

Fines Appeal Form

We encourage you to first discuss your appeal with staff at the owning library where the overdue or billed item originates before submitting this form.

Please review fines rates and policy information before submitting an appeal:

- for Western Libraries' items- s. 8 & 10 of the Access Code for Western Libraries (<https://www.lib.uwo.ca/policies/accesscode.html#eight>)
- for items from the Affiliated University College Libraries (<https://www.lib.uwo.ca/borrowing/fines.html#Rates>)

Submit the form to the owning library where the overdue or billed item originates.

PLEASE PRINT - Use the reverse of this page if more space is needed for appeal information.

NAME: _____ UNIVERSITY ID: _____

EMAIL ADDRESS: _____ PHONE NO.: _____

TITLE(S) OF FINED OR RETURNED MATERIAL (PLEASE BE SPECIFIC): _____

APPEAL INFORMATION (Including applicable information such as call number(s), fine amount, date and place where the material was returned, and reason for your appeal.): _____

The Fines Appeals Council will investigate your appeal and respond within 10 days.

Your appeal must be submitted **within 60 days** of the assessment of the fine.

The following situations will NOT be considered for appeal:

- Unfamiliar with borrowing policies
- Failure to keep track of due dates
- Failure to renew by the due date
- Non-receipt of library notices, either electronically or by mail
- Inability to renew online
- Not returning recalled materials because you were out of town/country
- Failure to report a change in your email or mailing address to Western Libraries
- Appeals against the principle of fining or the rate of fines

NOTICE OF COLLECTION

Personal information contained on this form is collected under the authority of the *University of Western Ontario Act, 1982* (as amended) and will be used to process the appeal of your library fine(s). Questions about this collection should be directed to the Assistant University Librarian or Director of the library where the request for the appeal is made.