# Fine Appeal Form

**Branch:**

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## Cardholder Information (Please Print)

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone #:</td>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Library Card #:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Facts Regarding Fine or Fee (Please Print)

<table>
<thead>
<tr>
<th>Total Amount of Fine: $</th>
<th>Number of Items Fined:</th>
</tr>
</thead>
</table>

**Type of Item:**
- [ ] Book
- [ ] Audio-Book
- [ ] CD/DVD

## Reason for Appealing Fine (Please Print)

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I hereby attest to the best of my knowledge that the above information is true, accurate, and complete. As a patron of the El Paso Public Library, I understand that by borrowing material(s), I agree that I am responsible for knowing the due dates and returning the materials on time; I am required to pay any fine or fee that may accrue on my account; I am aware that library notifications are courtesies and failure to receive notice in no way relinquishes my responsibility to pay fines or fees; I am aware of the fact that this form is an appeal and not a waiver of payment. There may be other policies not expressed on this form that apply.

Signature: ______________________________ Date: __________________

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Branch Manager/Staff (please print) ____________________________ Rcvd @ ADMN ________________