

Cheektowaga Public Library (CPL)

SUSPENSION OF LIBRARY PRIVILEGES APPEALS PROCESS

A PERSON WHO HAS BEEN SERVED A NOTICE OF SUSPENSION OF LIBRARY PRIVILEGES MAY CONTEST THE DECISION BY OBSERVING THE APPEALS PROCESS OUTLINED BELOW:

1. An individual may contest a suspension of privileges by submitting a written request for a hearing to the CPL Director within 30 days of the date of the suspension.
2. The Library Director will appoint a Hearing Committee composed of three CPL Trustees, designating one as the "Chairperson". The CPL Director will select a date for the appeal hearing and notify individual within 10 days of the receipt of the written request for a hearing.
3. At the formal hearing, the following guidelines will be observed:
 - The Hearing Committee hears the complainant's presentation and conducts the questioning.
 - The Chair of the Hearing Committee decides: a) when the committee has sufficient information and b) when to close the hearing. The Committee may call upon a witness(es) to testify to specifics about the infractions.
4. Within 10 business days of the hearing date, the Committee will render its decision in writing.
5. Upon receiving the decision from the Hearing Committee, the complainant may contest the decision by submitting a written request to the Library Director within 5 business days of the decision.
6. The Library Director will review the written statements from the complainant, the Hearing Committee's decision, and render a decision within 15 business days. The decision of the Library Director is final.

MAIL OR DELIVER THE WRITTEN REQUESTS TO:

Cheektowaga Public Library
1030 Losson Road
Cheektowaga, NY 14227
ATTN: LIBRARY DIRECTOR

1030 Losson Road • Cheektowaga NY • 14227 • 716-668-4991 •

<https://www.buffalolib.org/locations-hours/julia-boyer-reinstein-library>

