

## Request for Suspension Appeal/ Hearing Panel Form

I want to appeal the library suspension that was issued to me. I am requesting Library Administration review this suspension.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Reason for the Request (optional):** \_\_\_\_\_

\_\_\_\_\_

This form must be returned to Sachem Public Library with seven days of the suspension issue date via US mail.

Within five days after you submit this form, you may contact Sachem Public Library to determine the status of the Suspension Appeal/ Hearing Panel (*see Public Behavior in the Library Policy and Request for Suspension Appeal Panel Procedure*). (631) 588-5024 ask for the Administration office.

If, by a preponderance of the evidence, it is determined that your suspension is unwarranted, your suspension will be withdrawn. The Library's Suspension Appeal/Hearing Panel is final.

**Signature of the Appellant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Staff Job Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**For Library Use Only:**

Suspension is \_\_\_\_\_ is not \_\_\_\_\_ withdrawn.

Related Documents: *Public Behavior in the Library Policy / Notice of Suspension Library letter / Request for Suspension Appeal \_Hearing Panel Procedure / Suspension Appeal hearing Panel Determination Notice*

*January 2020*