

Meeting Room Reservation and/or Program Appeal Process

The purpose of the Reconsideration of Meeting Room Reservation Request or a Program Appeal is so that patrons in good standing may request reconsideration if a meeting room reservation request or program suggestion is denied. This process is different from the Request for Reconsideration addressed in the library's Collection Development Policy.

To initiate this process, a patron must submit a *Request for Reconsideration of a Meeting Space or Program* form to the Library Board President. The completed form can be sent to, the Library Board President in care of the library. Alternatively, you can email it to hbennett@nazarethlibrary.org. Only confirmed library cardholders in good standing may submit a *Request for Reconsideration of a Meeting Space or Program*.

At the time a *Request for Reconsideration of a Meeting Space or Program* is completed and submitted, by a patron the status of the initial decision made by the Library Director remains until the Library Board evaluates the *Request for Reconsideration of a Meeting Space or Program*. The final decision on all Meeting Room Reservations and Program Appeals rests with the Library Board.

The Library Board will carefully review all reconsideration requests, and in doing so will consider the following:

- Evidence that shows the meeting or program may disrupt normal library business
- All communications received by the meeting organizer or patron recommending the program and other members of the community relating to the proposed use of the meeting space or program
- Guidance of the library's legal counsel
- Previous programming or meetings held by the meeting organizer at the library, if applicable
- The American Library Association's Library Bill of Rights

Only one *Request for Reconsideration of a Meeting Space or Program* will be handled by the Library Board at a time, and all formal requests will be reviewed on a first-come, first-served basis. The Library Board and the library as a whole take each request seriously. However, due to time constraints such as other *Requests for Reconsideration of a Meeting Space or Program*, the time it takes for the Library Board to review each reconsideration request, and general scheduling challenges, formal reconsideration of meeting room reservations and programming suggestion requests may take several weeks or more to be addressed.

The patron who submitted the initial *Request for Reconsideration of a Meeting Space or Program* will receive written notice by mail and email when the Library Board President has received the request. Patrons may attend the next board meeting and address the board during the public comments section of the meeting. In addition, patrons are invited to record a 5-minute video to plead their case for reconsideration to the Library Board, via email, to be shown to the Library Board.

A patron may submit only one *Request for Reconsiderations of a Meeting Space or Program* within a calendar year.

The patron who challenged a meeting request reservation or program appeals decision will receive a notice by mail once the Library Board decides whether the request has been met or denied. The patron will also receive a copy of the *Meeting Room Reservation Policy* or *Library Program Policy* to review. If the request is met, the meeting will be confirmed and scheduled. In the case of a programming suggestion, the library staff will include the program in its program planning. If the request is denied, the meeting/program will not be scheduled.

A record will be kept of all meeting requests and programming appeals that are challenged. All decisions of the Library Board are final.

Approved by the Memorial Library of Nazareth and Vicinity on Tuesday, March 26, 2024.