

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

TO GUARDIAN ON RECORD FOR: _____

Address (if known): _____

Library card number (if known) : _____

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 _____

The following steps were taken by staff to correct this behavior before the
decision was made to impose a ban:

- This behavior threatens his/her safety of or of others
- This behavior is illegal
- This behavior disrupts the ability of others to use library facilities/services
- This behavior violates library rules

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.

Please note; During the ban period _____ may continue to use library services through the website at www.MontereyCountyFreeLibraries.org from other locations unless specifically indicated otherwise.

For information about other services available in the county, you may also call 2-1-1

Start date of ban: _____

Return Date: _____

Staff Initials: _____