



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

Guidelines for Academic Researchers

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

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 email.

With the exception of FIT students, research opportunities are available only to students at the graduate level or above who are conducting research for a thesis or for publication. Research opportunities are also available to qualified scholarly researchers affiliated with academic institutions or in conjunction with a non-profit publication or venture. Approval of research requests is subject to curatorial review, availability of staff and work space. Researchers are not permitted to enter collections storage.

Researchers may take non-flash photographs for personal reference 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 is permitted. The museum allows the use of graphite pencils only. Ink, colored pencils and watercolor are strictly prohibited. Researchers will follow all instructions for handling of objects as dictated by museum staff. Object measurements may be taken by museum staff members upon request. Researchers will comply with all directions of museum or security staff. Failure to do so may result in termination of the appointment.