



Fee Dispute Form for Milwaukee-Owned Items

[Patron must contact suburban library for suburban items on their card]



MPL is not obligated to waive fees under any of these circumstances, and each case will be reviewed based on the facts and evidence at the MPL's disposal and the information provided by the patron.

PLEASE PRINT

Name as it appears on card: _____

Parent Name (required for a child's card): _____

Library Card Number: _____

Current Address: _____

Phone Number: _____

E-Mail Address: _____

Best time to contact: _____

Charges being disputed

Fines (list amount):	Materials (attach printout from patron record):
_____	_____
_____	_____
_____	_____

Reason for contesting fine [Documentation must be included when this form is submitted]

<input type="checkbox"/> Returned on time	Date of claim returned: _____
<input type="checkbox"/> Stolen card	Date reported: _____
<input type="checkbox"/> Illness	If yes, attach statement from doctor on letterhead, with dates indicating a medical condition prevented you from complying with library rules. This does not require that the condition be specified.
<input type="checkbox"/> Material stolen from home or car	If yes, must attach police report
<input type="checkbox"/> Fire or water damage to living unit	If yes, must attach insurance, fire department, or landlord documentation
<input type="checkbox"/> Other	If yes, please provide a short explanation: _____

I believe that the above facts stated in this form are true:

Patron Signature: _____ Date: _____

Staff Only	Initial:	Date
Notes:		
<input type="checkbox"/> UMS Service Fee (not waived) <input type="checkbox"/> Other (explain):		
<input type="checkbox"/> Suburban Charges (not waived) <input type="checkbox"/> Shelf Check dates:		
Decision: _____		
Amount Waived: _____		Amount Due: _____
Payment Plan Established? <input type="checkbox"/> Yes <input type="checkbox"/> No Terms: _____		
Supervisor Name: _____		Unit/Agency: _____
Date Patron Informed: _____		