

University of Texas at San Antonio
Libraries

Library Charges Appeal Form

An appeal based solely on inability to pay or disagreement with the fine structure will not be considered. Appeals must be filed within one semester from the end of the semester for which the charges were assessed. Once the decision has been made, it is final.

PLEASE PRINT

Name _____ ID Number _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-Mail _____

Provide specific details about which charges you are appealing. If possible, attach a copy of the bill (circulation staff can provide you with a copy), with the charges you are appealing clearly marked. In your appeal, explain why you believe that these charges should be adjusted or canceled. If you are claiming extenuating circumstances, you must provide appropriate documentation. Please attach a sheet if you need additional space.

SIGNATURE _____ **DATE** _____

Mail to: UTSA Library Circulation, One UTSA Circle, San Antonio, TX, 78249
Or you may hand deliver your appeal request to the service desk.
Appeals requested for MMC materials will be forwarded to the department manager.