



LOCKOUT POLICY

Effective Aug 29th, 2016

Library Stacks Lockout

Personal belongings left unattended after the library stacks closes will be removed by Public Safety. Students wishing to retrieve their belongings after the library stacks are closed may go to the Public Safety Desk in Room 118 in the Academic Building. Please note that the hours for retrieving belongings will be at 9-9:30 PM and 11:30 PM to 12:00 AM only.

Library Stacks Hours can be found at the NYU Shanghai Library website.

Failure to Present the NYU Card

The Public Safety Guards will confirm the identity of the student using their NYU card. Students without their NYU card will not be permitted to retrieve their belongings.

Lockout Fees

Students are responsible for removing their personal belongings before the library stacks closes. Failing to remove personal belongings from the library stacks on time repeatedly will result in the following disciplinary actions.

# Lockouts	Fee
1-3 lockouts	No charge; letter or warning follows second lockout
4-5 lockouts	20 RMB / lockout
Over 5 lockouts	50 RMB / lockout; Meeting with Student Life Staff

*All lockout fees are charged to the student's bursar account.