

**University Libraries' User**

**Stacey J. Smith, Circulation Department Head**

**Fees / Charges**

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We are sorry that you are experiencing difficulties regarding fees or charges. Please complete this form and return it to the Circulation Desk. Our Billing Associate, Ms. Frankie Perry's (ext. 4483) office hours are Mondays, 9:30 to 6:00 and Tuesdays thru Fridays, from 8:00 to 4:30. She will contact you at her earliest convenience.

It is our goal to provide a response to you concerning this problem within one business day. (Exception: weekends) Your patience in this matter is sincerely appreciated.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Did you receive a bill? Yes \_\_\_\_\_ No \_\_\_\_\_

**BRIEFLY EXPLAIN THE CIRCUMSTANCES:**

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**IF YOU HAVE THE CORRESPONDENCE REGARDING THIS PROBLEM, PLEASE ATTACH IT TO THIS FORM.**

Date \_\_\_\_\_

Staff Initials \_\_\_\_\_

I, \_\_\_\_\_ from the Department of \_\_\_\_\_

hereby understand that the books loaned to me are due \_\_\_\_\_, and that

any fines and/or fees accrued because of their late return are my sole responsibility.

\_\_\_\_\_  
(Faculty Signature)

\_\_\_\_\_  
(Circulation Staff Signature)