

Procedure for Library Advisory Committee Appeal Hearings for Reconsideration of Library Materials

1. A library patron would have completed a Request for Reconsideration form and received a decision, in writing, from the Library Director. The decision letter will include that a request for an appeal hearing should be made within 10 days from the date of the notice (excepting weekends and legal holidays).
2. Per the *Collection Management Policy*, the request for an appeal must be made in writing to the Director. The appeal is made through the Library Director to the Library Advisory Committee.
3. The Director will notify Bay County Administrative staff including the Collaborative Services Director and Public Information Officer, and the members of the Library Advisory Committee when an appeal hearing is requested.
4. The Chair of the LAC will schedule a Called Meeting that provides enough time for all LAC members to read, watch or listen to the entire title being reconsidered. It is preferred to hold the meeting when security is present.
5. The Library Director will inform the patron requesting the appeal of the date, time and location of the hearing and will notify Bay County Administration.
6. Procedure during the meeting:
 - a. The Chairman starts the meeting and explains the purpose and process. The purpose of the appeal hearing is to determine if there were any errors in procedure or violations of existing library policy during the initial review.
 - b. Applicant has 10 minutes to speak. If desired, the applicant can reserve part of that time for rebuttal after Library Director speaks. Total remarks (prior to public comment) are limited to 10 minutes.
 - c. Library Director will have up to 10 minutes to respond to the applicant's comments.
 - d. Applicant can present a rebuttal if time was reserved.
 - e. The public will have an opportunity to speak. Comments are limited to 3 minutes.
 - f. Applicant will have an additional 2 minutes to speak after public comment.
 - g. Library Director will have an additional 2 minutes to speak.
 - h. Chairman closes the floor and asks the committee if there is any discussion. After the point where it seems the discussion has ended, the Chair will ask if there is any further discussion. If not, the Chair will call for the vote. **The LAC member who participated in the review committee must recuse themselves from the appeal panel discussion and the vote.** Committee members will vote Yea or Nay. In the event of a tie, the decision of the Library Director is affirmed.

An appeal beyond the LAC is not included as an option in the current policy. Per *the Collection Management Policy*, "The decision of the LAC is final."