



LIBRARY INVESTIGATION REQUEST

Virginia Commonwealth University

If you wish to dispute charge(s) for overdue, lost or damaged material, please complete this form. This constitutes the first step in the appeal process. For additional information, please visit <http://www.library.vcu.edu/admin/regulations/fines.html>

Circulation and Information Services, Cabell Library

Media and Reserve Services, Cabell Library

Resource Delivery Services (ILL / DD)

User Services, Tompkins-McCaw Library

Ph 828-1111 Fax 828-5699

Ph 828-1088

Fax 828-7473

Fax 828-1115 Ph 828-1730

Ph 828-0636 Fax 828-6089

USER INFORMATION

Name _____ Date _____
 Address _____ VCU eID, FOL #, or non-VCU institutional ID # _____
 Phone (Home) _____ (Work) _____ VCU e-mail _____

REASON FOR INVESTIGATION

____ Item never checked out _____ Item returned (Date _____ Location _____)
 _____ Other (Comments Below _____)
 _____ Fine already paid (Date _____ Location _____ Amount _____ . _____)

REQUIRED INFORMATION- User Comments (describe your situation):

ITEM INFORMATION

Please **circle** item description below

Book Journal Doc ILL / DD Spec Coll Video DVD CD CD-Rom Course Reserves Multi Media Storage

Title _____
 Author _____
 Call # _____ Item Record # _____
 (Staff To Fill In)

Location: _____ Cabell CIS _____ Cabell MRS _____ Tompkins-McCaw _____ Interlibrary Loan
 (Attach supplemental sheet if more than one item)

INVESTIGATION FINDINGS

[Empty box for investigation findings]

Search Date	Branch	Initials	Found
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N

Investigation Findings / 30 Day Notification sent on _____
No Response / Investigation Closed Letter sent on _____

Appeal Request Received on _____ Y N
Sent to Fine Appeals Board _____ Y N

INVESTIGATOR COMMENTS / SUGGESTIONS

Investigator Signature _____ Date _____

UNIT HEAD COMMENTS / SUGGESTIONS

Unit Head Signature _____ Date _____

VCU LIBRARIES FINE APPEALS BOARD DECISIONS

Date Appeal Filed _____ Date of Schedule Appeal Hearing _____

Appeal Decision Rejected _____ Waived (Forgiven) _____ Reduced To \$ _____ . _____

Other (Please Specify) _____

Authorizing Signature _____ Date _____

Board Response mailed to User by _____ Date _____

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