## 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 Financial 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.

## WESTERN OREGON UNIVERSITY Library and Media Services FINES APPEAL FORM (continued)

Explain the circumstances of the fine and state your appeal:

Please file the appeal within 60 days of the charge notification from the WOU business office. The appeal decision will be made within two weeks of filing the form, and you will be notified by mail.

Appeal decisions are made by the Public Services Librarian and library staff. The committee takes into consideration your appeal statement, applicable data from the library's circulation system, and previous communication you had with the library, as well as your historic record of library fines. If you wish, the initial decision may be appealed to the Library Director.

## RETURN COMPLETED FORM TO: CHECKOUT DESK\*WOU HAMERSLY LIBRARY\*Monmouth, OR 97361

Do not write below this line

## LIBRARY STAFF ACTION/RESPONSE

**DATE & INITIALS** 

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