

YOUR CONTACT INFO

Name: _____ Phone: () _____

Address: _____ Email: _____

Street

Apt, Lot, or Room #

City

State

Zip Code

Library Card #: _____
(optional)

Tell us what happened to the library materials or items:

Which titles on your account are lost or damaged?

Were the items stolen?

No, the items were not stolen.

Yes, the items were stolen and I filed a police report.

Yes, the items were stolen. I did not file a police report.

What do you think is fair?

I would like to set up a payment plan.

I would like to do a partial payment on the items.

I would like to talk to someone about having the fees forgiven.

If you have other ideas for a fair option to address the fees, please list below.

If you need additional space, please use the back of this form.

Signature

Date

**Return this form to any
service desk or the Bookmobile.**

**You may fill out this form online at:
rplmn.org/accountreview**

STAFF INTERNAL USE ONLY

Initials:

Date Received:

Once received, fill out an online form with this information.
Please look up and add library barcode.
Shred paper copy after submitting online form.

Need help filling out the form? Call 507-328-2300.

How we collect and use your information:

According to the Minnesota Government Data Practices Act Sec. 13.04 MN Statutes, Rochester Public Library (RPL) must inform you, the library card applicant, of the private data we collect, its uses and disposition (sometimes referred to as the “Tennessee warning”).

- Per Sec. 13.40 MN Statutes, all information provided in the library card application, except your name, is considered private.
- This private information you supply is only available to you and to authorized library personnel. It is not available to the general public without your permission, a court order or as otherwise authorized by law.
- The information collected allows RPL to establish an account for library privileges, provide services you have requested, monitor and improve services, keep your record up to date, customize content, and to conduct other necessary library business.
- We may store some of this information in a secure third-party repository. We do not share your information or activity with ad networks or other entities that are not directly involved in services you choose to use.
- You are not required by law to provide this data. If you are unable or unwilling to provide the information needed, RPL reserves the right to limit or refuse library services.
- If you are under age 18, the information in your library account is available to your parent or guardian. You may ask to have this information withheld by completing a request with the City of Rochester Clerk’s Office, who will determine if it is in your best interest to do so.