



## **CIRCULATION POLICY**

### **FACULTY, ADMINISTRATORS and STAFF**

Aug 29th 2016

Faculty, Administrators (including adjunct and full-time faculty at NYU Shanghai, NYU, NYU Abu Dhabi) and staff have borrowing privileges in NYU Shanghai Library.

### **ID Cards**

You must present a current 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**

Full-time faculty, administrators and staff of NYUSH have library privileges for the entire academic year. Adjunct faculty only have library privileges during semesters that they are teaching classes.

### **Borrowing Limits**

Faculty, administrators and staff 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 may 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.

<b>Faculty</b>	<b>Loan Period</b>	<b>Fines (all fines are listed in U.S. Dollars)</b>	<b>Lost Replacement Charge</b>
<b>NYU Shanghai General Collection</b>	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
<b>NYU Shanghai Leisure Collection &amp; Exhibition Collection</b>	28 days	No overdue fines. \$125.00 once a book becomes 30 days overdue.	\$125.00
<b>NYU Shanghai DVD Collection</b>	7 days	No overdue fines. \$125.00 once a DVD becomes 30 days overdue.	\$125.00
<b>Item with recall</b>	7 days	No overdue fines. \$125.00 once a book becomes 30 days overdue.	\$125.00
<b>Course Reserves</b>	4 hours	No overdue fines. \$125.00 once a book becomes 30 days overdue.	\$125.00
<b>Books from other NYU Libraries</b>	Up to 120 days	No overdue fines. \$125.00 once a book becomes 30 days overdue.	\$125.00
<b>Avery Fisher Center DVD</b>	7 days	\$5.00/day	\$125.00
<b>Interlibrary Loan</b>	Varies	\$1.00 / day; Maximum \$90.00	Varies
<b>E-ZBorrow</b>	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.

## 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 \$5.00 or more in fines and fees.
- Any item checked out on your record that 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.

## Paying Fines and Fees

To inquire about fines or make a payment, please contact NYUSH Circulation Desk

E-mail: [shanghai.circulation@nyu.edu](mailto:shanghai.circulation@nyu.edu)

Phone: +86 (21) 2059-5615

## 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.