

Restricted Use or Banning Letter for Parents

TO:

On _____ at approximately _____ your child was observed at the Library.

Main Library Lyons Branch (circle appropriate)

At that time the child was:

_____ VIOLATING LIBRARY POLICY (see comments)
_____ IN THE LIBRARY WITHOUT RESPONSIBLE PARENT/GUARDIAN
COMPANY DESPITE BEING PREVIOUSLY RESTRICTED UNTIL _____

COMMENTS:

___ verbal warning
___ asked to leave for day / week / month / 3month / 6month / year
___ law enforcement called

Because of the conduct listed, and/or other history of prohibited conduct at any Library location, the child is restricted from all Library branches until the date listed below. If the restricted child enters any Library branch without the responsible parent/guardian before the return date listed in the restriction letter, the child may be banned from the library and law enforcement may be called to take custody of the child and transport them to their responsible parent/guardian.

The responsible parent/guardian may file a written request to:

Director Clinton Public Library 306 8th Ave S. Clinton, IA 52732

to reconsider this restriction from all Library branches. A written request from the responsible parent/guardian shall set forth the reasons for reconsideration.

THE LENGTH OF THIS RESTRICTION FROM ALL LIBRARY BRANCHES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

RESTRICTED/BANNED FROM LIBRARY ON THIS DATE: _____

RETURN DATE _____

Staff initials: _____