



Library Code of Conduct Policy

Summary Statement

This policy outlines The Cooper Union Library’s Code of Conduct, that affirms a shared commitment between the Library and its users—including students, faculty, staff, alumni, and affiliates—to uphold mutual rights and responsibilities. The policy defines unacceptable behaviors that interfere with the rights of others or damage library resources, such as disruptive conduct, property damage, monopolization of materials or space, and violations of library or college regulations. It also details the Library’s responsibilities to ensure user privacy, equitable access, and well-maintained facilities. Violations may result in disciplinary action by the College or referral to law enforcement, with potential loss of privileges for non-affiliated users. The policy is supported by related institutional policies and legal frameworks.

Policy Metadata

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Responsible Officer	Library Director
Impacted Office(s)	All Library Users
Date Issued	2022/10/29
Date Last Updated	2025/05/06
Contact	Lisa Norberg, Library Director (lisa.norberg@cooper.edu)
Recent Changes to this Policy	Vaping added to list of prohibited activities.

I. POLICY STATEMENT

The Cooper Union Library fosters the academic vision and civic mission of the College by supporting access to all forms of information and space for interdisciplinary teaching, learning, research, and discourse. The Library's Code of Conduct affirms a commitment to maintaining an environment conducive to intellectual and creative pursuits. Such an environment is characterized by respect for the rights of others, respect for the Library's resources, and respect for appropriate conduct in a public forum. Toward that end, the Library and its community of users observe a relationship of reciprocal rights and responsibilities. While most users conduct themselves appropriately, in the interest of protecting the rights of all Library users, it is necessary to define what constitutes infringements on the rights of others. This Policy establishes shared responsibilities and outlines how charges of misconduct will be addressed and resolved.

II. GOALS OF POLICY

This policy seeks to establish a Code of Conduct whereby all users of The Cooper Union Library are assured of an environment that is conducive to scholarly, artistic and intellectual pursuits and that violations of the Code will be addressed in a fair and equitable manner.

III. ENTITIES AFFECTED BY THIS POLICY

All users of The Cooper Union Library are affected by this policy, including Cooper Union students, faculty, staff, and alumni, Friends of the Cooper Union Library, affiliates of institutions with consortia agreements, and visiting scholars and researchers.

IV. RESPONSIBILITIES

This section outlines the Library's responsibilities to its users and defines conduct that is inappropriate and unacceptable to maintain an environment conducive to academic endeavors.

A. The Cooper Union Library is committed to and responsible for:

- Protecting each user's right to privacy and confidentiality in all interactions with the Library.
- Building collections and developing services that support the research and instructional needs of all users.
- Providing well-maintained and properly functioning library spaces that equitably accommodate study, research, civic, creative, and scholarly exchange.

B. Library Users are committed to and responsible for respecting library spaces and resources by refraining from the following actions:

- Creating a disturbance or behaving in a manner that interferes with others' use of the Library (including rowdiness, noise, offensive interpersonal behavior).

- Removing or attempting to remove Library materials or property from the Library without following proper borrowing procedures.
- Mistreating Library property and space (including books, furniture, technology, walls, exhibits, and more) in such a way that causes damage or negatively impacts other users' experience.
- Refusing to follow Library regulations, such as returning items when due or recalled, paying fines and/or fees levied for lost or damaged Library materials, etc.
- Infringing upon the ability of other users to have equitable access to materials by concealing resources for the exclusive use of an individual or group; leaving personal materials unattended for extended periods of time; or otherwise, monopolizing spaces.
- Acting in a manner that makes others feel unsafe or endangers others, including Library staff. This could include refusing to leave during closing or when directed to leave during emergency situations or drills.
- Smoking or vaping anywhere in the Library.
- Abusing the [Library Food and Drink Policy](#) by bringing messy food into the library, not properly disposing of refuse, or eating or drinking when using materials from [The Cooper Union Archives and Special Collections](#), the Gaining or providing unauthorized entry to the library to others by sharing a Cooper Union ID, Consortium member ID, Friends of The Cooper Union Library card, or other credential.
- Failing to adhere to [U.S. Federal copyright laws](#) and/or the College's Copyright policy.
- Refusing to abide by other Cooper Union Library policies or College policies or regulations while in the Library, including but not limited to the Building Access Policy and the Cooper Union Code of Conduct for Students.

V. PROCEDURES FOR VIOLATIONS

Violations of the Cooper Union Library's Code of Conduct may be referred for disciplinary action under applicable Library and/or College disciplinary processes or law enforcement. When appropriate:

- Cooper Union students found to be in violation of this Code will be referred to the Office of Student Affairs consistent with the [Code of Conduct](#): Students.
- Guests to The Cooper Union Library, including but not limited to members of the RLASM consortium, Friends of the Library, and visiting researchers, found to be in violation of any College or Library policy may lose access privileges, borrowing privileges, or other disciplinary action.
- When appropriate, instances of misconduct may be referred to local, state or federal law enforcement officials.

Cooper Union affiliates using Research Library Association of South Manhattan (RLASM) member libraries, including those of New York University, The New School University, and the New York School of Interior Design, and Cardozo Law School affiliates, should follow all policies governing the use of those facilities.

VI. RELATED POLICIES & RESOURCES

- Building Access Policy (<https://cooper.edu/about/policies/building-access-policy>)
- Code of Conduct: Students (<https://cooper.edu/about/policies/code-of-conduct>)
- Copyright Policy (<https://cooper.edu/about/policies/copyright-policy>)
- U.S. Copyright Office Fair Use Index (<https://copyright.gov/fair-use/>)

This Policy was prepared by staff of The Cooper Union Library, October 3, 2022, and approved by the Library Director.



Last Updated, May 6, 2025
