Tarleton Libraries Fine Appeal Form

Patrons may appeal their fine within 30 days of bill notification. You will receive a response to your appeal within one week of submission from Kim Gragg, Coordinator of Access Services (gragg@tarleton.edu)/254-968-9938.

Name: ___________________________  TSU ID#: ___________________________
Date: ___________________________  Phone: ___________________________
Tarleton Email: ___________________________  ___________________________
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 Department.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date due</th>
<th>Date returned</th>
<th>Amount of fine</th>
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Explain the circumstance of the fine(s) and state your appeal. (Attach supporting documentation to the back):