



Okanagan College Library  
 1000 KLO Road , Kelowna, BC V1 Y 4X8  
 Phone: (250) 762 -5445 / Fax: (250) 862-5405

**Library Fines/Bill Appeals Form**

NAME: \_\_\_\_\_ LIBRARY BARCODE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BILL DATE: \_\_\_\_\_ BILL AMOUNT: \_\_\_\_\_

REASON FOR APPEAL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Return this form to the address above or to your campus library Circulation Desk, to be forwarded to the Director of Library Services. Attach a copy of your bill or a printout of your account, which you may obtain from the Circulation Desk.**

**During the appeal process, you will be able to borrow books but you will not be able to renew materials remotely through the online catalogue. You will have to renew in person or by phone. You will also not be able to place holds on items currently signed out to other individuals.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Library use only:**

Disposition:      Waived \_\_\_\_\_      Adjusted \_\_\_\_\_      Denied \_\_\_\_\_  
 (See attached for reasons for decision)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Director of Library Services)