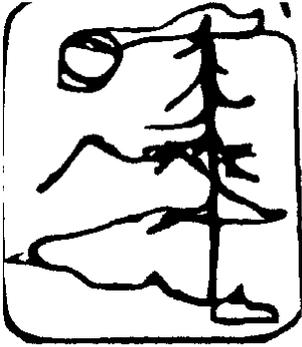


Library Appeal Form

Name: _____

Student ID: A _____



Circulation policy requires we assess charges for long overdue, damaged, or non-returned materials. If you think the library has made an error or if you have a special situation that made it difficult for you to return or renew materials on time, please use this form to explain your situation. Charges may be upheld, reduced, or canceled.

Appeal process instructions:

1. Charges must be appealed in writing using this form and returned to Circulation within 20 days of billing notification date.
2. If more space is needed, attach an additional page. Appeals must be legible and complete to be accepted.

E-mail: _____ Phone: _____

Address: _____

Reason for appeal :

I certify that all of the information listed herein is true and correct.

Signature: _____ Date _____

Decision & Assessment of Charges (office use only):