

SCLS Reconsideration Policy

Purpose:

To create a uniform process by which a member library or cluster can request the reconsideration of a policy approved by the SCLS Board, Administrative Council, or ILS Committee.

Procedure for Member Library's Request to Reconsider a SCLS Administrative Council or SCLS ILS Committee Policy:

If a member library disagrees with a policy decision that has been approved by the SCLS Administrative Council or SCLS ILS Committee, then the member library must submit a written request two weeks in advance of the next SCLS Administrative Council, or SCLS ILS Committee meeting to the SCLS Director. The written request must contain:

- The specific policy and details on the related concerns that the library has
- A specific recommendation for desired action on the part of the library
- Signature of the member library director

Once the SCLS Director receives the written request from a member library, the SCLS Director will place the topic on the next meeting agenda as a discussion item (with a vote to take place at the following meeting). A representative from the member library may attend the meeting to further discuss the request for reconsideration.

After a decision has been made by the SCLS Administrative Council or SCLS ILS Committee, a written follow-up will be sent to the member library, outlining the decision.

The member library may appeal a decision of the SCLS Administrative Council or SCLS ILS Committee to the SCLS Board of Trustees.

Procedure for Member Library's Request for SCLS Board of Trustees to Reconsider a Policy:

If a member library disagrees with a policy decision that has been reconsidered and approved by the SCLS Administrative Council or SCLS ILS Committee, then the member library must submit a written request two weeks in advance of the next SCLS Board meeting to the SCLS Director. The written request must contain:

- The specific policy and details on the related concerns that the library has
- A specific recommendation for desired action on the part of the library
- Written acknowledgment that the member library's board of trustees approves of recommendation from the library with signatures of both the member library director and the president of the member library board of trustees

Once the SCLS Director receives the written request from a member library, they will place the topic on the next board agenda as a discussion item. At that time it may be assigned to a SCLS Board of Trustees committee for further analysis and recommendation. In either case a vote on the decision will be scheduled to take place at the following meeting. A representative from the member library shall make themselves available to the SCLS Board of Trustees for discussion of the request for reconsideration.

After a decision has been made by the SCLS Board of Trustees, a written follow-up will be sent to the member library, outlining the decision.

Decisions of the SCLS Board of Trustees are final.

Procedure for Member Library's Request to Reconsider a SCLS Technology Committee, SCLS Delivery Committee or SCLS Administrative Council sub-committee Policy:

If a member library disagrees with a policy decision made by the Technology Committee, Delivery Committee or Administrative Council sub-committee they may request that it be reviewed by the SCLS Administrative Council.

The member library must submit a written request two weeks in advance of the next SCLS Administrative Council meeting to the SCLS Director. The written request must contain:

- The specific policy and details on the related concerns that the library has
- A specific recommendation for desired action on the part of the library
- Signature of the member library director

Once the SCLS Director receives the written request from a member library, they will place the topic on the next meeting agenda as a discussion item (with a vote to take place at the following meeting). A representative from the member library may attend the meeting to further discuss its request for reconsideration.

After a decision has been made by the SCLS Administrative Council, a written follow-up will be sent to the member library, outlining the decision.

The member library may appeal the SCLS Administrative Council decision to the SCLS Board of Trustees.

Procedure for Member Library's Request to Reconsider an ILS subcommittee Policy:

If a member library disagrees with a policy decision made by a subcommittee of the SCLS ILS Committee they may request that it be reviewed by the SCLS ILS Committee.

The member library must submit a written request two weeks in advance of the next SCLS ILS Committee meeting to the SCLS Director. The written request must contain:

- The specific policy and details on the related concerns that the library has
- A specific recommendation for desired action on the part of the library
- Signature of the member library director

Once the SCLS Director receives the written request from a member library, they will place the topic on the next meeting agenda as a discussion item (with a vote to take place at the following meeting). A representative from the member library may attend the meeting to further discuss its request for reconsideration.

After a decision has been made by the SCLS ILS Committee, a written follow-up will be sent to the member library, outlining the decision.

The member library may appeal the SCLS ILS Committee decision to the SCLS Board of Trustees.

Adopted June 26, 2014 SCLS Board of Trustees