



REQUEST FOR WAIVER OF LIBRARY CHARGES

Name: _____ Date: _____

Status: Student Faculty Staff Courtesy Borrower

Card #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

I am requesting waiver of the following amounts:

Book replacement \$ _____ Overdue fines \$ _____ Other charges \$ _____

Please use this space to provide a full explanation of why you are requesting a waiver. Attach documentation in support of your request. Please do not attach any medical records; provide a signed statement from your physician. Your request will be reviewed and responded to within 10 business days.

Signature: _____ Date: _____

Staff Use

Date received: _____ Staff name: _____

Approved Denied Signature: _____ Date: _____

Request for Waiver of Library Charges

Fines and Charges

Fines for overdue and lost material are implemented to help keep Library material available to patrons.

Library patrons are responsible for knowing the Library's Fines policies (<http://www.library.stonybrook.edu/fines>). Failure to understand these policies will not excuse you from payment of overdue fines or for billed Library material. All patrons are responsible for late return fees, late recall return fees and billed items. Repeated abuse of borrowing privileges may result in loss of borrowing privileges.

Appeals process

Appeals should be submitted within 30 days of the date the bill is issued. All appeals must be on the Request for Waiver of Library Charges form and submitted to the Library Circulation Desk with supporting documentation.

The Request for Waiver of Library Charges form is available at the Circulation Desk and on the Library's web site.

Library staff will consider your appeal and respond within 10 business days. Requests for appeals are most often approved in cases of documented Library error or extreme hardship such as long-term hospitalization, eviction, fire or theft. In cases of theft, you may still be responsible for the cost of the stolen material but we may provide you with an invoice for your insurance company for reimbursement.

Fines will not be waived if the request is based on any of the following reasons:

- Lack of knowledge of Library policies. University Library policies are available on the Library's site and in the Library;
- Forgot due date or did not know there was a due date;
- Did not receive a courtesy overdue notice;
- Outdated information in your library account. Keep your email, address and phone number up to date in your account;
- Loaned book to someone else;
- Being out of town, on vacation, intersession or holiday;
- Returned book to wrong library;
- Inclement weather

Circulation Policies

<http://www.library.stonybrook.edu/borrowing-returning-renewing>

Fines and Fees

<http://www.library.stonybrook.edu/fines>

Circulation FAQs

<http://www.library.stonybrook.edu/circulation-faq>