



SUBJECT: Library

PROCEDURE: 901.2.1 Appeals

EFFECTIVE:

REVISED:

REVIEWED:

Procedure

Before filing an appeal for an overdue or lost book fine you must discuss the fine with a full-time library staff member to clarify the reason for the fine. These discussions may be held in person, over the phone, or via email. After this discussion occurs, you may still appeal the fine.

To appeal a fine, patrons must:

- Fill out a fine appeal application form within 30 days of incurring the fine (appendix A).

After the library receives an appeal:

- The appeal will be reviewed by the library director within 15 business days of its submission.
- The Library Director may request to meet with the patron to discuss the appeal application, although this is not required to make an appeal.
- After review, the Library Director may choose to uphold, waive, or reduce the fine based on the application and meeting.

A decision will be made and communicated in writing to the patron within 30 business days of the appeal submission date. Fines may only be appealed once.