

## ACCESS POLICY

### NYU Students, Staff and Faculty

#### Physical Access to the Library

NYU Shanghai Library is open to current students, staff and faculty. To ensure that resources are available to the Community and to keep the Library a secure environment, a valid NYU ID is required to enter NYU Shanghai library.

#### Access to Library Services and Electronic Resources

Borrowing privileges and access to electronic resources are only available for NYU faculty, staff and degree-seeking students.

### Visitors

- NYU alumni may access the library by following the [Alumni Access Policy](#).
- Researchers not affiliated with NYU Shanghai can apply for temporary sponsored on-site access by filling out the **Sponsored on-site Access Request Form** on the next page.
- Guests of community members should be accompanied by NYU cardholder at all times during their visits.
- Visitors are not eligible for borrowing privileges and access to electronic resources. All visitors must adhere to the applicable [NYU Shanghai Policies](#).

If you have any questions or need assistance, please contact us:

**NYU Shanghai Library**

T: +86 (21) 20595615

Email: [shanghai.circulation@nyu.edu](mailto:shanghai.circulation@nyu.edu)

## SPONSORED ON-SITE ACCESS REQUEST FORM

To request on-site access to the NYU Shanghai Library as a visitor or researcher without a formal affiliation or appointment at NYU Shanghai, please complete this form. Once completed, please email the form to [shanghai.circulation@nyu.edu](mailto:shanghai.circulation@nyu.edu).

- This form must be signed by an NYU Shanghai department **Head, Director**, or **Dean** and is subject to approval by the Library Director.
- The access granted through this form is not renewable; if the visitor requires further access, a new form must be submitted.
- By signing this form, the visitor agrees to abide by all NYU Shanghai and NYU Shanghai Library rules and regulations. The sponsor assumes ultimate responsibility for their visitors.
- Visitor privileges do not include the following services: borrowing materials, Interlibrary Loan, access to electronic resources.
- Access is restricted to the library's open area during the [library services hours](#), and is not available on statutory holidays, midterms and final exam periods.
- NYU Shanghai Library reserves the right of final interpretation for the content herein above.

<b>Visitor's Name</b>	<b>Email</b>
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<b>Phone</b>	<b>Address</b>
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**Institutional Affiliation** (if applicable)

<b>Applicant's Signature</b>	<b>Date</b>
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<b>Name and Title of NYU Shanghai Sponsor</b> (Must be signed by Head, Chair, Director or Dean)	<b>NYU Shanghai Department</b>
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<b>NYU Shanghai Sponsor's Signature</b>	<b>Date</b>
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<b>Library Director's Signature</b>	<b>Date</b>
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