

## Replacing a Lost Book

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## Replacing a Lost Book

If you have lost a book belonging to the E.J. Pratt Library, please follow the steps listed below.

1. Please visit the Library in person Monday to Friday, 9am-5pm. Ask for a full time, circulation staff person, preferably the Circulation Supervisor, to report the book missing.
2. While at the library, please ask us to renew the item for you, even if you have reached the renewal limit. This allows you additional time to **continue to look for the book**.
3. If the book cannot be found, there are two options available:
  1. The first is to pay the \$145.00 Lost Book Fee. This fee is set by the University of Toronto Library Council and we are unable to negotiate a reduced sum if this option is selected. This applies regardless of the original price of the book.
  2. The second requires you to **purchase a replacement copy yourself** and pay a **\$45.00 Processing Fee** once the replacement copy has been provided to us. The book you purchase as a replacement copy must meet the following criteria:
    1. It must be like new and in excellent condition;
    2. There should be no writing, highlighting, bookplates or any other former ownership marks in or on the book;
    3. The edition and publisher must match the lost copy, unless a newer edition is available.
4. The replacement copy must be approved by the Head of Bibliographic Services, who will confirm the points noted above.

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