stairwells/lobby areas); and
 - Comply with applicable FIT policies including, but not limited to, those guiding principles for use of college facilities, computer equipment and property, access to the FIT network, sexual misconduct, and discrimination and harassment (see Related Policies section below) as well as Library procedures (such as closing time).
- Visitors/Patrons *may not*:
 - Maliciously access, alter, damage, or destroy any computer, furniture, equipment, or materials;
 - Use or store wheeled recreational equipment, including but not limited to, skates, bicycles, hoverboards, e-scooters, or e-bikes in alignment with FIT policy;
 - Loiter, petition, campaign, advertise, or solicit; or
 - Engage in disruptive activity or other behavior that interferes with the normal use and operation of the Library, or disturbs staff or other Patrons/Visitors in their use of the facility; FIT Public Safety Officers may be called in such instances. Unacceptable behavior includes, but is not limited to, verbal abuse, intimidation, or harassment.
- The Library or FIT is not responsible for any loss, damage, or theft to personal property. Visitors/Patrons are responsible for their personal property at all times and should never leave personal property unattended.
There is an in-house limit of 20 items per person, per visit, of materials from behind the FIT Library Periodicals Desk. This does not impact self-service materials on open shelves

¹ SUNY Faculty, staff, and students who are not affiliated with FIT [may borrow certain materials](#), and have limited access to some on-site databases due to licensing restrictions.

² Certain types of temporary employees are considered Visitors including, but not limited to, seasonal employees, contingent employees, contractors, and/or consultants. Contact the Library if you are unsure about whether you qualify as a Patron or a Visitor.

- Library scanners generally have a fifteen-minute limitation for use. We suggest using a mobile device to take photos and/or scan images, if needed.
- Food and beverages:
 - Food and beverages are permitted in the FIT Library, within reason. Aluminum cans and waste paper should be recycled in the proper receptacles. All other trash is to be disposed of properly.
 - Food and beverages are *prohibited* in Special Collections & College Archives and near or while using any Library equipment susceptible to damage (microform machines, book scanners, copy machines, etc.).

Visitor Access

Visitor access is by appointment only; appointments are subject to approval. The following principles guide FIT Library access for Visitors as defined in this policy:

- Visitors may not check out or remove any materials from the FIT Library.
- Visitors wishing access to the FIT Library should consult the [FIT Library Website](#) before requesting an appointment.
- Appointments are accepted only via the online form; they are not accepted by phone or email. (See Procedures.)
- The Library reserves the right to prioritize use of services, resources and spaces. Visitors may experience delays in services dependent on student needs. Library personnel will assist Visitors in using the Library's facilities and resources as time and availability permits.
- All Visitors must schedule appointments in advance³. (See Procedures section below.)
 - Same-day appointments are not honored; the number of visitors per day is limited.
 - Visitors are strongly encouraged to contact the Library as soon as possible if they need to cancel or reschedule an appointment.
 - For missed appointments or the need to reschedule, Visitors must submit a new Visitor Appointment Request form.
- Visitors may use the FIT Library's in-house collections for research and educational purposes, generally for limited periods of time, as determined appropriate by the Library, depending on individual research needs.
- Access to FIT's Wi-Fi network is provided for researchers' personal computers and is subject to FIT's Information Security and Acceptable Use of FIT IT Systems policies (see Related Policies section below).
- Due to licensing restrictions, some print and online materials are for use only by currently enrolled FIT students and current faculty, without exception. These include, but are not limited to, current print and online forecasting and trend services (for example, Fashion Snoops, WGSN), and some media and market research resources (for example, MRI-Simmons, Mintel).
- Visitors may bring their children aged 17 and under to the Library but must supervise them at all times; children of Visitors are subject to the same principles of conduct established in this policy.
- Children 17 and under may be granted Visitor appointments to the Library if they are directly engaged in research or educational activities that require access. Decisions will be made on a case-by-case basis at the discretion of the Director of the FIT Library.

Exceptions

³ Patrons, as defined by this policy, may use the FIT Library without an appointment. Visitors seeking access to [Special Collections and College Archives](#) must schedule appointments following the [procedures set forth by SPARC](#).

In rare, extenuating circumstances an exception to the policy may be considered at the full discretion of the Director of the FIT Library, in consultation with other offices as deemed necessary.

Responsibilities

- **FIT Library Periodicals and Electronic Resource Services** is the steward for library Visitors and acts as the first point of contact when scheduling appointments. This office receives the online appointment request forms, make and confirm appointments, facilitate Visitor check-in, assist Visitors with their research needs, facilitate, and orient them to the Library.
- The **Director, FIT Library** oversees the team of FIT Library Periodicals and Resource Services and reviews any potential exceptions to this policy.
- The **Department of Public Safety** is the first point of Visitor check-in in the Goodman lobby. Officers confirm that Visitors have a scheduled appointment and that their name(s) have been entered in the Visitor Management System.

Procedures

- **Visitor Appointments⁴**
 - Visitors must fill out the online “[Visitor Appointment Request](#)” form to identify their status (e.g. industry researcher, undergrad or graduate student at another university, fashion stylist, etc.), briefly explain their research needs, and request their preferred appointment date.
 - The FIT Library Periodicals and Electronic Resource Services Office will review the request and respond, generally within two business days, granting or denying the request. If granted, the appointment date and time will be included in the confirmation.
 - Visitors must notify the FIT Library as soon as reasonably practicable if they are unable to honor their approved appointment time but, ideally, no later than 24 hours before their scheduled appointment time.
- **Visitor Check-In**
 - Visitors must first report to the lobby of the Goodman Center to obtain a Library Visitor Pass from the Department of Public Safety at the time of their appointment to allow for access to the Library. They must present:
 - Their appointment confirmation (in printed or electronic form); and
 - A government-issued current photo ID from the [Library Visitor Acceptable IDs List](#).
 - Visitors must then check in at the Periodicals Service Desk (Goodman, E 436A) on the fourth floor of the Library.
 - Visitors must arrive no more than one hour prior to closing.
 - Consult the FIT Library website for specific hours; hours of operation may vary.
- **Visitor Library Use**
 - Visitor stickers must be worn at all times.

⁴ Members of the FIT community, SUNY faculty, staff, and students with valid school ID do not need to request an appointment.

- All materials are for use in the Library, only. Periodicals may only be reviewed in the reading room. Books may be brought to other areas of the Library, but may not leave the premises.
 - When borrowing materials for review in the Library, Visitors must provide their government-issued ID. Their ID will be held until the materials are returned. The Library Services Desk can assist with book-related research needs.
- If using a personal laptop, an FITGuest username and password will be supplied upon check-in. Activities conducted while on the FIT network are subject to relevant FIT policies (see Related Policies below).

Violations

Failure to adhere to principles of this policy may result in denial of library access, or removal from the library.

If a Visitor misses more than three (3) appointments without notice, FIT reserves the right to deny future appointment requests.

Library Patrons or Visitors who infringe upon principles set forth by other FIT policies may be subject to additional disciplinary procedures followed under the subject-specific policy, which may also include future restrictions on Library use.

Related Policies

- [Acceptable Use for FIT IT Systems](#)
- [Campus Safety and Security](#)
- [Campus Card and Campus Access](#)
- [Children on Campus](#)
- [Code of Student Conduct](#)
- [Drug and Alcohol Abuse Prevention](#)
- [Employee Code of Ethical Conduct](#)
- [Information Security](#)
- [Nondiscrimination and Anti-Harassment](#)
- [Sexual Misconduct Response](#)
- [Tobacco Free Campus](#)

Related Documents

- New York Public Library – [Getting Oriented](#)
- [Public Access to SUNY Libraries – Document Number:1603 – July 10, 1974](#)
- [SUNY Office of Library and Information Services \(OLIS\)](#)

Contacts

- **Director, FIT Library**
Goodman Center, 5th floor
(212) 217-4370
- **Director of Public Safety**
Office of Public Safety
236 West 27th Street
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