



Appeal Rights of Patrons Policy

The Board of Trustees delegates to the Executive Director the responsibility for administering library policies, establishing procedures for their implementation, and for making the policies available to the public at each library branch and via the library's web site. The Executive Director may authorize qualified staff to assist with these responsibilities. All library staff members are expected to apply library policy in a fair, reasonable and positive manner.

The Board of Trustees recognizes the right of individual patrons to question the way that library policies have been applied. The following appeal process applies to any library policy that does not include a specific appeal procedure.

When a patron disagrees with the way a policy has been interpreted or applied, he or she may notify any staff member of his or her concern. Staff will attempt to explain or resolve the situation at the branch level or in consultation with other staff members such as the Circulation Coordinator.

If the patron wishes to appeal, he or she should submit the concern in writing to the Administrative Office. An Administrative Team member will respond to the complaint within 14 calendar days.

If the response from the Administrative Team member is not satisfactory, the patron may appeal to the Executive Director in writing. The Executive Director will respond within 14 calendar days.

Patrons who are not satisfied with the disposition of an appeal may ask the Executive Director to place their concern on the Board Agenda, or they may address the Board during a regular meeting under the agenda item, "Citizen Comments," or during any other time set aside for general public expression of opinion. The Board, after receiving public testimony from the patron and from the Executive Director, will decide whether or not library policies have been followed. The Board will have one month to respond to the complaint in writing.

RESOURCES

Applicable laws or references

- RCW 27.12.210
- RCW 27.12.270

- RCW 27.12.290

POLICY HISTORY

Approved and adopted by the FVRL Board of Trustees:

- Original Policy: 1/10/1994
- Policy name revised for easier indexing: 2/10/2003 (formerly titled Policy Appeal Rights)
- Revised: 8/9/2004
- Revised: 8/15/2016