

## TERMS AND CONDITIONS | FRIENDS OF THE COOPER UNION LIBRARY

1. Cards require 1 to 2 business days to process. Annual READER and BORROWER cards will be mailed to the address on the application. Short-term READER cards may be picked up at the Library.
2. All Friends cards are non-transferable and all membership fees are non-refundable.
3. A Friends card must be presented with a valid, government-issued photo ID at the security desk in the Cooper Union Foundation Building lobby for admittance to the Library, and then again when borrowing materials.
4. Membership conditions may change at any time, and membership cards may be revoked at the discretion of the Library.
5. Current Cooper Union faculty, students, and staff have priority access to physical, electronic, and staff resources.
6. Certain electronic resources, such as SciFinder and Kanopy, are not available on- or off-site.
7. Friends do not have access to the Consortium libraries.
8. Interlibrary loans, borrowing of course reserves, and off-site access to licensed databases are not available.
9. Books circulate for two weeks; videos (DVD/VHS) circulate for three days. Loan renewals are not permitted.
10. Friends can not place holds or recalls on library materials.
11. An email courtesy notice is sent out three days prior to the due date and an email overdue notice is sent out every day until the item gets declared lost after 10 days.
12. Borrowers are responsible for all overdue fines, even if the emails were not received.
13. Outstanding fines of \$5 or more will block the Borrower's account.
14. Any outstanding loans and fines must be cleared before the Friends card will be renewed; alumni must clear loans and fines from their student accounts before being issued a Friend card.
15. No food and drinks are allowed in the Library with the exception of fully-sealable containers.
16. All material must be returned to the Library in the condition in which it was checked out. Charges will be assessed for damage to material. Material that is damaged beyond repair will result in replacement cost and a processing fee being assessed.