

**Library Restriction Appeal Process**  
**Atchison Public Library**

If permanently restricted from the Atchison Public Library property, an individual may appeal the decision in writing by mailing by USPS or emailing the Library Restriction Appeal form to:

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

Or

Emailing it to: [askus@atchisonlibrary.org](mailto:askus@atchisonlibrary.org)

A committee of 3 library employees will review the written appeal and make a decision within 10 business days of receipt. The decision will be mailed and/or emailed to the contact information provided in the appeal form.

Reviewed by the following 3 staff members:

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Name	Title	Date
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Name	Title	Date
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Name	Title	Date
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Decision by committee:

\_\_\_\_\_ Continue restriction from library property

\_\_\_\_\_ Reinstate access to library effective \_\_\_\_\_

\_\_\_\_\_ Reinstate access to library, but with the following restrictions/expectations:

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The library director or designee will send a letter to the address and/or email provided by the individual, informing them of the decision. The letter will not include the names of the committee members and will advise any response should be sent in writing to the library.

If the individual disagrees with the decision made by the committee, they may make a final appeal to the Atchison Library Board of Trustees. The appeal must be made in writing and mailed or emailed to the library at the following:

Atchison Public Library

Attn: Board President

401 Kansas Ave.

Atchison, KS 66002

or

Emailing it to [board@atchisonlibrary.org](mailto: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.

The Library Board will review the appeal at a regularly scheduled board meeting, within 40 days of receipt. The appeal will be added to the agenda and all board members sent a copy of the appeal via email.

The Library Board will review the appeal and decide one of the following:

\_\_\_\_\_ Continue restriction from library property

\_\_\_\_\_ Reinstate access to library effective \_\_\_\_\_

\_\_\_\_\_ Reinstate access to library, but with the following restrictions/expectations:

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