

Mansfield University of Pennsylvania

Library and Information Resources Division - North Hall Library

Library Form for Fines & Disputes

Request for Library fines / Fees to be waived/Book dispute

**** (All details must be fully filled in and *printed* to be considered) ****

Part 1 My details

Last Name

First Name

University ID number

University Email Address

Telephone No: Date.....

I am (please select):

Student Full-time		Graduate	
Student Part-time		Undergraduate	
		Other (please specify)	

I am being fined or am in dispute over these items: Please fill in the details or provide a printout. Continue on the back if necessary.

Author (s)	Title	Due date (If known)	Date returned	Fine

Total fine:

Part 3 Papers

I am asking you to waive my fines for (please select):

Medical	
Personal	
Other	

If you have to give these papers to someone else as part of an appeals process, we will accept photocopies.

I have enclosed a statement from:

Name:

Relationship:

Contact number:

Who is supporting my case?

Part 4 Review

Please tell us why you think we should waive your fines or why you want to dispute a book on your library record.

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Part 5 Appeal against the decision on my previous form – Appeal to the Director of Library and Information Resources

Please give us the form within 7 days of the decision on your first form.

I am not happy with your decision on my first Library Form for Fines & Disputes, and would like you to review it. I would like to add this information.

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Part 6 Declaration

The information I have given on this form is true and I dispute the fines / fees on my library record. False information / statements may result in University / Commonwealth actions.

Signed:Date:

Part 7 For Library and Information Resources use ONLY

ACTION BY:	SIGNATURE	DATE
Received by:		
Reviewed by: (if relevant)		
Appeal considered by (if relevant)		
Name:		
University ID number:		
Amount waived - \$		
Decision		
Reasons for decision		

Further action

Reply

Previous fine waivers

Updated 6-5-19