

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:

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

To appeal on other grounds, please complete the form below and submit to the Library Service Desk or via e-mail: circulation@mhc.ab.ca

Date

Name

Library Card Barcode (14 digits)

MHC e-mail (community members use address on file)

Phone Number

Appeal Details:

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.

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 requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The information collected will only be used for the purposes of delivery and administration of educational training and services. Questions concerning the collection, use or disposal of this information should be directed to the FOIP Coordinator, Medicine Hat College, 299 College Drive SE, T1A3Y6, or 403-529-3800 or foip@mhc.ab.ca.