



Date: _____

Dick Smith Library Fine Appeal Form

You will receive a response to your appeal within one week of submission from Jennifer Barrera, Head of Access Services (barrera@tarleton.edu)/254-968-9248.

Name: _____ TSU ID#: _____

Email: _____ Phone: _____

Mailing Address: _____

Appeals are handled on a case-by-case basis. The following are not generally regarded as valid reasons for canceling or reducing library charges:

- lack of knowledge of library rules or the amount of charges
- being too busy to return items
- allowing others to borrow materials on your account which are returned late or lost
- being out of town
- uncertainty about the due date
- failing to receive an overdue notice
- failing to read e-mail notifications

List the items you are appealing below or request a print-out from the Circulation Manager.

Title	Date due	Date returned	Amount of fine
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Explain the circumstance of the fine(s) and state your appeal. (Attach supporting documentation to the back):