

# Request for Waiver of Library Charges

Approved 2-22-13

Revised 2-21-13

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Name: \_\_\_\_\_ Card Barcode: \_\_\_\_\_

Telephone number and/or email: \_\_\_\_\_

I am requesting a waiver of the following amounts:

Item Replacement: \$ \_\_\_\_\_ Overdue Fines: \$ \_\_\_\_\_ Processing Charges: \$ \_\_\_\_\_

## Purpose of Charges

The Library charges late fees and replacement charges to help keep Library materials available and freely circulating to all residents of our Library District. Library resources are limited. Fines and fees serve as an incentive for patrons to keep items they check out in good condition and to return them in a timely manner so that they can be used by others in the Community. Library charges *may* be adjusted or waived in extenuating circumstances supported by documentation if necessary.

## Extenuating circumstance do *not* include:

1. Lack of understanding of Library policies.
2. Unwillingness to accept responsibility for the items checked out on your library card.
3. Not receiving an overdue notice.
4. Needing the items past the due date.
5. Failing to update your current contact information.

Detailed description of the reason you are requesting a waiver (use back if needed):

## Actions (for Library use only)

Received by: \_\_\_\_\_

Date reviewed and signature: \_\_\_\_\_

Results: \_\_\_\_\_