Replacement charges

Members of St Antony’s College Library are expected to cover replacement costs of items which have been damaged or lost whilst on loan to them.

- If a reader loses or damages an item which has been borrowed from the Library, the loss / damage must be reported as soon as possible.

- Library staff will investigate the price of replacing the lost / damaged item and contact the reader once this has been calculated.

- Readers will be charged the retail price of a suitable replacement (including postage and packaging costs), plus an administrative charge of £7.

- If a reader loses / damages a text which cannot be replaced and the Library cannot acquire details of recent retail prices, readers will be charged the original acquisition cost or £45 (whichever is greater), plus an administrative charge of £7.

- Readers who would like to replace items themselves must contact the Librarian in advance. The Librarian must be satisfied that the bibliographical details of replacements match those of lost / damaged items, and that replacements are in suitable physical condition. In most cases, the Library will not accept former library books or poor quality digital reproductions. Those who supply approved replacements will be asked to pay reduced administrative charges of £5 per book.

- Stolen books should be reported without delay. If a police report or crime number is submitted to the Library, charges will be waived.

A.E. Collis
Librarian
13th June 2014