

## Library Suspension Appeal Form

Persons may request a review of a library issued library suspension based on the following procedures.

An appeal form must be requested within 14 days from the date the Notice of Library Suspension is issued. The appeal form may be requested by phone, email, or mail. An online or printed form will be provided upon request.

The Suspension Appeal Form must be received via email or mail within 30 days of the date the Notice of Library Suspension is issued.

A suspension may only be appealed if there is no active Trespass Warning on City Property in effect. **This appeal process only applies to a library suspension and does not apply to a Trespass Warning on City Property issued by a police officer. The successful appeal of a Trespass Warning on City Property will not automatically reduce or remove a library suspension.**

**Phone:** (940) 349-8752

**Email:**

[Library@cityofdenton.com](mailto:Library@cityofdenton.com)

Subject: Library Suspension Appeal

**Mail:**

Denton Public Library

Attn: Library Suspension Review Committee

502 Oakland Street

Denton, TX 76201

The appeal must include completed contact information and acknowledgments. The Review Committee, comprised of members of the Denton Public Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of receipt of the appeal.

Information regarding the process to appeal a Trespass Warning on City Property is available in City of Denton Policy 500.08 Trespass Warning on City Property and provided on the Trespass Warning document that is provided to the person receiving the Trespass Warning on City Property.

No Suspension appeal will be considered without contact information and acknowledgements. Per Texas Open Meeting Act requirements, all Library Board agenda items and associated documents are publicly available. Contact information will be redacted from the form included in the publicly available Library Board agenda. Appeals for juveniles (under 18 years of age) must be completed by the parent or guardian.

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Full Name \_\_\_\_\_

Parent/Guardian Name (if applicable) \_\_\_\_\_

Telephone \_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address (including city, state, and zip code) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

I acknowledge that this form will be provided to the Library Suspension Review Committee and made available as part of the publicly accessible Library Board meeting agenda with name and contact information redacted.

I acknowledge that if available, video or photos of the incident may be shown as part of the appeal discussion at a Denton Public Library Advisory Board meeting.

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Location of incident     Emily Fowler Central Library             North Branch Library

South Branch Library

Date of incident \_\_\_\_\_

Please describe the incident that resulted in the suspension. Be as descriptive and factual as possible. (please only use the space below)

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