

**SUSPENSION OF LIBRARY PRIVILEGES NOTIFICATION  
and  
APPEAL PROCESS**

If a patron violates a Park County Public Libraries' (PCPL) policy, any Park County Public Libraries staff member may ask them to leave for the day. The patron will be verbally notified of the reason and will be asked to depart the library facility for the remainder of the day. The patron will be welcome to return on the next open day of business. Patrons who refuse to comply with the one-day notification or return to the facility the same day, may then have their library privileges suspended.

At the recommendation of library staff and Branch Manager, the Park County Manager and Park County Public Library Manager or designee will issue a letter to the patron specifying the behavior that violated policy. Suspension of library privileges from all county libraries may include a suspension time of up to one year.

Any patron who has had his or her library privileges suspended may appeal in writing to the Park County Manager. An appeal petition must be mailed to: Park County Manager at P.O. Box 592, Fairplay, CO 80440, or delivered to 856 Castello Ave., Fairplay, CO within 15 days of the suspension. The appeal must include all reasons the patron believes he or she is not in violation of PCPL's policies.

A patron with suspended privileges and a denied appeal is welcome to resubmit an appeal through the process later if they have remedied or successfully addressed the cause of the original suspension.

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Approved by County Manager, Thomas Eisenman

Adopted by PCPL Board of Trustees 5.7.2023