

**Fine Appeal**

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

After reading the reverse side of this form, please state the reasons which you believe justify the waiving of your overdue fine(s).

**LIBRARY FINE APPEAL FORM**  
**Thomas M. Cooley Law School**

Appeals for the waiving of library fines must be made in writing on the reverse of this form. Appeal forms must be submitted to the Circulation Supervisor.

Please refer to the Fine Policy below when making your appeal.

Please attach any supporting documents, as well as a copy of your fine notice to this form. It will be to your benefit to supply any documents, which may support your case (e.g., police reports, in cases of theft, obituaries or death certificates, etc.).

After your appeal form has been reviewed, you will be notified in writing of the decision (This will take approximately 1-7 days). Your Circulation privileges will be reinstated during the appeals process.

**FINE POLICY**

You are responsible for returning your items on or before the due date.

**Overdue Notices** are sent as a courtesy. No assurance can be given that notices will be delivered. You will be responsible for your overdue items and their charges regardless of whether you receive a notice .

**When a Borrower owes \$10.00 or more, library privileges are suspended until the amount is paid and items are returned. Overdue charges are calculated when items are returned and checked in. All overdue charges are non-refundable.**

Overdue fines are the responsibility of the borrower regardless of vacations, exams, car trouble, illness, forgetting, and late or never received overdue notices, etc.

Do not check out material for others. You will be held financially responsible for all items checked out using your card.

**CHARGES**

For each overdue **Reserve** item, you will be charged a fine of one dollar for every hour that the item is overdue. An item that is one minute overdue will be considered one hour overdue. The fine cumulates to a maximum of \$35 (\$10 overdue fine, \$25 processing fee). At which time you will also be billed for the replacement cost of the item. Current market value will be assessed.

For each overdue **Main Collection** item, you will be charged a fine of \$10. The fine cumulates to a maximum of \$35 at which time you will also be billed for the replacement cost of the item. Current market value will be assessed.

For each overdue **Video/DVD** item, you will be charged a fine of one dollar per day for a period not to exceed ten days. The fine cumulates to a maximum of \$35 at which time you will be charged the replacement cost of the item. Current market value will be assessed.

**RECALLS AND RENEWALS**

Main Collection items are subject to recall after two weeks if requested by another patron or immediately if the item is to be placed on Reserve.

Renewals are permitted if there are no "holds" or overdue fines outstanding. Renewals may be made in person, by phone, or by using the "My COOLCAT" feature at <http://innopac.cooley.edu/patroninfo>. Renewals are permitted on Reserve items.

*\* posted in Law Library Guide, COOLCAT information module and on Circulation bookmarks.*

Policies are subject to change without notice.

*Rev. 07/11 elh*