

Postal returns – Library Books

You may be asked to return books you have on loan because they have been reserved by another reader or the limit on automatic renewals has been reached.

If you are going to be away from the university for an extended period, please bear this in mind. You may wish to consider ebooks as an alternative or return your books before you leave. You can bring books in to the LRC, return and re-borrow them which will start the renewal count from zero, but they may still be required to satisfy a reservation.

If you have finished studying at the University you must return all item(s) you have on loan.

If you are unable to travel to the university to return the books, you can return them by post:

- Print this sheet.
- Detach and complete the form below and place it in your parcel. Please include your full name and university student or staff member number.
- Wrap your parcel securely.
- Attach the address label below.
- Obtain a proof of posting from the Post Office and retain it until you have checked that the book has been removed from your library account.

Unfortunately the university is unable to cover your postage costs.

✂ _____

Please complete the details below as they appear on your university membership ID card and place this section in your parcel:

Full name:

Member number:

Number of books enclosed:

✂ _____

Learning and Teaching Space Team

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