

UWGB LIBRARIES FINES APPEAL FORM

Date of Appeal: _____

First Name: _____ Last Name: _____

Phone Number: _____ E-mail Address: _____

Preferred method of contact: Phone E-mail

Would you like to meet with the committee? Meetings are held virtually using Teams.

Yes No

University ID #: _____

Status: Undergraduate Graduate Faculty Staff Community Member

Title(s) in question: _____

Due date(s): _____ Date returned: _____

Amount being disputed: \$ _____ Who returned the materials? _____

Where were the materials returned to? Green Bay Circulation Desk Green Bay Plaza Desk Green Bay Outside book drop Green Bay 2nd Floor inside book drop Manitowoc Circulation Desk Manitowoc Book Drop-Founders Hall Lobby Marinette Circulation Desk Marinette Outside book drop Sheboygan Circulation Desk Sheboygan Book drop-Acuity Lobby Other, please specify: _____

Reasons and justification for appeal; Please be specific. Without accurate or sufficient information, the appeal cannot be processed. All appeals will be answered within 2 weeks of the date submitted.

Please use back of form if more space is necessary

For Office Use Only

Committee Decision: Appeal Accepted Appeal Denied Other: _____

Patron notified by: Phone E-mail

Date of notification: _____