

	Policy Title POLICIES AND APPEAL RIGHTS	Policy Number 2.1
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I. Purpose

- a. The Board of Trustees of the Camas Public Library establishes policies to ensure that Library services, the Library’s collection, and Library facilities are available to the public on equitable terms.

II. Implementation of Policy

- a. The Board of Trustees delegates to the Library Director the responsibility for administering Library policies. The Director establishes procedures to implement said policies. All Library staff are empowered to follow the procedures as outlined in their staff policy and procedure manual.

III. Appeal

- a. The Board of Trustees recognizes the right of individuals to question the way that Library policies are applied. The following appeal process applies to any Library policy except those that include a specific appeal process.

Anyone who wants to appeal the implementation of a policy should discuss the matter with the Library Director or the Technology and Collections Manager within 14 calendar days of the event.

If the matter is not resolved to the satisfaction of the individual, he or she may request in writing a formal appeal of the matter. The Director will review the appeal and respond in writing to the individual within 14 days. The Director’s decision will be based upon whether the policy was applied appropriately and fairly.

Individuals who are dissatisfied with the outcome of an appeal may request that the Director add their concern to the next Board of Trustees’ meeting agenda. This patron may attend the regular meeting to present his or her concern in person, or may submit a written statement on their behalf. The Board, after hearing the concerns and considerations of both public and Library staff, will determine whether Library policies were applied in a fair and reasonable manner.

If the individual does not appear in person before the Board, the Board will deliver the decision to the individual in writing within 14 calendar days of the Trustees’ meeting.

Authority for this policy is in RCW 27.12.210, RCW 27.12.270 and RCW 27.12.290.

Originally adopted April 19, 1998 Revised January 2005 Revised and signed May 3, 2018
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