
Library Collection Management Policy

Summary Statement

This document sets forth The Cooper Union for the Advancement of Science and Art collection management policy for The Cooper Union Library (hereafter referred to as “Library”).

The Library is committed to maintaining collections that support the teaching and research needs of students, faculty, and staff by collecting, organizing, and making accessible a wide array of information resources. This policy applies primarily to the work of the Library Director and staff; however, it affects all academic schools and administrative offices of The Cooper Union in so far as materials and resources are available to them.

Policy Metadata

Volume Number	6. Library
Policy Number	6.1
Responsible Officer	Library Director
Impacted Office(s)	All Cooper Union Schools, Offices, and Departments
Date Issued	12/10/2025
Date Last Updated	12/10/2025
Contact	Lisa Norberg, Library Director (lisa.norberg@cooper.edu)
Recent Changes to this Policy	N/A

I. POLICY GOAL

The goal of this policy is to articulate the aim, philosophy, and processes by which the Library curates and makes accessible diverse and inspiring collections, both physically and online. It also outlines the Library's participation in and obligations to consortia and resource-sharing partner libraries.

The Library is responsible for preserving the archives of The Cooper Union, as well as acquiring and maintaining special collections of archival and rare published materials. Policies pertaining specifically to the management of both the Archives and Special Collections are published separately.

II. GUIDANCE

An important consideration in selecting or retaining materials for The Cooper Union Library collections is the American Library Association's "Library Bill of Rights," which states that:

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

In addition, the Library is committed to providing a range of resources that deepens our collective understanding of our pluralistic society by acquiring materials that represent a wide range of ideas, images, and perspectives.

III. DEFINITIONS

1. **Deaccessioning:** The multi-stage act of evaluating items to determine if they are no longer of use to the community, including consortial partners, and should be withdrawn from the collection.
2. **Donated or Gift-in-Kind Materials:** Materials received by the Library from an independent party.
3. **Integrated Library System:** The system libraries use to track acquisitions, catalog materials, and make them searchable through a publicly accessible interface.
4. **Interlibrary Loan:** A cooperative program that enables a network of libraries to share materials between libraries.
5. **Offsite Storage:** A facility where books and archival collections may be stored in temperature-controlled environments.
6. **Processing:** The multi-stage act of creating a record for the material in the online catalog and preparing the item for circulation or access.

IV. COLLECTION DEVELOPMENT GUIDELINES & STRATEGIES

The purchase of individual titles and the licensing of print and online subscriptions are done in consultation with students and faculty and with the subject expertise and thoughtful deliberation of librarians. The following are general guidelines and strategies that aid the decision-making process.

A. Educational Mission

As an academic library serving a primarily baccalaureate college, the Library's primary commitment is to support the College's educational mission. Librarians and staff work closely with faculty to build collections that support the rigorous, creative, and humanistic curriculum of The Cooper Union. Because the College's curriculum is not static, the Library's collection is actively managed.

B. Format

Generally, electronic formats are typically preferred over paper formats because of the limited physical space available, digital convenience, and accessibility. However, media choice is made in context of many considerations including cost, permanence, rights restrictions, usability, overlap with existing resources, obligations to state or partner libraries, and other qualitative factors.

C. Student Affordability

To alleviate some of the financial burden students bear and to increase student retention and persistence, the Library attempts to acquire or make available the reading material faculty assign for class, such as textbooks, novels, handbooks, and the like. As noted above, the Library prefers to acquire electronic formats over print and purchases licenses, especially those that offer unlimited simultaneous use. If a required text is not available in electronic format, the Library will attempt to purchase at least one print copy for course reserve.

D. Consortial Partners

The Cooper Union Library is a member of the Research Library Association of South Manhattan (RLASM) with whom it shares an Integrated Library System and offers physical access and reciprocal physical borrowing privileges to student and faculty affiliates. The Library is also a member of PALCI (Partnership for Academic Library Collaboration and Innovation—a consortium of 80 academic and research libraries across Pennsylvania and surrounding states) through which the Library offers an expedited interlibrary loan service (EZBorrow), cooperatively negotiates electronic resource licensing, and participates in the collaborative infrastructure development of an institutional repository solution.

E. Duplication

Given space and financial constraints, the Library typically acquires single copies of books and other resources, except in limited cases when sufficient demand for multiple copies is known, can be reasonably projected, or where the item possesses artifactual value.

F. Deaccessions

Books and other materials determined to be out of date, non-representative, in poor condition, or retrospectively out of scope will be deaccessioned.

G. Donations and Gifts

Donations of books and other materials are greatly appreciated, help strengthen the collections, and fulfill the mission of The Cooper Union Library. Such donations fall under the College's Gift Acceptance Policy:

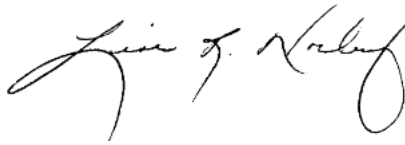
D. Gifts of Tangible Personal Property — In considering whether to accept such a gift, The Cooper Union evaluates: (a) whether the item relates to Cooper Union's mission (e.g., resources for academic programs or books for the Library), (b) the financial value of the gift and any potential liabilities, (c) costs associated with receiving, maintaining, or selling the item (insurance, shipping, storage, care, appraisal fees), (d) any restrictions on its use or sale, and (e) whether it can be transferred easily and without significant cost.

For collections with an estimated value of \$5,000 or more, a qualified appraisal for donated property is required, and an official Cooper Union receipt will be issued. In addition to its relevance and support for the curriculum, the Library weighs a number of factors before accepting a donation, including, size, condition, value, the need for offsite storage, processing required, etc.

V. RELATED RESOURCES

- [Collection Management Policy of CUASC](#)
- [Digital Preservation Policy of CUASC](#)
- [The Cooper Union Gift Acceptance Policy](#)

Approved by The Cooper Union Library Director, 12/15/2025

A handwritten signature in black ink, appearing to read "Lisa R. Norberg". The signature is fluid and cursive, with the first name "Lisa" and last name "Norberg" clearly distinguishable.

Lisa R. Norberg