

# Application to appeal a decision

The Library imposes fines, charges and penalties for overdue or lost\* items to ensure that all Library users have equitable access to Library materials. \*Items more than four weeks overdue are deemed to be lost.

## Personal details

Name: .....

Address: .....

Phone. (h) ..... (w) .....

Email: ..... Library card barcode number: *E* ..... *F*

## Decision being appealed

fines / other charges       lost books       loss of borrowing privileges

If the decision relates to a fine please complete 'Details of Items' below. If the items have been returned please attach a Statutory Declaration stating that the items have been returned.

## Details of item/s (where possible attach print-out from the catalogue)

Author: .....

Title: .....

## Reason for appeal

.....  
.....  
.....  
.....

If this appeal is unsuccessful, you may lodge an appeal with the Information Infrastructure and Services Appeals Committee within 20 working days. For more information, visit [www.anu.edu.au/cabs/rules/InfoInfra&ServRules.pdf](http://www.anu.edu.au/cabs/rules/InfoInfra&ServRules.pdf)

Signature: ..... Date: ..... / ..... / .....

Forward to: Manager, Library User Services,  
Chifley Building (15).

### LIBRARY USE ONLY

Staff comments: .....

.....

Manager, Library User Services, recommends that the fine:  is waived     is reduced     remains

Reason: .....

Other action (specify): .....

Date: ..... University Librarian: .....