



Town of Tonawanda Public Library

SUSPENSION OF LIBRARY PRIVILEGES APPEALS PROCESS

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

1. Individuals may contest a suspension of privileges by submitting a written request for a hearing to the Director of the Town of Tonawanda Public Library within 30 days of the date of the attached correspondence.
2. The Library Director will appoint a Hearing Committee composed of 3 members- the Library Director, one Town of Tonawanda Library Board member and one staff member. The Library Director will select the chairperson who will set a hearing date within 10 days of the receipt of the written request.
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 when the committee has sufficient information and closes the hearing. The Committee may call upon witnesses 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, within 5 business days, to the Library Director.
6. The Library Director will review the written statements from the complainant and the Hearing Committee's decision and render a decision within 15 business days. The decision of the Library Director is final.

ADDRESS WRITTEN REQUEST FOR A HEARING TO:
DIRECTOR'S OFFICE
TOWN OF TONAWANDA PUBLIC LIBRARY
160 DELAWARE ROAD
KENMORE, NY 14217

Adopted December 13, 2016 by the Town of Tonawanda Public Library Board
Reviewed by Board with no changes required on September 10, 2019. Reviewed and approved
with changes by the Town of Tonawanda Public Library Board February 8, 2022.