Lost Item Policy

Inform the library

If you lose an item that you’ve borrowed, please inform the library.

Replacement charges will be assessed and priced by the library. These may include administrative charges. Minimum charge will be £20.

The item will be cleared from your list of borrowed items and the replacement charge will be added to the Fines/Fees in your library record.

Be aware of timeframe for resolving lost item

- You will need to resolve this problem within 6 weeks, after informing the library
- If your library record is expiring, the timeframe may be less than 6 weeks

Charges

Pay library replacement charges online

Charges may be cleared:

- If the item is found and returned to the library
- If a good quality replacement copy is provided and approved for addition to the library collection. Administrative charges for processing the item may apply

Outstanding charges

- Outstanding charges (unpaid for more than 6 weeks) may be transferred to your student finance record. If you are a member of staff, we will request an invoice from the finance team.

How does the library spend funds taken for replacement charges?

- Income from library charges is used to purchase academic information resources in digital formats wherever possible and in print where appropriate.