Important information about your claim/s:

Your responsibilities

Please look for the item/s again. Check carefully:

- At home
- Amongst your books / on your bookcases (*some titles are often the same or similar*)
- In any bags or boxes
- In any desks or study / work locations
- In your car
- With friends; family; students or colleagues
- With other libraries you are using, e.g. public library or another university library

If you locate the item/s, you should contact the Library as soon as possible.

For item/s stolen on campus, please report the incident to the Security Office on 9266 4444 or go to Building 115. For item/s stolen outside of campus, please lodge a police report. This documentation is required to support your claim.

Library responsibilities

- We will search throughout the Library for the item/s
- We will check other campus libraries as appropriate
  - Item/s claimed as lost will be searched for once – If the item/s is not located, a replacement cost account will be issued to you
  - Item/s claimed as returned; never borrowed; or stolen will be searched for four times across a month – If the item/s is not located, you will be contacted via email at the end of the search period with the options available to you. Failure to respond will result in a replacement cost account being issued

Please note:

1. If the item/s has become overdue, you are also responsible for any fines incurred up until the day the claim was submitted

2. If you find the item/s after you have submitted a claim, you will be responsible for any overdue fines accrued up until the time it is returned – to a maximum of $57.00 per item. This applies even if you have already paid for the item

3. If the item/s is not located, in accordance with the Library Use - Policy & Procedures, you are responsible for its replacement

By submitting a claim, you are accepting your responsibilities and obligations. If you have any queries regarding this information, you can telephone +61 (08) 9266 2423 / 9266 3221 or email libraryclientservices@curtin.edu.au.