

The only way to reserve items with a **coloured tag** is to claim it on Warp-it (www.warp-it.co.uk/rurecycling).



Do not collect items or book Portering help (via a WREN) until you have done this. Please don't label the item with your name, this does not reserve it and causes confusion.

If an item with a coloured tag is not on Warp-it then someone else has already claimed it and its awaiting delivery!

ITEMS WITHOUT COLOURED TAGS

Some items have no coloured tags because they have recently arrived and are not on Warp-it yet, or they are loan-out stock (which cannot be claimed, sorry!).

If the item has no **coloured tag** please label the item with your **name and today's date** to reserve it. Contact the Porters promptly to arrange delivery – if no arrangements are made within 3 weeks the items will be re-advertised to others via Warp-it.

Contact waste@reading.ac.uk for more information