

Right to Appeal Policy

Bitterroot Public Library provides a Right to Appeal the application or enforcement of Library policies. The following appeal process applies to any Library policy that does not include a specific appeal procedure. Patrons are allowed to use this process without penalty or harassment for doing so, unless use of the process is prohibited by law.

Patrons may discontinue the process at any step.

Whenever possible, Patrons are encouraged to first discuss concerns with Library staff informally and in a timely fashion.

When a member of the public wishes to appeal a staff decision regarding application or enforcement of a Library policy, they must submit their concern in writing to the Library Director within 14 days of the decision (director@bitterrootpubliclibrary.org or 306 State St. Hamilton, MT 59840). The Library Director or Director's designee will respond to the Patron in writing within 14 days.

If the written response of the Library Director or Director's designee does not resolve the concern, an appeal may be made to the Library Board by requesting the appeal be put on the next Board meeting agenda and forwarding the prior written correspondence to Board members for review.

At the Board meeting, the Board will receive public testimony (in writing or in person) from the appellant, Library Director, and any other interested parties. The Board will then decide whether or not Library policies have been correctly applied or enforced. The Board will have one month to issue its decision in writing. Library Board decisions are final.

Approved June 18, 2025 by Bitterroot Public Library Board of Trustees.