

Cranbury Public Library Appeal Process

The aim of the Board and Staff of the Cranbury Public Library is to provide the best possible library services to the residents of Cranbury. To that end, library policies and procedures have been developed to provide fair and efficient services to all segments of the public.

Individuals or organizations that have experienced problems with service or who question a library policy are welcome to discuss their concerns with library management staff. An individual or organization that has been denied card privileges, permission to use the meeting room or any other library facility, may appeal the decision.

The appeals process will proceed in the following manner:

- Individuals or organizational representative(s) should appeal in writing to the Library Director. A form is available at the Library and online for this purpose.
- The appellant shall receive a written response from the Library Director within two business weeks.
- If the appellant is dissatisfied with the Director's response, the appellant may then appeal to the Library Board of Trustees for consideration. The original appeal form with the Director's response must be submitted to the Library Board of Trustees within 14 days of the Director's decision.
- The Library Board of Trustees will meet to consider the request. The appellant, with or without counsel, may attend this meeting and make a statement, not to exceed 15 minutes.
- The Board will render a written decision within 20 days of the appeal meeting.