



APPLETON PUBLIC LIBRARY
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TO: Colleen Rortvedt and Appleton Public Library Board of Trustees

FROM: Alicia Woodland and Adriana McCleer, Community Partnerships

DATE: April 13, 2016

SUBJECT: Approval Request for Fine Coupons for Summer Library Program

Our goal is to provide incentives to teen library card holders that will facilitate access to library materials.

We request approval to create 100 coupons, each redeemable for \$1.00 off of library fines, that will be offered to teens as an incentive for achievement in the online and/or physical Summer Library Program.

Alicia Woodland would design the coupon and it would be one of the weekly prizes available to the teens, starting June 6th, 2016.

The coupon disclaimer would display the following text.

This coupon is the property of the Appleton Public Library and is subject to the following terms and conditions ("Coupon"). Coupons can be redeemed only at the Appleton Public Library. Each Coupon may be used only once and may not be duplicated or photocopied. Further, in the event that Coupons are electronically distributed, Coupons may be printed or scanned only once. Further still, Coupons are strictly prohibited from being posted electronically, unless expressly authorized by the Appleton Public Library. Coupons may not be redeemed for cash or credit. No cash value, credit or change will be given. Coupons cannot be applied to billed items, fines only. Coupons may be combined with other coupons for up to a \$5.00 total fine removal. The Appleton Public Library is not responsible for any Coupons not redeemed by any expiration date hereon. Failure to use a Coupon by any expiration date hereon shall result in the forfeiture of such Coupon. In the case of fraud, misrepresentation, abuse or violation of these terms and conditions, the Appleton Public Library reserves the right to take all available legal or administrative action. Other restrictions and exclusions may apply. Expires December 30th, 2016.

The disclaimer can also include a stipulation that only teens can redeem them if deemed necessary.