

**APPENDIX E
SAMPLE NOTICE OF TEMPORARY
LIBRARY SUSPENSION**

POLICY 1059

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***Name of Library
Address
Telephone Number
Date***

***Name of Patron
Address***

Dear (*Name of Library Patron*):

This notice is to inform you that your library privileges have been suspended at the (*insert name of library or use of service*). You will no longer be permitted to (*enter the library or use this service*) for the period of (*insert number of days or months*), commencing (*insert date*) until (*insert date*).

According to New Brunswick Public Library Service Policy 1059 – Patron Conduct, you have contravened section (*insert section number*) which states (*insert standard(s), or explanation for suspension based on Policy 1059*).

You have the right to appeal this suspension by contacting the Executive Director / Provincial Librarian who will review your case. The contact information is as follows:

Ella Nason
Acting Executive Director
NBPLS Provincial Office
570 Two Nations Crossing, Suite 2
Fredericton, NB
E3A 0X9
(506) 453-2354

Sincerely,

(Signed by *Library Employee in Charge*)

CC: Regional Director