



Illinois Heartland Library System  
Member-to-Member Grievance Hearing Request

This form is to be completed by a member library when no satisfactory resolution to a grievance between members can be reached and the libraries are bringing the grievance to the IHLS Board of Directors.

1. Date: \_\_\_\_\_

2. Name of Libraries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of the persons authorized by the Grievant to represent the library in this matter:  
\_\_\_\_\_  
\_\_\_\_\_

4.  
a. Briefly describe the problem. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What steps have been taken to try to resolve the problem? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Has the Membership Grievance Policy been followed? \_\_\_\_\_

5. Attach any pertinent documentation (3 copies) pertaining to this grievance.

Does the library wish to have a transcript of the hearing? \_\_\_\_\_

Is the library willing to absorb any costs associated with preparing this transcript? \_\_\_\_\_

**THIS SECTION IS TO BE COMPLETED BY IHLS BOARD PRESIDENT ONLY.**

---

1. Has the Chairman of the Hearing Committee sent notice of the hearing to the Grievant?

\_\_\_\_\_

Indicate date sent and *attach a copy of the notice* \_\_\_\_\_

2. Did the libraries submit supporting documentation in triplicate to the Chairperson of the Hearing Committee five (5) working days in advance of the hearing date? \_\_\_\_\_

List the documents received and the number of pages contained in each document.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What recommendation was made by the Hearing Committee to the IHLS Board of Directors and to the Grievant ? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_