NYU SHANGHAI | LIBRARY

CIRCULATION POLICY
STUDENT

Aug 29th 2016

Matriculated students in NYU and NYU Shanghai have library privileges during semesters they are taking classes, or during Summer semester if they were registered for Spring. Non-degree students do not have borrowing privilege in NYU libraries.

ID Cards

You must present a NYU ID card in order to check out or renew books.

If your card is lost or stolen, be sure to let us know immediately. You will be held responsible for any items checked out on your card if you do not inform us that it is missing.

Expiration Dates

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Borrowing Limits

Students may have up to 200 items checked out at one time.

Loan Period , Renewal, Fines

- Loan period and renewal varies based on the type of materials.
- Items that are renewable can be renewed online or in person.
- Borrowers returning items past their due date will be subjected to fines. We'll send you an email notice when an item becomes overdue, but it's your responsibility to be aware of due dates.

- All fines are listed in U.S. Dollars.

Student	Loan Period	Fines (all fines are listed in US dollars	Lost Replacement Charge
NYU Shanghai General Collection	End of Semester (books checked out during breaks will due at the end of the coming semester)	No overdue fines. $125.00 once a book becomes 30 days overdue.	$125.00
NYU Shanghai Leisure Collection & Exhibition Collection	28 days	No overdue fines. $125.00 once a book becomes 30 days overdue.	$125.00
NYU Shanghai DVD Collection	7 days	No overdue fines. $125.00 once a DVD becomes 30 days overdue.	$125.00
Item with recall	7 days	$1.00/day; Maximum $50.00	$125.00
Course Reserves	4 hours	$1.00/hour; Maximum $50.00	$125.00
Books from other NYU Libraries	Up to 60 days	No overdue fines. $125.00 once a book becomes 30 days overdue.	$125.00
Interlibrary Loan	Varies	$1.00 / day; Maximum $90.00	Varies
E-ZBorrow	Up to 84 days	$1.00 / day; Maximum $90.00	Varies

Lost and Damaged Book Fines and Fees

Depending on the item and its loan period, items that are excessively overdue will be considered lost and the borrower will be billed for replacement automatically. If the item is subsequently returned you will be responsible only for any late fine.

Replacement cost for damaged materials varies and will be assessed by the library on a case by case basis.

Holds and Recalls

Items with holds or recalls may have a shortened loan period. You will receive emails with the new due dates if items you checked out are recalled or requested.

Library Account Block

Your library account will be blocked, so that you cannot check out or renew any items, for any of the following reasons:

- You owe a total of USD $5.00 or more in fines and fees.
- Any item checked out on your record is overdue.
- Any item which has been recalled from you has not been returned by the new due date.
- Any email we send you is bounced back.

Student Account Hold

Fines in excess of USD $100 on your library 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 "library hold" on your student account, please contact the NYU Shanghai Circulation Desk.

E-mail: shanghai.circulation@nyu.edu
Phone: +86 (21) 20595615

Paying Fines and Fees

To inquire about fines or make a payment, please contact NYUSH Circulation Desk.
E-mail: shanghai.circulation@nyu.edu
Phone: +86 (21) 20595615

Claims Returned

We will perform a search in the library if there is a book showing up on your account you believe you have returned. If the item does not turn up immediately, several subsequent searches will be conducted. We will inform you by email when the book is found, or at the conclusion of all searches.