

WESTERN OREGON
UNIVERSITY
Library and Media Services
FINES APPEAL FORM

Name _____ Today's Date _____

Mailing address _____

Campus V# _____ Phone # _____

If you think the library has made an error that resulted in a financial charge, or if you have a unique situation that made it difficult for you to return or renew materials on time, you may file an appeal. Charges may be upheld, reduced or waived.

The following reasons are generally not regarded as valid for canceling or reducing charges:

- Forgetting or not knowing due dates, amount of fines, or library policy
- Disagreeing with fee structure or library policy
- Loaning the item to a third party
- Being too busy or out of town
- Claiming that your need was greater than another's or that you were not done with the item
- Not receiving or not reading a courtesy overdue reminder
- Transportation problems
- Financial problems

List the items with fines below or request a printout from the checkout supervisor:

Title	Amount of fine
_____	_____
_____	_____
_____	_____
_____	_____

Please use the back of this page to explain the circumstances of the fine and state your appeal.

