

Library Access Services

Phone: 021-20595615

Email: shanghai.circulation@nyu.edu

SPONSORED BORROWER REQUEST FORM

This form must be completed if you wish to sponsor an individual affiliated with NYU Shanghai for borrowing privileges from the NYU Shanghai Library's circulating print collections. The completed form may be emailed to shanghai.circulation@nyu.edu or delivered in person to the circulation desk in the library.

- This form must be signed by an NYU Shanghai department **Head, Director, or Dean** and is subject to approval by the Library Director.
- The sponsor takes full responsibility of any library transactions conducted by the sponsored person, including clearing library account and fines/fees before off-boarding. Failing to do so may impact future approval for sponsored account.
- Access requested through this form is not renewable; if the sponsored requires further access beyond the original date, a new form must be submitted.
- By signing this form, the individual agrees to abide by all NYU Shanghai and NYU Shanghai Library rules and regulations.
- Borrower privileges do not include the following services: Interlibrary Loan, access to electronic resources, and library study room reservations.
- For access to any collections or resources other than the circulating collections, please attach a letter describing requirements.
- NYU Shanghai Library reserves the right of final interpretation for the content hereinabove.

Applicant's Name

NetID

N Number

Applicant's Signature

Barcode

Date Valid Through (cannot be longer than the contract end date)

Name and Title of NYU Shanghai Sponsor
(Must be signed by Head, Chair, Director or Dean)

NYU Shanghai Department

NYU Shanghai Sponsor's Signature

Date

Library Director's Signature

Date