

Guidelines for Academic Research

Collections access is granted by appointment only. An application 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 unless otherwise agreed upon 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. Application approval and appointment scheduling will be confirmed by phone or 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 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. Researchers are not permitted to enter collection 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 of objects is permitted. The Museum allows the use of graphite pencils only. Ink, colored pencils and watercolor are strictly prohibited. Object measurements may be taken by Museum staff members upon request.

Researchers will follow all instructions for handling of objects as dictated by museum staff. Researchers shall also comply with all directions of museum or security staff. Failure to do so may result in termination of the appointment.