



**TARLETON
STATE UNIVERSITY**

Member of The Texas A&M University System

Tarleton Libraries

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.

Title	Date due	Date returned	Amount of fine

Explain the circumstance of the fine(s) and state your appeal. (Attach supporting documentation to the back):