



(561) 393-7852
www.bocalibrary.org

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 one: Repeat Level One Offense Level Two Offense Level Three Offense

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

3.) As a result of this violation you are being excluded from the Boca Raton Public Library for a period of: _____

- 4.) You have a right to appeal this Notice of Exclusion by submitting a signed and completed Hearing Request Form within **five (5) days** of the date of this Notice of Exclusion, either by mail or in person to: Manager of Library Services, Boca Raton Public Library, 1501 NW Spanish River Blvd., Boca Raton, FL 33431. Failure to make a timely appeal will render the exclusion decision final.

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 OF HEARING (staff use only): _____

RESOLUTION (staff use only): _____