

MGT-15: Library Policy Appeals Process

Adopted: 2/15/2018; Last Revised: 1/25/2024

Policy Statement

In order to maintain a welcoming and business-like atmosphere, the library Board of Trustees has adopted and maintained a set of library policies for the Orion Township Public Library. In the interest of fairness, patrons who disagree with or would like to challenge any aspect of these policies may have their objection reviewed by the Board of Trustees.

Regulations

1. A patron may contest a library policy or a portion of a library policy to the library director. The appeal must be in writing and received within 30 days of the incident/policy in question.
2. Patrons that wish to challenge a policy that involves a disciplinary action should follow procedures as outlined in CUS-3: Patron Conduct Policy Appeals Process.
3. A meeting with the library director shall be scheduled within 10 days from receipt of the initial appeal. The patron who is disputing the policy must attend the meeting personally.
4. The library director shall review the facts, any statements or reports from any outside agency as well as the oral and written statements provided by the person submitting the appeal.
5. The library director shall issue a written statement including findings of fact and a statement that upholds, rescinds or modifies the policy within 5 days of the meeting.
6. Following receipt of the library director's written statement, the patron may further appeal to the library Board of Trustees by requesting a hearing as follows:
 - A. The appeal must be in writing, state the grounds upon which the appeal is based and be received within 10 days of the mailing date of the director's statement.
 - B. The Board of Trustees shall consider the request at the next regularly scheduled board meeting immediately following receipt of the request.
 - C. The patron submitting the appeal may attend any meeting so scheduled and make a statement in support of his or her position.
 - D. The Library Board may affirm, modify or reject the library director's decision.
 - E. The decision of the library Board of Trustees is final.