# UNIVERSITY OF CONNECTICUT LIBRARIES

# CIRCULATION/INFORMATION SERVICES

**FINE APPEAL FORM**

PATRON INFORMATION

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print)

PEOPLESOFT ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BILLING FOR CHARGES BEING CONTESTED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you wish to contest your fines, please describe below your reason for making an appeal. Be specific and include as much information as possible, including extenuating circumstances. The information you provide will help us reach a decision, which is fair to you and other users of the library collections. UConn faculty and students are responsible for setting up and/or forwarding their uconn.edu email accounts. Thank you.

The above information is to the best of my knowledge accurate and complete.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit this formeither:

1. Electronically at [askcirc@uconn.edu](mailto:askcirc@uconn.edu)
2. Print and mail to:

* Circulation/Information Services - Appeals, Homer Babbidge Library,U-1005C
* 369 Fairfield Way
* Storrs, CT 06269-1005

1. Fax to: 860-486-5636

Decision of appeal reviewer:

\_\_\_\_Approved; charges to be waived \_\_\_\_Denied; charges stand

Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_