

**PASCO COUNTY LIBRARY SYSTEM  
POLICY MANUAL**

**SECTION: ADMINISTRATION**

**POLICY TITLE: POLICY APPEALS**

**EFFECTIVE DATE: NOVEMBER 2005**

In any case where a patron would like to appeal a policy decision, the appeal may be placed as follows:

1. Branch Manager or Supervisor in Charge of facility.
2. Coordinator of Branch Services: Coordinators of Branch Services oversee operations of several branches in a particular region.
3. Assistant Director of Libraries: The Assistant Director is responsible for the supervision of all public service units.
4. Libraries Director: The Libraries Director is responsible for supervision of all library operations.
5. Assistant County Administrator for Public Services: The Assistant County Administrator for Public Services oversees several departments delivering direct service to the citizens of Pasco County, including the Libraries Department.
6. County Administrator: The County Administrator is the supervisor of all County operations.
7. Board of County Commissioners: The BCC is the final authority on all County operations.

Appeals may be placed by phone, e-mail, in writing, or in person. E-mail and written appeals become public documents.