



Library Fine Appeal Form

To appeal a library fine, please complete the form below and submit it for review. Circulation Services staff will contact you within three business days with the results of the appeal.

Below, state the reason(s) for your appeal. If your appeal is approved, supporting documentation will be required before completion.

Fines may be paid with cash or check at the Member Services Desk on the first floor of the main library or the Prospect Heights Branch, at a self-checkout station with credit card or debit card or online with a credit card.

PLEASE PRINT CLEARLY

Date	
Member Name	
Library Card Number	
Phone Number	
Email	
Item/Title Description (If more than one item please attach receipt)	
Fine Amount	
Reason for Request	

Return Fine Appeal Form and any supporting documentation to:

Rosa Lloyd
Head of Circulation Services
Indian Trails Library District
355 Schoenbeck Rd.
Wheeling, IL 60090