

## **REPLACEMENT CHARGE APPEAL POLICY**

*An appeal may only be submitted after a bill for overdue fee and/or replacement charges has been assessed. The appeal must be submitted within 30 days of the date the bill is issued. An appeal cannot be submitted after the library has already purchased a replacement copy.*

*The Hannon library's Collection Development Librarian will consider the appeal and decide whether or not to waive/reduce fees and/or replacement charges. The appeal will be reviewed within two weeks and patron will be notified of a decision soon thereafter.*