

LOSS OF LIBRARY PRIVILEGES NOTIFICATION

TO:

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

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE LIBRARY IN SPITE OF HAVING LIBRARY PRIVILEGES SUSPENDED

_____ DEMONSTRATING OTHER CONDUCT THAT VIOLATES THE CHATTANOOGA PUBLIC
LIBRARY PATRON CODE OF CONDUCT (SEE BELOW)

COMMENTS:

Because of the inappropriate conduct listed above, and/or other history of inappropriate conduct at any Chattanooga Public Library, your library privileges are suspended until the date listed below. If you enter any Chattanooga Public Library before the return date listed below, police will be called and you will subject to being arrested for trespassing.

You may file a written request to appeal the loss of your library privileges to Director, Chattanooga Public Library, 1001 Broad St. Chattanooga, TN 37402 to reconsider this decision. Your written request shall set forth your reasons for appeal. **THE LENGTH OF YOUR SUSPENSION SHALL REMAIN AS STATED IN THIS LETTER UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF YOUR SUSPENSION.**

DATE LIBRARY PRIVILEGES SUSPENDED _____

PRIVILEGES RESTORED DATE _____

Staff initials: _____

Appeal Procedure

1. Notice of Appeal. The loss of privileges decision may be appealed to the Director of the Library and the Library Board, if the aggrieved individual files a written notice of appeal within ten (10) days of being notified of the loss of privileges. Such notice shall be filed with: both the Library Director and the Library Board Chairperson, c/o Chattanooga Public Library; 1001 Broad St., Chattanooga, TN 37402.

The Director will review and may reconsider the decision to impose a loss of privileges upon written request of the individual and may shorten or terminate the disciplinary period if information submitted by the individual warrants such modification. The Director may consult with the City Attorney's Office before issuing the response to the individual. Until such time as the loss of privileges letter has been reviewed and/or modified by the Director or reversed on appeal by the Library Board, the individual may not use the library. The Library Director will notify the Library Board of Directors of the appeals decision.

Should the Library Director uphold the loss of privileges decision, the aggrieved individual may Appeal the Library Director's decision to the Library Board of Directors.

The Board shall hold a hearing within sixty (60) days after the notice has been filed. The appellant shall be notified at least thirty (30) days before the hearing

2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Chairperson of the Board shall conduct the hearing. The staff shall record all of the proceedings.
3. Decision: Within thirty (30) days of the hearing, the Board shall issue a written decision about the appeal. The Board shall have the power to affirm or reverse the loss of privileges decision or to remand it to the Director or designee with instructions for reconsideration.

Appeals Procedure approved and amended by the Chattanooga Public Library Board of Directors on October 16, 2019.