



Library Visitors

Policy AA001

Volume 1, Academic Affairs and Faculty

Responsible Administrator: Vice President for Academic Affairs

Responsible Office: Library

Last Updated: February 2017

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. In addition to the FIT community, Patrons include all SUNY faculty, staff, and students with valid school IDs. Persons not currently members of the college community (former FIT students and alumni; students, faculty, and staff from other colleges and universities; and members of industry) are Visitors. They may use some Library collections, databases and facilities as Visitors and by making appointments in advance. Visitors must voluntarily yield to the needs of library Patrons whenever necessary, particularly when the Library is very busy. 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 purely recreational purposes, may be asked to leave.

Reason for the Policy

The FIT Library maintains collections of books, periodicals, databases, multi-media, 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 and to support the educational and research goals of our Patrons. Access to the FIT Library collections is carefully monitored and controlled 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

- FIT Library Research & Instructional Services faculty and staff
- FIT Library Access Services Personnel
- FIT Library Directors
- FIT Public Safety Officers

Who is Affected by this Policy

- FIT faculty, staff, and students
- SUNY faculty, staff, and students
- FIT Alumni

- General Public

Definitions

- **Patrons:** FIT faculty, staff, and students; SUNY faculty, staff, and students
- **Visitors:** FIT Alumni, members of industry, and the general public.

Principles

Use of the FIT Library is a privilege, not a right. All Library Patrons are expected to comply with all Library policies. Failure to comply may be grounds for removal from the Library on a temporary or permanent basis.

The Library prioritizes use of services, resources and spaces. Visitors may expect delays in services dependent on student needs. Library personnel will assist Visitors in using the Library's facilities and resources as time permits.

In addition to applicable FIT policies and regulations regarding the use of college facilities, computers and property, the following specific policies apply when using the FIT Library's resources and facilities:

- **Access**
 - All Visitors must schedule appointments in advance - no same day appointments are allowed. Appointments are available for any day the FIT Library is open, but 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.
 - Visitors must arrive no later than 1 hour before closing. Hours of operation vary, depending on academic calendars and holidays; consult the FIT Library website at <http://www.fitnyc.edu/library/about/hours.php> for specific hours.
 - Visitors may use the FIT Library's in-house collections for research and educational purposes, generally for limited periods of time, depending on individual research needs.
 - Access to FIT's Wi-Fi network is provided for researchers' personal computers.
- **Using the FIT Library**
 - Removal of Library materials is strictly prohibited.
 - Library Patrons and Visitors are expected to respect and properly care for all library materials, equipment, and property.
 - Library Patrons and Visitors must not maliciously access, alter, damage, or destroy any computer, furniture, equipment, or materials.
 - Library Patrons and Visitors are expected to conduct themselves at all times in a thoughtful and courteous manner.
 - Patrons and Visitors must not engage in disruptive activity or other behavior that interferes with the normal use and operation of the Library; FIT Public Safety Officers may be called in such instances. Unacceptable behavior includes, but is not limited to, verbal abuse, intimidation, or harassment.
 - Patron and Visitor Station computers are reserved for accessing the FIT Library's Electronic Resources only. These computers shall not be used for any activity that is not directly related to accessing the Library's electronic resources. Unauthorized activity includes, but is not limited to the following:
 - Playing games

- Accessing obscene or offensive websites or files
 - Watching videos
 - Accessing any social media sites (e.g. Facebook, Twitter, Instagram, etc.)
 - Checking Email
 - Job searching, applying for jobs online, or resume editing
 - Downloading illegal files
 - Conducting business activities
- Library Visitors must respect a staff member’s request to relinquish a library computer or other library equipment for use by Patrons.
 - Children under the age of 16 may accompany Visitors to the Library but must be supervised at all times.
 - Exceptions will be made on an individual basis for children under the age of 16 to be granted access if they are directly engaged in research or educational activities that require access. These children should be prepared to show proof of age upon request and must be accompanied by an adult.
 - Library Patrons and Visitors are responsible for their personal property at all times, and should never leave personal property unattended. The Library or FIT is not responsible for any loss or damage to personal property.
 - Cell phones or video chat should be used only in areas where conversations do not disturb others (stairwells/lobby areas). Cell phone ringers must be silenced in all study areas.
 - Food and beverages are permitted in the FIT Library, within reason.
 - Library Patrons and Visitors are expected to be considerate of others.
 - 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 Library computer workstations or any other Library equipment susceptible to damage (microform machines, book scanners, copy machines, etc.).

Responsibilities

N/A

Procedures

- **Making an Appointment¹**
 - Visitors or businesses wishing access to the FIT Library should consult the [FIT Library Website](#) before requesting an appointment.
 - Visitors must fill out the online “Research 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 a date and time.
 - Visitors will receive a response within 24 hours, granting or denying permission, and, if granted, a confirmation of the appointment date and time.

¹ Members of the FIT community, SUNY faculty, staff, and students with valid school ID, do not need to request an appointment.

- This confirmation (in printed or electronic form) must be brought to the lobby of the Goodman Center and presented to the FIT Public Safety officer. A Goodman Center Visitor pass will be issued at time of appointment to allow access to the Library.
- Visitors must also bring (1) government-issued current photo ID from the [Library Visitor Acceptable IDs List](#).

Violations

N/A

Related Policies

- [Campus Safety and Security](#)
- [Code of Student Conduct](#)
- [Acceptable Use for FIT IT Systems](#)

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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