

LIBRARY SPACE POLICY

The NYU Shanghai Library supports the university's mission of promoting liberal education, research, and public service by providing study spaces for individual and collaborative study, access to computers and technology, and quiet areas for concentration and contemplation.

There are currently three types of spaces in the library to accommodate different needs: **Collaborative**, **Considerate**, and **Quiet**.

Below are general guidelines for using the library spaces. Please note that each functional area or room may have its specific requirement for using them.

General Guidelines

- Users of library spaces must abide by the [Library Code of Conduct](#).
- Rooms and furniture must be returned to their original configuration upon leaving. Clean up after yourself to prepare the space for the next users.
- Users are expected to take care of the facility, furniture, and equipment and will be held liable for damages due to misuse.
- For security reasons, glass walls are not to be covered or obstructed.
- Personal belongings should not be left unattended in the library, including Study Rooms and may be removed by others following the [Respectful Item Removal Procedure](#). The Library is not responsible for any loss, stolen, or damage of any personal property.
- Library materials left in library spaces will be removed and reshelved.
- Covered beverages and small, packaged snacks may be consumed in the Library, with the exception of computer stations, study rooms, and the quiet study areas. Please refer to the [Library Food and Drink Policy](#) and specific space policies for details.
- Please silence cell phones when entering the library. We ask that users lower their voices, keep conversations brief, and refrain from using phones in the stairwells and quiet study areas.
- Filming and photography in the library are subject to the [NYU Shanghai Library Filming and Photography Guideline](#).
- To seek approval for displaying promotional materials in designated library areas, contact shanghai.circulation@nyu.edu. The materials should align with the library's educational mission, and unauthorized promotional materials will be promptly removed. We strongly encourage the utilization of digital promotional materials when possible.
- Library staff routinely monitor the use of library spaces and reserve the right to ask users to leave for inappropriate behavior. Non-compliance may result in referral to campus Public Safety.

- The Library reserves the right to modify this policy at any time. Failure to comply with this policy will result in forfeiture of your room or space assignment and denial of future reservations and access. Repeated violations may be reported to the Student Conduct office, or their department/program.

Open Study Areas

The open study spaces on the 5th floor are **considerate** spaces, where talking is permitted. However, patrons should be mindful of those around them and keep voices low. Lively discussions are better suited for group study rooms that accommodate **collaborative** work. The 6th floor of the library is the designated **quiet** floor for concentrated study.

Quiet Study Areas

Quiet Study Areas include the 6th floor and N506 Course Reserve and Media Room where talking is not permitted. Phone calls should be taken to an area that doesn't disturb others such as the phone booths on the 6th floor or outside the Library.

Group Study Rooms

Group Study Rooms are located on the 5th and 6th floors, inside and outside the library gate. These rooms are **collaborative** spaces and are reserved for academic use only by groups of current **NYU Shanghai students, faculty, or staff**. Please see the [Group Study Room Policy](#) for detailed guidelines and the reservation process.

Scholar's Space

This Scholar's Space (N606) is located on the 6th floor of the library, and is available to graduate students and approved undergraduate students working on Capstone and Deans' Undergraduate Research Fund (DURF) projects. Undergraduates who would like to apply for access should fill out [an application form](#). Please see the [Scholar's Space Policy](#) for detailed guidelines and the reservation process.

Researcher's Room

The Researcher's Room (N607) is located on the 6th floor of the library and is available exclusively to NYU Shanghai PhD students and approved research fellows for quiet concentrated

study. Please see the [Researcher's Room Policy](#) for detailed guidelines and the reservation process.

High Performance Computer Lab

The NYU Shanghai Library High-Performance Computer Lab (HPC Lab) is designed for use for NYU-authorized use only. The Lab provides high-performance computer stations equipped with special software to support individual needs. Please see the [High-Performance Computer Lab Policy](#) for detailed guidelines and the reservation process.

DVD Viewing Station

The library provides one individual viewing station in the Course Reserve & Media Room (N506), which is equipped with a DVD/Blu-ray player. While you are welcome to bring your own DVDs, the station is primarily intended for use with DVDs from the library's collection. Please note that there is no Internet connection available at the viewing station.

The following guidelines must be followed when using the viewing station:

- The station is intended for individual use only and is not suitable for group viewing.
- Headphones must be worn at all times while using a viewing station. You are welcome to use your own headphones and they can also be borrowed from the service desk for 4 hours at a time.
- No additional hardware or accessories, such as external hard drives or other media players, may be attached to the viewing station.
- Library equipment and accessories, such as the DVD/Blu-ray player, may not be removed from the viewing station.
- In addition to adhering to university and library policies, you must also adhere to the [IT Equipment Use Policy](#).

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

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