



BOCA RATON PUBLIC LIBRARY – NOTICE OF EXCLUSION

NAME OF LIBRARY USER: _____

DATE & TIME NOTICE OF EXCLUSION SERVED TO LIBRARY USER: _____

You are hereby notified that:

1.) You have violated the following provision of the Boca Raton Public Library Rules of Conduct:

(Description of conduct / section of Rules violated)

Check: ___ Level One Offense ___ Repeat Level One or Two Offense
___ Level Two Offense ___ Level Three Offense

2.) This violation occurred: Location: _____ Date: _____ Time: _____

3.) As a result of this violation, you are excluded from both locations of the Boca Raton Public Library for a period of:
_____ You may return to the Boca Raton Public Library on: _____

Request for hearing: A Library User may request a hearing to appeal a Notice of Exclusion by submitting a signed and completed Hearing Request Form within five (5) days of the date of the Notice of Exclusion: (1) by mail to the Manager of Library Services, Boca Raton Public Library, 1501 NW Spanish River Blvd., Boca Raton, FL 33431; (2) by hand delivery to a Library Supervisor at Boca Raton Public Library, 1501 NW Spanish River Blvd., Boca Raton, FL 33431 or 400 NW 2nd Ave. Boca Raton Florida, 33432; or (3) by email to brpl@myboca.us. Failure to make a timely request for a hearing within five (5) days from the date of the Notice of Exclusion will render the exclusion decision final. The filing of an appeal does not affect the enforcement of the Notice of Exclusion. Entry onto Library Premises for the limited purpose of personally delivering a Hearing Request Form shall not constitute a violation of a Notice of Exclusion.

BOCA RATON PUBLIC LIBRARY – HEARING REQUEST FORM

I hereby request a hearing to appeal my exclusion from the Boca Raton Public Library for violation of the Boca Raton Public Library Rules of Conduct.

SIGNATURE: _____ DATE REQUESTED: _____

NAME PRINTED: _____

MAILING ADDRESS: _____

E-MAIL: _____ TELEPHONE: _____

DATE SUBMITTED (staff use only): _____ METHOD of SUBMISSION (staff use only): _____

RESOLUTION (staff use only): _____