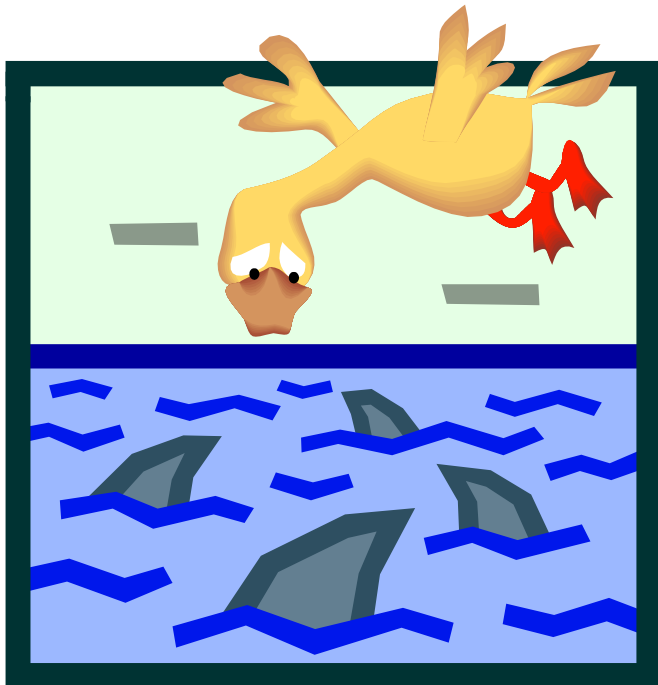
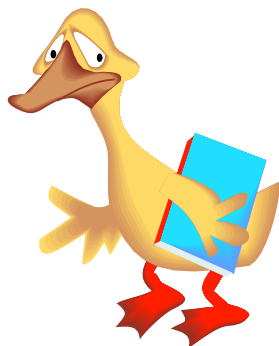


Do you think you've lost an English Faculty Library book?

Have you:

Left it somewhere and can't get it back?



Can't think where it might be?



Then please report it as soon as you can - don't just let your overdue fines build up!

To report a lost book email: efl-enquiries@bodleian.ox.ac.uk

Please see overleaf for our lost book procedures...

What happens next?

All lost books must be reported **by email** as soon as possible. Failure to do so will result in your fines increasing on a daily basis - and you will then have to clear these as well as any replacement book charges.

Once a book is reported lost we will allow you a further 14 days to have another good look for the item. You will not incur any further fines during this time. However, fines incurred prior to this period will have to be paid.

You will be issued with an invoice for a replacement copy payable at the end of your two week extension period if you are unable to locate the book. Our charges are:

For a book that is in print: The cost of a replacement copy plus a £5 charge (for associated processing costs).

Minimum charge: £15

For out of print books: £35.00

Only after the invoice has been paid will the book be removed from your borrower record. **Please note:** if you later find the lost item we cannot issue a refund for any previously paid invoices as a replacement copy will have already been ordered and paid for by the library.

Failure to pay your invoice on time will result in the library contacting your college authorities to report your outstanding debts and a block being placed on your library record. This means you will be unable to borrow from the EFL.

<http://www.bodleian.ox.ac.uk/english>