



Library Food & Drink Policy

Summary Statement

The Cooper Union Library is committed to providing a welcoming, inclusive, and safe environment for all Library users. As food and drink have become more common in library programs and events, and as alcohol may be served at designated venues, it is necessary that the Library establish clear and consistent expectations that protect library collections, equipment and furnishings, while remaining responsive to evolving programming, legal, and public health contexts.

The purpose of the Food and Alcohol Policy is to outline the requirements that govern how food and alcohol may be provided, served, and consumed during regular Library hours, as well as during scheduled programs and events.

Policy Metadata

Volume Number	6. Library
Policy Number	6.3
Responsible Officer	Library Director
Impacted Office(s)	All Library Users
Date Issued	2022/10/22
Date Last Updated	2025/04/29
Contact	Lisa Norberg, Library Director (lisa.norberg@cooper.edu)
Recent Changes to this Policy	Guidelines now include prohibiting the use of food and drink when handling archives and special collections, and requirements for food and drink for scheduled programs and events.

I. POLICY STATEMENT AND GOAL

The Cooper Union Library welcomes a variety of users including current Cooper Union students, faculty, staff, and alumni, Friends of the Library, consortium and METRO affiliates, and a wide array of visiting scholars and researchers. Our collections, services, equipment, and spaces are designed to serve all users in their intellectual and creative pursuits. To that end, this policy seeks to ensure that The Cooper Union Library remains a comfortable and inviting environment, while protecting the continued value of the library's collections, equipment, and furnishings.

II. GUIDELINES

Eating and drinking are permitted within the Library's public areas within the following guidelines:

- Small snacks, packaged meals, and covered drinks are permitted.
- Food deliveries to the Library are not permitted.
- Refuse from food and drink must be discarded in trash and/or recycling receptacles. Any uneaten or leftover food must be removed from the library and disposed of elsewhere to avoid attracting unwanted pests that can damage library materials.
- Spills or other messes should be reported to a Library staff member immediately.
- Food and drink are typically prohibited in the Archives Reading Room, as historical materials are processed and researched in this space. However, if the Archives Reading Room is reserved for a meeting or event and is otherwise closed to researchers, light refreshments may be served.
- Scheduled programs and events may offer catered food and drink. If alcohol is to be served, a bartender is required, as well as extra security. Arrangements must be made to dispose of or clear the area of all remnants.

III. PROCEDURES FOR VIOLATIONS

Individuals who disregard the guidelines will be asked to take the food and/or drink out of the Library. Those who continue to refuse to comply are considered in violation of the Library's Code of Conduct and will be dealt with accordingly.

This Policy was prepared by staff of The Cooper Union Library, October 10, 2022, and approved by the Library Director.



Last updated April 29, 2025