



Linwood
Community
Library

Linwood Community Library
19649 Linwood Rd.
Linwood, KS 66052
(913) 301-3686
www.linwoodlibrary.org
linwoodlib@linwoodlibrary.org

Banning Letter

Date: _____

TO: _____

On _____ at approximately _____ you were observed at the Linwood Community Library. At that time you were:

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at any Linwood Community Library, you are banned from the Linwood Community Library until the date listed below.

BANNED FROM LIBRARY ON _____

RETURN DATE _____

Appeal Procedure:

The Director's written determination may be appealed, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Your written request shall set forth your reasons for reconsideration of the ban. Such appeal shall be filed with the Library Director. The appellant shall be notified of the decision within 10 days of receiving appeal. Appeal forms are available on the website and at the Library. Send appeals to: Linwood Community Library, 19649 Linwood Rd, P.O. Box 80, Linwood, KS 66052.

THE LENGTH OF THIS BAN FROM THE LINWOOD COMMUNITY LIBRARY SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

Non-compliance with Ban - Trespassing:

If a banned individual enters the Linwood Community Library before the return date listed in the ban letter, police will be called and individual may be arrested for trespassing.

Directors Signature: _____