

The Cooper Union Library **Information for Incoming Students**

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

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

This catalog is shared with libraries at NYU, the New School, and others.
Use the Cooper Library Catalog tab to limit searches to this library.
If you do not see the tabs, increase your screen resolution (Control-minus on Windows).

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

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

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 9:00pm, Circulation closes at 8:45pm.

Regular hours, when classes are in session:
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 more information.

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.

YOUR LIBRARY ACCOUNT: *To activate your account, visit the Circulation Desk.*

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 at any Consortium library
and from using restricted e-resources from off campus.

BORROWING: Items from the Main Collection: 2 weeks for Cooper undergraduates; 60 days for
Cooper graduate students. Items may be renewed twice online if they have not been
requested by another person.

Most *course reserve items* may be borrowed for 2 hours during the day, and overnight
after 4pm. Overnight loans are due back at 11am. Reserves cannot be renewed.

For more information on Circulation policies, see the *Access and Circulation* handout.

SOCIAL NETWORKS: Facebook: <http://www.facebook.com/cooperunionlibrary>
Twitter: @Cooper_Library

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

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COMPUTER AND AUDIOVISUAL FACILITIES:

Wi-fi is available in the Library using the same login process as at other campus locations.

Desktop computer stations for Library users, all with Internet access, DVD burners, USB ports, and either Microsoft Office or Libre-Office for word processing, spreadsheets, and presentations. *No login required.*

- East Room (behind the Reference Desk): 9 Windows stations, including 2 scanners and 1 microfilm/microfiche viewer;
- Back of the Main Reading Room: 6 Linux stations and 1 Windows, including 2 scanners, 2 Blu-ray players and 1 VCR; and
- 1 station just inside the Library entrance.

Headphones are available for loan at the Circulation Desk.

USB flash drives are available for purchase at the Circulation Desk—8GB for \$5, cash only.

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

DATABASES / E-BOOKS / E-JOURNALS:

Everything is not available for free on the Internet!

The Library provides access to tens of thousands of restricted e-books, e-journals, and more.

Restricted e-resources are available from any computer on campus - the dorm, the Foundation Building, and 41 Cooper Square. Use your library barcode number for off-campus authentication.

Highlights:

- Multidisciplinary: tens of thousands of e-books & e-journals on Ebook Central, SpringerLink, Wiley Online Library, and Knovel.
- Engineering: e-journals from ASCE, ASME, IEEE, and AIChE.
- Art & Architecture: ARTstor (images), Art Source, Avery Index to Architectural Periodicals.
- Humanities & Social Sciences / across disciplines: JSTOR, Humanities Full Text, Project MUSE.

Many 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.

CONSORTIUM LIBRARIES:

We participate in consortial agreements with a number of academic libraries. Current students at Cooper Union have access to these libraries, including borrowing privileges:

- Bobst Library: the main library at NYU, Washington Square South.
- The New School Libraries: List Center Library, 6 E.16th St; University Center Library, 63 5th Ave.; and Performing Arts Library, 55 W. 13th St.
- Dibner Library: NYU Tandon School of Engineering (formerly NYU Poly), Five MetroTech Center, Brooklyn.
- The New York School of Interior Design Library, 170 E. 70th St. (between Lex. & 3rd Ave.).

Electronic resources at those libraries must be used on their premises (no remote access).

Be sure to activate your Library account here before going to any consortium library.
You can return materials at any library listed above.

(over)

Aug. 2017 (PDF available on Library website.)