



NYU SHANGHAI

Technology Services

IT EQUIPMENT LOAN POLICY

Who May Borrow

NYU Shanghai and NYU matriculated students, Faculty, Administrators and staff all have borrowing privileges in NYU Shanghai IT.

Students have borrowing privileges during the semesters they are taking classes in Shanghai, and during the Summer semester if they were registered for the Spring semester. Students who are not matriculated or are studying in non-degree programs do not have borrowing privileges.

ID Cards

- You must present a current NYU ID card in order to check out or renew IT equipment.
- You are held responsible for all items checked out using your NYU ID card.
- If your NYU ID card is lost or stolen, you must immediately notify Public Safety and the IT department.
- If your NYU ID card is lost or stolen and you do not notify us immediately then you risk being held responsible for items impermissibly checked out using your NYU ID card.

Responsibilities of the Borrower

- You are expected to treat equipment in a responsible manner, and in a manner which will preserve the equipment and to ensure its availability for other users.
- You are responsible for returning materials by the date/time due.
- You are responsible for ensuring that your email and/or other contact information is current.
- Use of equipment must be consistent with all applicable NYU Shanghai policies, including NYU Shanghai [IT Policy guidelines](#), and the [NYU Shanghai Student Code of Conduct](#).

Borrowing Limits

- You may borrow items for academic or university related purposes. IT equipment is not available for personal use.

Examples of Permissible Use	Examples of Not-Permissible Use
Borrow a laptop to complete a course assignment	Borrow a laptop to watch movies
Borrow a camera to create digital slideshow for IMA course	Borrow a camera to take photos of your life in Shanghai in order to improve the quality of your instagram feed
Borrow headphones to listen to a lecture you missed	Borrow headphones to use on your flight home for winter break
Borrow a wireless microphone to a student talent show	Borrow a wireless microphone to have a karaoke party for your birthday

- You may borrow up to 2 of the same item.
- You may borrow up to a total of 10 items at one time, provided that the total value for all your borrowed items (whether or not they are checked out at the same time) is less than RMB 20,000, according value listed on IT Equipment list.

Loan Period and Renewal

- Loan and renewal periods vary depending on the type of equipment.
- Items that are renewable can be renewed in person only.
- The IT department is not responsible for notifying you that equipment is overdue. However, we will send reminders and overdue notices as a courtesy. **Failure to receive a reminder or overdue notice does not excuse the you from the responsibility for renewing or returning items by the due date and time.**

Holds and Recalls

- Items with holds or recalls may have a shortened loan period. IT will send the you a recall notice by email if borrowed items have been recalled or requested by someone else. A recall notice establishes a new due date for a charged-out item.
- When material you've borrowed has been recalled, you must return it on or before the due date specified by the recall notice. Failure to return an item by the due date as provided in the recall notice will result in late fees.**

Overdue, Lost and Damaged Equipment

Overdue

- Items are considered overdue if they have not been renewed or returned by the due date. Overdue items will incur daily fines set out in the [table below](#).
- Items 7 days or more overdue will be considered lost, and you will be charged the replacement cost for that item.

Lost

- If you lost an item, you must notify IT immediately. You will be charged the full replacement cost for a lost item.
- If you find the item, please return it to IT. Once you return the item, you will be assessed an "Overdue Item" fine only.

Damaged

- If an item checked out by you is returned with damage, you will be charged for the repair or, if damaged beyond repair, then the replacement cost for that item.
- Costs will vary and will be assessed by the IT department, according to the table below and in the discretion of IT department personnel.

IT EQUIPMENT: FINES AND REPLACEMENT COSTS			
ITEM	LOAN PERIOD	DAILY FINES (RMB)	LOST/ REPLACEMENT CHARGE
Headset	5 Hours	¥20.00 Item/day	Headset: [¥500 - ¥1000]
Laptop	5 Hours	¥20.00 Item/day	Laptop: [¥6000-¥10000]
Camera & Tripod	3 Days	¥20.00 Item/day	Tripod: [¥2000- 30000]
AUDIO DEVICES - Audio Recorder - Blue Yeti Microphone - Video microphone - Speakerphone	3 Days	¥20.00 Item/day	Media Device : [¥500-3000]
Projector	3 Days	¥20.00 Item/day	Projector : [¥5000-7000]
ACCESSORIES - Webcam - Hard Drive - DVD Player - Tablets - Card Reader - Adaptor - Power Strip - Microphone Holder	3 Days	¥20.00 Item/day	Accessories: [¥500-3000]

Please check [here](#) to get more information about IT equipment loan list and other information.

Claims Returned

- You are responsible for all items checked out using your NYU ID card.
- Upon returning items, you will be issued a return-receipt. This receipt is proof that you did, in fact, return the item/s listed.
- If you believe that you have returned an item that is showing up as “checked out” on your account, and you do not have a copy of the return receipt, you may request that IT staff conduct a search for the item.
- Two staff members from IT will conduct two separate searches over a four-week period for the items. If the items are not located after these searches, then the item will be considered “lost,” and you will be held liable for replacement costs.
- Lost items remain NYU Shanghai property even after replacement fines are paid or items are replaced. If you find items you thought were lost, please return them to IT as soon as possible.

Violations

Violations of this policy may result in your borrowing privileges being revoked. You may also be subject to other disciplinary sanctions, including having your access to the NYU Shanghai network blocked, or other measures, in accordance with the [NYU Shanghai disciplinary policies and procedures applicable to you](#).

IT Equipment Loan Account Block

You will be unable to check out or renew equipment if a block is placed on your account. A block may be placed for any of the following reasons:

- You have an overdue item on your record
- You have unpaid fines on your record
- You have violated the NYU Shanghai [IT Policy guidelines](#), or the [NYU Shanghai Student Code of Conduct](#) by misusing IT Equipment.

Student Account Hold

- Fines in excess of RMB¥ 100 on your IT equipment loan account will result in a hold being placed on your University record. The hold will prevent you from being able to register for classes (including drop/add), receiving your diploma, and receiving transcripts.
- If you have been informed by the Bursar that you have a "IT hold" on your student account, please contact the NYU Shanghai IT Client Service Desk. Email: shanghai.it.help@nyu.edu. Phone: +86 (21) 2059-5555

Paying Fines and fees

- To inquire about fines or make a payment, please contact NYUSH IT Client Service Center. Email: shanghai.it.help@nyu.edu. Phone: +86 (21) 2059-5555