

**Chelsea District Library  
Policy and Procedure**

**Policy Section 1: Governance**  
Board Approval Date: January 16, 2018

**Subject: 170 Right of Appeal**

A patron (1) whose privileges have been suspended, revoked, or limited by any action of the Library or (2 ) who had conditions placed on a reinstatement of library privileges may appeal that decision in writing to the Library Director. Appeals must be received by the Library within 10 business days of the date of the decision/action.

If library privileges were revoked, suspended, or limited, the appeal shall state why library privileges should be restored. If the patron had conditions placed on the reinstatement, the appeal shall state the limitations being appealed and suggested modifications where applicable and why they should be modified or lifted.


The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received.

The person whose privileges have been limited or suspended may appeal the Library Director's decision by sending said appeal in writing to the President of the Library Board within 10 business days of issuance of the Director's decision.

The Library Board shall hear and decide the appeal and issue written notice of the decision to the patron who appealed.

The decision of the Library Board is final.

  
\_\_\_\_\_  
Anne Merkel, Board Secretary

  
\_\_\_\_\_  
Date