

**MONTEREY COUNTY FREE LIBRARIES (MCDFL)  
NOTICE OF BANNING TO GUARDIAN ON RECORD OF A JUVENILE/PERSON**

TO GUARDIAN ON RECORD FOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

\_\_\_\_\_ was observed behaving as follows:

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

Or

\_\_\_\_\_ was in the library despite being previously  
banned until \_\_\_\_\_

Because of the behavior listed above and/or history of inappropriate behavior/conduct at one or more MCFL facility or event, \_\_\_\_\_ is banned from the following libraries and/or administrative facilities until the date listed below:

Libraries: \_\_\_\_\_  
\_\_\_\_\_

All MCFL libraries and administrative facilities

If \_\_\_\_\_ enters any MCFL library or administrative facility from which he/she is banned before the return date listed below, law enforcement may be called and he/she may be subject to being arrested for trespassing. Returning to the MCFL libraries and/or administrative facilities before the return date listed below will result in a longer ban.

You may file a written request to the Library Director, Monterey County Free Libraries, 188 Seaside Circle, Marina, CA 93933, on behalf of \_\_\_\_\_ to appeal this ban from the MCFL libraries and/or administrative facilities listed above. The letter must be written within the banning period or within thirty (30) days of a long-term or permanent ban. The letter shall set forth the reasons for reconsideration of the ban.

The terms of the ban shall remain as stated unless the Library Director issues a written determination changing the terms.

Date banned from MCFL libraries and/or administrative facilities: \_\_\_\_\_

Return Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date Approved: