Library loan periods

TERM-TIME BORROWING
- up to 10 books
- for 14 days
- with up to 3 renewals
- up to 3 dvds for 7 days
- use the self-issue station - available 24/7
- IF YOU SET OFF THE ALARM GO BACK AND ISSUE THE BOOKS AGAIN!!!
- renewals can be done on-line if you log-in at the library system home page

VACATION BORROWING
- up to 10 books
- for the whole of the vacation
- books to be returned on the first Tuesday of term
- fines charged from the following Monday
- if you need more than 10 books, consult library staff

Library loan returns
- ALL returned items should be placed in the RETURNS box
- Post them gently through the slot

Library fines and charges
- We only charge fines on books which are returned late after vacations.
- The fines are 25p per book per day.
- Maximum fines are £10 per book.
- We'll send several reminder notices by email and then a printed one in your pigeonhole.
- The fines will be added to your College Bill at the end of the following term.
- Eventually, if you don't return the books, you'll be billed for a replacement copy too.
- The simplest thing to do is return the books.
- You can also avoid fines by calling at the library office to explain why the book hasn't been returned. We'll listen and make adjustments accordingly.

DON’T IGNORE LIBRARY EMAILS – IT MIGHT COST YOU MONEY!!!
Any problems with your library account or loans please call at the Library Office. Library staff are available to help from 9-5 on weekdays or send an email. Chris RobertsLewis librarian@fitz.cam.ac.uk or library@fitz.cam.ac.uk