

# Trinity College Library Music & Media Services

## Fine Dispute Form

\* Please read the Trinity College Library's Circulation Policy on the back of this form.

**Some fines are non-refundable.**

To be completed by patron:

Name \_\_\_\_\_ Date \_\_\_\_\_

Trinity College ID # \_\_\_\_\_ Phone \_\_\_\_\_

Box # \_\_\_\_\_

Please detail your concerns in the space below. Include the title and format of the item(s) in question. Please include the date borrowed/returned and describe any extenuating circumstances.

**Title** \_\_\_\_\_

(Circle one) DVD | VHS | CD | LP | Lang. | Other: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_ Date Returned: \_\_\_\_\_

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**Title** \_\_\_\_\_

(Circle one) DVD | VHS | CD | LP | Lang. | Other: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_ Date Returned: \_\_\_\_\_

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**Title** \_\_\_\_\_

(Circle one) DVD | VHS | CD | LP | Lang. | Other: \_\_\_\_\_

Date Borrowed: \_\_\_\_\_ Date Returned: \_\_\_\_\_

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**RESERVE ITEMS DO NOT CIRCULATE OVERNIGHT.**

They must be returned 15 minutes before closing, regardless of the time due.

# Trinity College Library Music & Media Services

All borrowers will be held responsible for theft, damage or loss of items held in their care.

## Recalls

To provide equitable access to Library materials, any registered borrower may recall an item on loan. The form is available through the Library catalog. The original borrower is guaranteed a minimum seven day loan before receiving the recall notice. Once it has been recalled, it must be returned by the specified date. Failure to return recalled items on time will result in the suspension of borrowing privileges and the accrual of fines as listed below.

## Fines & Fees

All borrowers are responsible for promptly paying fines for recalled items and a fine plus the replacement cost of long-overdue items.

Fine/ Fee	Amount
Replacement Cost	\$60.00 minimum or market value
Late Fine	\$35.00 (at 45 days) <b>NON-REFUNDABLE</b>
Overdue Recall Fine	\$10.00/day - \$100 maximum
Overdue Reserve Fine	\$5.00/hour - \$50 maximum

## Notices & Bills

The Library sends notices regarding the status of items currently charged. Failure to receive a notice does not absolve the borrower from returning an item on time.

Courtesy notices are normally sent seven days prior to an item's due date. Overdue notices are sent the day an item is overdue, and every 7 days thereafter through the 42nd day. **Items overdue more than 45 days will be declared lost**, and the appropriate replacement **finances and fees will be charged** to the borrower's account.

Students will have their account balance forwarded to the College's Student Accounts office for settlement. Faculty and staff account balances will be sent to the address on record and should be paid by check to the Trinity College Library.

## Appeals / Claimed Returned

Once an overdue notice has been issued, a borrower has 14 days to make an appeal if they feel that the Library is mistaken. The Library will search for any claimed returned items. If the item is found, the borrower's record will be cleared. But the Library reserves the right to bill the user for unfound items. More than 3 "claims returned" in one semester will result in a block in further borrowing.

### **Please Note:**

**All borrowers are expected to adhere to the Library's circulation policies. Failure to do so will result in the temporary or permanent loss of borrowing privileges.**

## Suspension of Borrowing Privileges

Borrowing privileges will automatically be suspended if any borrower:

- Has more than 10 overdue items
- Has overdue recalled items or overdue Reserve Desk material
- Has an overdue item from another library
- Has accumulated at least \$75 in fines and fees

### Staff Use:

Received By \_\_\_\_\_ Date \_\_\_\_\_

Action Taken: