

Library Policy No. 2

Subject: Appeals Procedure For Disciplinary Action

Adopted by the Board March 9, 1994

Revised January 11, 2006

The Library Board, recognizing the mission of the Library is to provide free access to information, provide, encourage and enhance education within the Township and to encourage a safe, conducive and appropriate atmosphere for these pursuits, adopts the following Appeals Procedure for users who are subject to a penalty under the rules of the Library.

1. The Librarian-in-Charge at the time of the incident giving rise to the imposition of a penalty under the rules of the Library shall be vested with the sole discretion, within the guidelines established by the Library Board of Trustees, to impose such discipline as they may deem necessary and appropriate under the circumstances as they find them to be at the time of the infraction. Official notification of the discipline shall be sent to the subject of the discipline by the appropriate department supervisor. In the case of a minor, the parents/legal guardian shall be notified.
2. An appeal from the discipline imposed by the Librarian-in-Charge may be made to the Library Director. Said appeal must be in writing, state the grounds upon which the appeal is based, and be received within thirty (30) days of the imposition of penalty.
3. A meeting with the Library Director shall be scheduled at the earliest possible date but in no case later than thirty (30) days from receipt of the written request for appeal.
4. The person who is the subject of the discipline, and in the case of a minor, one of the minor's parents or guardian must personally attend any meeting so scheduled.
5. The Director may review the facts as they were found by the Librarian-in-Charge at the time of the incident, any statements or reports from the police or any other agency conducting an investigation regarding said incident as well as the oral and written statements provided by the person subject to the discipline.

6. The Director shall issue a written statement including findings of fact and a statement upholding, rescinding or modifying the discipline imposed by the Librarian-in-Charge at the time of the incident within thirty (30) days of said meeting. The written statement shall not include any identifying information that would cause it to be considered a “library record” for purposes of the Library Privacy Act, MCL 397.601 et seq. The person who is the subject of discipline shall be identified only by the number assigned to the appeal, e.g. Patron No. 1.
7. The findings of fact and decision of the Library Director is final.
8. In no case shall the filing of an appeal pursuant to these rules act as a stay of the discipline imposed by the Librarian-in-Charge at the time of the incident.