

ATTACHMENT II

APPLICATION FOR APPEAL OF EVALUATION OF LIBRARY RESOURCES TO THE BOARD OF LIBRARY TRUSTEES

The Library Services Director (“Director”) will schedule the Patron’s Appeal hearing. The Patron will present their appeal to the Board of Library Trustees (“Board”) and Library Staff will present its position to the Board. Members of the public will also be provided with an opportunity to comment at the hearing. Thereafter, and in keeping with the Library’s *Collection Development Policy* (NBPL 2), the Board will provide final resolution of the matter.

Print Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

Resource on which you are appealing:

Book
Magazine
Newspaper

Audiovisual Resource
Content of Library Program
Other_____

1. Title_____
2. Author/Producer_____
3. Date of Director's Decision_____
4. Briefly explain why you disagree with the Director's Decision (*attach additional pages, if necessary*):

[illegible]

Please fill out this appeal application in its entirety and return it to **Central Library Administration Office, Attention: Library Services Director** (1000 Avocado Avenue, Newport Beach) or by email to **libraryadmin@newportbeachca.gov**. You may also drop it off at one of the branches so it can be forwarded to the Central Library. Thank you for taking the time to complete this application.

Newport Beach Public Library
Newport Beach, California

Patron Signature _____

Date _____



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|-----------------------|--------------|
| FOR INTERNAL USE ONLY | |
| RECEIVED: | APPEAL DATE: |

APPEAL PROCEDURES FOR PATRON'S APPEAL OF EVALUATION OF LIBRARY RESOURCES TO THE
BOARD OF LIBRARY TRUSTEES

- 1) A Patron may appeal the Director's Decision to the Board of Library Trustees ("Board") on the form entitled "Application for Appeal of Evaluation of Library Resources to the Board of Library Trustees" ("Appeal Form").
- 2) The completed Appeal Form must be received by the Director at the Central Library Administrative Office within fourteen (14) calendar days from the date of the Board's meeting at which the Director's Decision is presented to the Board. Otherwise, the Director's Decision shall be final and unappealable. If the Appeal Form is not completed as required by its terms, the appeal will be deemed incomplete in which case the Director's Decision shall be final.
- 3) Following receipt of a completed Appeal Form, the Director shall schedule a date, time, and location of a hearing by the Board to consider the appeal. The Director will use his/her reasonable efforts to schedule the hearing within sixty (60) calendar days from the date of the Board's meeting at which the Director's Decision is presented to the Board.
- 4) The Library Staff and the Patron shall respectively present their positions to the Board subject to time limitations imposed by the Board in its sole and absolute discretion. Members of the public will also be provided with an opportunity to comment at the hearing subject to time limitations imposed by the Board in its sole and absolute discretion.
- 5) If there are multiple appeals of the same subject item, all appeals of that item will be consolidated into a single appeal, and, as provided in Section 4 above, members of the public will be provided with an opportunity to be heard on the subject item.
- 6) Following the presentations and public comment, the Board shall provide final resolution of the matter at the meeting or may take additional time in its sole and absolute discretion. Should the Patron not be present at the hearing, the Board shall provide final resolution in their absence. The resolution by the Board is final. The Director shall provide written notice of the final resolution to the Patron.
- 7) Notwithstanding anything to the contrary set forth in these Appeal Procedures or otherwise in the *Collection Development Policy* (NBPL 2), the Board's decision as to a specific resource (whether the item be a book, magazine, newspaper, audiovisual resource, content of a Library program, or other resource) shall be final and not subject to additional appeal for four (4) years.

Adopted – January 16, 2024