

**MONTEREY COUNTY FREE LIBRARIES (MCFL)
NOTICE OF BANNING**

TO: _____

DATE: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

You were observed behaving as follows: _____

Or

You were 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, you are banned from the following libraries and/or administrative facilities until the date listed below:

Libraries: _____

All MCFL libraries and administrative facilities

If you enter any MCFL library or administrative facility from which you are banned before the return date listed below, law enforcement may be called and you may be subject to arrest 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, to appeal this ban from the 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 your 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 Monterey County Free Libraries and/or administrative facilities: _____

Return Date: _____

Staff Initials: _____

Date Approved: