

The Cooper Union Library **Information for Friends of the Library members**

ACCESS: Present your Friends card along with valid government-issued photo ID at the guard desk in the Foundation Building lobby. The Library entrance is located straight ahead.

WEBSITE: <http://library.cooper.edu>

CATALOG: <http://bobcat.library.nyu.edu/cooper>

The catalog is shared by a number of libraries. Use the Cooper Library Catalog tab to limit searches to this library. *If you don't see the tabs, increase the screen resolution or maximize the size of the browser window.*

FAQ: <http://cooper.libguides.com/FAQ>

CONTACT US: *Friends inquiries:* email library.friends@cooper.edu.

Reference: for reference and research questions or for any general inquiry. telephone 212.353.4186, email reference@cooper.edu

(BORROWERS ONLY) *Circulation:* for questions about your Library account or borrowing privileges. telephone 212.353.4188, email circulation@cooper.edu.

HOURS: NOTE: *The Circulation Desk closes 15 minutes before the Library closes. For example, if the Library closes at 5:00pm, Circulation closes at 4:45pm.*

Regular hours, when classes are in session (Fall and Spring):
Monday-Thursday 8:45am - 9:00pm, Friday 8:45am - 6:00pm,
Saturday 12:00 noon - 5:00pm, Sunday 2:00pm - 8:00pm

See *Hours* handout or the Library website for Summer hours and holidays.

ETIQUETTE: Be considerate of other users in the Library.
Silence your mobile phones and other devices!
Keep all conversations down to a low volume.
DO NOT bring in any food or drink.

BORROWERS: Present your Friends card along with valid government-issued photo ID at the Circulation Desk in order to borrow materials.
You may have a maximum of 2 items on loan at any given time.
The loan period for circulating items from the Main Collection is 2 weeks.
The loan period for DVDs and VHS is 3 days.
Renewals are NOT allowed. Interlibrary loan service is NOT available.

Be sure that the email address on your account is one that you check regularly.
All library notices and reminders are sent via email.

Keep your account in good standing. Return materials on time and pay fines promptly.
If total fines reach \$5, you will be blocked from borrowing.
Your membership will be renewed only if all fines and fees are paid.

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COMPUTER AND AUDIOVISUAL FACILITIES:

Desktop computer stations for Library users (all with Internet access):

nine workstations, including two scanners, in the room behind the Reference Desk,
five workstations, including two scanners, at the north (back) end of the Main Reading Room,
and one workstation just inside the Library entrance.

All computers have Microsoft Office or LibreOffice.

There are two video/DVD viewing stations at the back of the Main Reading Room.
Headphones are available for loan at the Circulation Desk.

Printing: one networked black and white laser printer: 10¢ per sheet. Cash only.
Pick up printouts at the Circulation Desk.

Wi-Fi access: Go to the Reference Desk for instructions.

DATABASES / E-BOOKS / E-JOURNALS:

Everything is not available for free on the Internet!

The Library provides access to thousands of licensed e-books, e-journals, and other databases.
Licensed e-resources are available only from within the Library.

Due to licensing restrictions, some electronic resources are NOT available to Friends members,
such as Kanopy and SciFinder.

Most of our e-journals do not appear in the Catalog (BobCat). For the most complete listing available,
use the E-Journals tab on the Catalog page, or the Find E-Journals link on the Library website.

SOCIAL NETWORKS:

Facebook: <http://www.facebook.com/cooperunionlibrary>

Twitter: @Cooper_Library

RESTROOMS:

Exit the Library; nearest restrooms are on the 2nd floor.