

MHC Library Fines Appeal Form

Under MHC Library [Lending Rules](#) borrowers may appeal fines and charges.

Reasons appeals will NOT be considered include the following:

- Lack of awareness/knowledge of lending guidelines
- Failing to note due dates
- Failing to renew on time
- Failing to receive courtesy and overdue notices
- Failure to return materials because borrower was out of city/country

To appeal on other grounds, please complete the form below and submit it to the Library Service Desk or via email: mhclibrary@mhc.ab.ca

Date

Name

Library Card Barcode (14 digits)

MHC Email (community members use email address on file with the library)

Phone Number

Reason for Appeal

Your appeal will be evaluated based on the information provided. It is important to explain all extenuating circumstances, and where possible, provide supporting documentation for your case, i.e. doctor's certificate for an appeal on medical grounds.

Appeal Details:

Note

You will normally receive a response, by email, within 7-10 business days.

Borrowing privileges will **not** be blocked while an appeal is pending.

The personal information collected through the Fine Appeals Form is to provide managers with the necessary information to evaluate individual appeals to library fines and contact the submitter to inform them of the results of the submitted form. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of this personal information please contact the Manager of Library Access Services at the Vera Bracken Library at mhclibrary@mhc.ab.ca.