

**Instructional Resource Centre (IRC)  
Faculty of Education (FOE)  
Brock University  
Appeal Process**

Under the Instructional Resource Centre Library Services Policies, Appeal of IRC Fees, borrowers may appeal fines and charges.

**Please note that the following are NOT acceptable reasons for appealing IRC fines.**

- Failing to receive reminder notices, either electronically or by mail;
- Failing to note due dates;
- Failing to renew on time;
- Due dates which fall while the user is on vacation, or out of the local area;
- Lack of knowledge of IRC policies.

To appeal on other grounds, please provide specific details which will substantiate your case. When provincial justification for an appeal, it is important to provide detailed information, i.e. book, kit title(s), dates and reasons. Without this detail, it could be difficult to adjudicate your appeal. You will normally receive a response within 10 (ten) working days.

Information gathered is in accordance with Brock University's Privacy and Protection of Information Policy.

**NOTE:** Please submit form to the IRC, Manager at Email: [\*\*kpelchat@brocku.ca\*\*](mailto:kpelchat@brocku.ca)

**APPEAL FORM**

**Full Name:** \_\_\_\_\_

**Brock ID#:** \_\_\_\_\_

**Brock Email:** \_\_\_\_\_

**Reason for Appeal:** \_\_\_\_\_

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