Date: ________________

Dick Smith Library
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 Kym Schow, Access Services Librarian (schow@tarleton.edu)/254-968-9871.

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.

<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):


