

Fee Dispute Form for Jack Russell Memorial Library - Owned Items

JRML is not obligated to waive fees under any of these circumstances. Each case will be reviewed based on the facts and evidence at the JRML's disposal and the information provided by the patron.

PLEASE PRINT

Name as it appears on card	
Parent Name (required for child's card)	
Library Card Number	
Current Address, City, State, Zip	
Phone Number	
E-Mail Address	
Best Time to Contact	

Charges Being Disputed

List Amount	Reason for charge (overdue fine, lost item, processing fee, etc....)	Title of Material

Reason for Disputing Fee(s) (Check reason – Documentation must be included when this form is submitted)

☐	Returned on Time	Date of the Claimed Returned _____ Inside or drive thru book drop (please circle)
☐	Stolen Card	Date Reported to the Library _____
☐	Illness	If yes, attach a statement from doctor on letterhead, with dates indicating a medical condition prevented you from adhering to library rules. This does not require that the condition be specified.
☐	Material Stolen	If yes, attach the police report.
☐	Fire/Water damage to living unit	If yes, attach the insurance, fire department, or landlord documentation.
☐	Other	If yes, please provide a short explanation:

I believe that the above facts stated in this form are true:

Patron Signature _____ Date _____

Staff Only Staff Initials _____ Date Received _____

Decision Reached _____

Payment Plan Established? _____ Terms _____

Supervisor Initials _____ Date _____

Date Patron Informed of Decision _____