

Restriction Appeal Form Atchison Public Library

To appeal your restriction from the property of the Atchison Public Library, please complete all sections of this form and mail or email to:

Atchison Public Library

attn : Director

401 Kansas Ave

Atchison, KS 66002

or

email to: askus@atchisonlibrary.org

1. Your contact information:

Name	Address
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Phone Number	email address
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2. Date of restriction from Atchison Public Library building and property: _____

3. Reason given for restriction:

4. Please briefly state why you believe your access to the Atchison Public Library should be reinstated:

A committee of 3 library staff will review your appeal. Your appeal will be reviewed within 10 business days of receipt and the decision will be mailed and/or emailed to you at the contact information provided.

To be completed by library staff.

Date received: _____

If you disagree with the findings of the committee, you may make a final appeal to the Atchison Library Board of Trustees. The request to the board for review of the decision should be submitted in writing to the Atchison Library Board at the following:

Atchison Public Library
Attn: Board President
401 Kansas Ave.
Atchison, KS 66002

Or

Emailing it to board@atchisonlibrary.org

The appeal to the Library Board should include a copy of the initial appeal that was submitted and a brief statement about why the decision by the committee should be reconsidered.