Library overdue fines and lost library items charges over £5 can now be paid using Regent’s Store, the University’s online payment system. Fines and charges under £5 should be paid using the self-service machines at the Park Campus Library. Please note that the library does not take cash.

Using Regent’s Store to make a payment

1. Go to http://store.regents.ac.uk or select Regent’s Store from the Intranet homepage.

2. Select University Services.

3. From the RUL Library menu, select Inter Library Loans, Lost Library Items, or Overdue Fines.

4. Follow the onscreen instructions to enter the correct payment amount, and then select Add to basket.
5. When you have finished adding items to your basket, click **Shopping Basket**.

6. Select **Proceed to checkout**.

7. Log in to the Store. If this is the first time you have used Regent’s Store, you will need to set up an account. To do so, follow the on screen instructions.

8. Enter your payment and billing details to complete the purchase.

9. Following completion of payment, you will receive a purchase confirmation email.

10. Library Staff will then remove the fine or charge from your account within two hours of payment, during library opening hours.

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**Further information**

- For help registering or using the Regent’s Store, see the Regent’s Store Help & Information page, or contact store@regents.ac.uk
- To contact a member of the Library Team:

  Park Campus  
  [library@regents.ac.uk](mailto:library@regents.ac.uk)  
  0207 487 7449

  [Email @regentslibrary](mailto:@regentslibrary)