



Library System

Fines Appeal Form

Name: Last _____ First _____

KSU ID#:000 _____ KSU Email: _____

Phone #: _____

Please indicate any items in question (book, media, electronic device, etc)

- 1) Title/Device Type _____
Fine Amount _____
- 2) Title/Device Type _____
Fine Amount _____
- 3) Title/Device Type _____
Fine Amount _____

Please list specific reasons for this petition or appeal:

Staff Use Only

Decision: _____

Signature: _____ Date: _____

If you think there was an error in fees posted to your library account or if you have had special circumstances that made it difficult to return or renew materials on time, you may file an appeal.

Fine appeals must be made online within 14 business days of the assessment. Fines cannot be appealed after 14 days. If a fine is appealed within the 14 day period, no action (holds placed) will be taken until a decision has been reached. Charges may be upheld, reduced, or forgiven. If the appeal is denied, payment of fines and processing fees are due immediately and can be paid with cash or check at the Sturgis or Johnson Libraries Check Out Desks. Fine and Fee policy can be found on the [Library's website](#).

Invalid Excuses for Dismissal

- Lack of knowledge of due date or charges, including processing fees
- Failure to receive a notice or bill
- Material check out for someone else or given to someone else
- Vacation
- Forgetfulness or a busy schedule

You can submit supporting documentation to the Fines Appeal Committee at the Check Out desk.

The final decision of the committee will be sent via email to the address associated with the patron's account within 5 days of petition.