



Appeals Process FAQs

Process

Can I appeal a 30-day suspension?

No. The appeals process applies only for one-year suspensions. All other suspensions must be served in their entirety.

What is the process for appealing a suspension?

The Appeals Process can be found on the Richland Library website. Only one-year suspensions can be appealed.

Can I sit down and talk with someone regarding my suspension?

If you are appealing a one-year suspension, you can appear in person before the hearing committee at the time of your hearing to discuss reinstatement.

How long must I wait before submitting an appeal request?

Persons serving a one-year suspension must wait six months before submitting an appeal request.

Can I submit a request if I only have 4 weeks left of my suspension?

Appeals are not offered for any suspension when the remaining length of the suspension is 4 weeks or less.

Are there any infractions/violations that would make me ineligible to appeal my suspension?

Yes, any egregious behavior (i.e. physical abuse, sexual abuse, involvement of weapons, etc.) would make an individual ineligible to appeal their suspension.



I didn't get a notice when I was suspended/lost my privileges. How can I get that information now?

Your Loss of Privileges Notice can be requested from the Safety and Security Manager via phone, email, or in-person.

Who can I contact for additional information about the process and my rights?

The Safety and Security Manager is available to provide information regarding the process and can be reached via email (Appeals@RichlandLibrary.com), phone, or in person.

Request Form

Can a library staff member help me complete the appeal request form?

Staff assistance for request form submissions is available and based on staff availability.

Do I have to use the request form or can I write a letter?

All requests must be submitted using the form. This will provide the information needed to gather relevant documentation and initiate the hearing process. Request forms are available online and at all locations.

Where and how do I submit the appeals request form?

The form can be completed and submitted electronically via the website or printed and completed manually.

I don't have a computer to submit the form. Are there alternative methods?

Forms will be available for staff to print out as needed at all locations.



Hearing

Can I be present for my hearing?

Yes. Please check the box on the form to request to present for the hearing

Who reviews and makes the decisions?

The Appeals Committee (S&S Manager, Admin rep, EDI Council rep, Public Service Staff rep, and a Director of Library Experience) reviews all requests and associated documentation, and renders decisions.

Can I appeal the decision of the committee?

All hearing decisions are final and cannot be appealed.

Trespass Notice

Does reinstatement of library privileges cancel a trespass notice issued by law enforcement?

No. Once a trespass notice is issued by law enforcement, it is legally binding and permanent, even if Richland Library later restores the customer's library privileges per our policies and procedures. It is important to note that if law enforcement is contacted about the customer after their library privileges are restored, law enforcement may act based on the trespass notice on file. The trespass notice remains permanently recorded with the issuing law enforcement agency in the relevant city or county.