



SUBJECT: Library

POLICY: 901.2 Appeals

RELATED PROCEDURE:

EFFECTIVE: March 2005

REVISED:

REVIEWED:

Policy

Weaver Library patrons may appeal overdue and/or lost book fines with the Director of the Weaver Library. Appeals must be made within 30 days of incurring the fine. To initiate an appeal, a patron must complete a fine/lost book appeal form.

Before filing an appeal, the patron should first have talked to library staff about the fine in question in order to clarify the reason for the fine. If, at that time, the patron is still concerned about the fine, s/he should file an appeal.

Patrons who wish to appeal are still responsible for the borrowed item(s). Fines can continue to accrue if the item has not been returned.

Fine appeals will not generally be considered for any of the following reasons:

1. Any fine or charge that has been referred to the Business Office.
2. Lack of familiarity with borrower policies. Circulation information is posted at the checkout desk and on the library's web site.
3. Items returned for a patron by another person.
4. Items returned to another library.
5. The patron lent a checked out item to someone else.
6. The patron has disregarded a request for a recalled book.

After completing a fine/lost book appeal form, the patron must make an appointment to meet with the Director regarding the appeal. The Director may uphold, waive, or reduce the fine. A decision will be made and communicated with the patron within 30 days of the filing of an appeal.