



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 two weeks 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](mailto:museuminfo@fitnyc.edu). **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 email.

Approval of requests is subject to curatorial review and availability of staff and work space. Certain materials may be restricted. Students are not permitted to enter collections 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 is permitted. The museum allows the use of graphite pencils only. Ink, colored pencils and watercolor are strictly prohibited. Museum staff will assist with handling of all objects. Object measurements may be taken by museum staff members upon request. Students will comply with all directions of museum or security staff. Failure to do so may result in termination of the appointment.