

**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 8<sup>th</sup> 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: \_\_\_\_\_