

The Irwin S. Chanin  
School of Architecture  
Archive

The Cooper Union  
for the Advancement  
of Science and Art

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## RESEARCH ACCESS POLICIES

Architecture Archive | Rev. December, 2020

### Overview

The mission of the Architecture Archive is to record the history of the School of Architecture's pedagogy by documenting student work, to provide students with research resources that augment and enhance their architectural education, and to produce informative architecture and design exhibitions and publications.

In 1970 John Hejduk and Roger Canon, AR'70, established a methodology of documenting student work for *Education of An Architect: A Point of View*, a publication and corresponding exhibition at the Museum of Modern Art in 1971. Supported by a recommendation of the 1980 National Architectural Accrediting Board (NAAB) Visiting Team, the Archive was established in 1983, and officially became a department of the School of Architecture in 1991. Kim Shkapich, A'80, was its first Director, and Steven Hillyer, AR'90, is its current Director.

A key goal of the Architecture Archive is to make its distinctive collections widely accessible for scholarship and research.

### Appointments

All researchers interested in on-site access to the Archive's material must submit a completed [Research Request Form](#) prior to scheduling an appointment. Request forms should be submitted at least 2 weeks in advance of the proposed appointment date. After the request has been approved by the Archive's Director, archive staff will coordinate scheduling with the researcher.

### Location

The Irwin S. Chanin School of Architecture Archive  
The Cooper Union Foundation Building  
7 East 7th Street, Room 235  
New York, NY 10003

### Hours

Academic Year: Monday – Friday, 10 am – 5 pm  
Summer (June, July, August): Monday – Thursday, 10 am – 5 pm

### General Policies

- All researchers agree to indemnify and hold harmless the Architecture Archive, its officers, and employees, from and against all claims and actions arising out of the researcher's use of the documents.
- Researchers agree to provide the Architecture Archive with two copies of any published material resulting from or citing the Archive's records.
- Infringement of Archive policies and conditions may result in withdrawn access.

- Researchers will be encouraged to complete a brief [Exit Survey](#) at the close of their work, the results of which will help improve the Archive's policies and accessibility.

### **Copyrights, Rights & Restrictions**

- Researchers must obtain the Archive's permission, via a [Reproduction Terms & Conditions Agreement](#), prior to reproducing any of the Archive's material for distribution or publication.
- All citations in published materials must include appropriate artist/authorship information and the following credit line: *Courtesy of The Irwin S. Chanin School of Architecture Archive, The Cooper Union*

### **Reading Area**

- Researchers should check all bags and backpacks with the Archive's Collections Manager.
- No food or beverages are allowed in the Archive's reading area.
- Smoking is not permitted in the building.
- Researchers will be provided with no. 2 pencils for taking notes.
- Ink pens or markers are not permitted in the reading area.
- Laptop computers are permissible; however, researchers should leave their computer cases with the Collections Manager.
- WiFi is available in the reading area.
- Cell phone ringers should be switched off while in the Archive.
- The use of portable scanners or digital cameras (including smartphone cameras) is prohibited.
- No material may leave the Archive under any circumstances.
- Archive staff reserve the right to inspect all research material and personal articles before researchers leave the Archive.

### **Material Handling**

- Researchers should carefully handle all requested material.
- Cotton gloves, book supports, and archival bookmarks will be provided by staff.
- Researchers should wash their hands before examining collections material.
- While handling photographs or negatives not sleeved in Mylar, researchers are required to wear cotton gloves.
- Researchers should not remove photographs or drawings from their mats.
- Researchers should not lean on, write on, fold, or trace over any material.
- If items require special handling, the Collections Manager will provide specific instructions.
- Only one box or book per researcher is allowed on the table at a time; if a researcher has requested more boxes or books, these can be brought to the table once the previous item has been returned.
- Researchers must maintain the sequence or order of material as presented in file folders, portfolios, and boxes.
- One folder at a time should be removed from its box, examined, and then returned to the box before the next folder is removed.
- Researchers are encouraged to bring to the attention of the Collections Manager all items in need of repair, misfiled materials, and cataloging discrepancies.

### Reference Services, Use & Reproduction

- When available, collection finding aids, inventories, and indices will be provided to researchers along with any other relevant discovery tools.
- The Collections Manager will be available to field queries and to assist researchers in locating records.
- Permission to examine collections material does not automatically include the right to photocopy or scan records.
- After completing an [On-Site Research Reproduction Agreement](#) researchers may request photocopies or scans of collections material.
- The Archive may decline a request for photocopies because the material is too large or fragile, or subject to rights restrictions.
- The Archive offers limited photographic reproduction services. Researchers may purchase prints or scans of images owned by The Cooper Union. For scanned photographs, fees are typically \$25 per image.