

## SUSPENSION OF LIBRARY PRIVILEGES NOTIFICATION AND APPEAL PROCESS

Customers who do not comply with the Anythink Behavior Policy may be asked to leave the library for a period of one to 30 days by branch staff. Anythink's public services director manages any proposed suspensions of 30 days to up to one year. At the recommendation of library staff and branch managers, the public services director or designee issues a letter to the customer specifying the behavior that violated the Anythink Behavior Policy; penalty for doing so, which may include a suspension of library privileges from all Anythink libraries and facilities; and the designated suspension time of up to one year.

At the recommendation of the library director, the Board of Trustees may suspend a customer from Anythink facilities for a period of one year or more if the customer's conduct is deemed an ongoing threat to library customers or staff.

Any customer who has had his or her library privileges suspended may appeal once in writing to the Rangeview Library District Board of Trustees. An appeal petition must be mailed or delivered to the library director at Anythink Libraries, 5877 East 120<sup>th</sup> Ave., Thornton, CO 80602, within 15 days of the suspension. The appeal petition must include all reasons the customer believes he or she is not in violation of the Anythink Behavior Policy.

The Board of Trustees will issue a written determination of the appeal within 60 days of the receipt of the petition. The Board of Trustees may uphold the suspension, overturn the suspension or propose an alternative. The determination is final and shall have no precedential value. An appeal may not be repeated.

Dec. 27, 2012

