

Fines

Long loan/week loan/ bound periodicals/inter library loans	50p per day
High demand short loans	50p per hour or part thereof
Charge for raising invoice with Finance	£20
Processing fee for replacing lost/stolen items	£10
Misdemeanor fine by Librarian	up to £200 plus costs

Users must keep within a £5 limit on their account to be able to borrow items

Photocopy/print charges

	Price per page	Duplex
A4 monochrome (black & white)	2.75p	4.5p
A3 monochrome (black & white)	3.75p	5.5p
A4 colour	6.5p	12p
A3 colour	7.5p	13p
Acetates	35p each	

Free Inter library loan quota

Undergraduate finalists	5 requests
Postgraduates (taught)	10 requests
Staff and researchers	40 requests

Additional loans can be purchased - please ask at the Enquiry Desk for details

N.B. The British Library charges up to £210 for any lost/damaged inter library loan

Joining fees

Alumni	Free for 5 years £10 p.a. thereafter or £100 life membership
External users	£50 p.a.
School membership	£50 + VAT p.a.
Company membership	£100 + VAT p.a.

Reference access

Free

Costs for postal services

Postal loans

minimum of £4.35 per parcel

Postal photocopy service

£2.50 per article

Fees can be paid at the main information and enquiries point on L3 with either cash, card or cheque

Alternatively, cheques made payable to Loughborough University can be sent to the User Services Manager

We are also happy to accept card payments for £5 and above by phone

Fines can also be paid with coins or notes on the self-service machines