

Bastrop Public Library Board

**Procedure for An Appeal to Director's Decision Re:
Reconsideration of Materials**

In the event of an appeal of the Director's decision regarding a Request for Reconsideration of Materials, the Library Board will review the Director's decision according to the Collection Development Policy as follows:

1. The person requesting the Reconsideration of Materials will give proper notice to appear on the Board's monthly agenda under Citizen Comments to appeal the Director's decision.
2. At that Board meeting, the Director will form a reconsideration committee according to the Collection Development Policy.
3. The reconsideration committee will meet prior to the following monthly Board meeting to begin the review process. The committee will report back to the Board as to the status of the request at the next Board meeting following the Citizen's Comments.
4. At the first meeting of the committee, members shall:
 - a. Select a Board member as Chair.
 - b. Review the Request for Reconsideration Form
 - c. Review the background information from the staff/Director regarding their decision
 - d. Obtain copies of the subject material, as available; take adequate time to review the subject material in its entirety. Board members not on the committee may elect to review the subject material, as well.
 - e. Determine appropriate next steps and/or meeting date.
5. At the next committee meeting, the members shall:
 - a. Determine if the Request has been handled by the staff in accordance with the stated policies and procedures in the Collection Development Policy.
 - b. Recommend to the Board to either uphold, override, or amend the Director's decision with amendment (s).
 - c. Prepare a presentation and/or discussion of the Request for the next monthly Board meeting.
 - d. Recommend to the Board President whether the presentation/discussion should be in executive session or in open session before the agenda is posted.
6. The committee Chair will notify the Citizen making the appeal of the Board's decision within three days of the Board's vote.

Library Board Approved: _____