**Instructions for Returning Keble Library Books to Keble Library**

**TO ALL STUDENTS**

We have put in place the following procedures for returning Keble books to Keble Library:

**Finalists and Leavers**

Books on loan must be returned by 30 June 2020 if your course finishes and your card expires on 30 June. Keble Library books may be left at Keble Lodge. If you are mailing books, they should be sent to the following address:

Librarian

Keble College

Parks Road

Oxford

OX1 3PG

Please make sure that books are packed securely and please ask for a Proof of Posting. Keble books should not be sent back to any other library and will remain your responsibility until we receive them back. Please do not send books from other libraries to us, as we will not be able to return them on your behalf. Keble Library staff are working on site for only one day per week at present and all books received back have to be quarantined for 72 hours. There may therefore be a delay between books being received back and them being taken off your record. To reflect this, no fines will be charged for Trinity term, although if you had books that were overdue at the time that the Library closed, there may be some fines on your record relating to those. We will e-mail you to confirm that we have received your books and that they have been taken off your record.

As you will appreciate, it is important that we receive books back and you will be batteled in early July for any books that have not been returned.

We want to help and will do our best to be understanding and flexible during these challenging times, so please do contact us on both librarian@keble.ox.ac.uk and library@keble.ox.ac.uk if you have any questions or if there is a good reason why you are unable to return books by 30 June.

For the small number of students whose courses finish in July, August or September 2020, books must be returned by the date your card expires, or you will be batteled shortly thereafter. Once again, please contact us on both librarian@keble.ox.ac.uk and library@keble.ox.ac.uk if you have any questions or if there is a good reason why you cannot return your books by these dates.

**Returning Students**

All books have been renewed until Wednesday of 1st Week of Michaelmas term (14th October 2020) so you do not need to return your books at the end of Trinity term. Physics and Chemistry Loan Scheme books that were due to be returned at the end of Trinity term should now be returned at the beginning of Michaelmas. If you have any questions, please e-mail both librarian@keble.ox.ac.uk and library@keble.ox.ac.uk.