



100 E. Abriendo Ave.
Pueblo, CO 81004-4232
(719) 562-5600
www.pueblolibrary.org

DATE

To the Parent or Guardian of MINOR'S NAME

I am writing to you today regarding an incident that happened at the LIBRARY NAME on DATE OF INCIDENT

INCIDENT DESCRIPTION

MINOR NAME'S violations are:

INSERT VIOLATIONS CONSISTENT WITH RULES OF CONDUCT

For these reasons, MINOR NAME has been suspended from all library locations for LENGTH OF SUSPENSION, until REINSTATEMENT ELIGIBILITY DATE. After that date, you will need to make an appointment for you both to meet with Crystal Gonzales, the Security Manager, or the branch manager of the library location where the violation occurred. MINOR NAME'S privileges will not be reinstated until this meeting has occurred and the reinstatement is approved by the library representative in the meeting.

I am attaching a copy of the suspension for the Pueblo City-County Library District's *Library Rules of Conduct* for your reference. Please contact me if you have any questions about this situation or if you want to appeal this suspension.

Sincerely,

Crystal Gonzales
Security Manager
Pueblo City-County Library District
100 E. Abriendo Ave.
Pueblo, CO 81004
(719) 470-8062

LIBRARIES

Barkman Library
Greenhorn Valley Library
Lamb Library
Library @ the Y
Patrick A. Lucero Library
Pueblo West Library
Rawlings Library
Tom L & Anna Marie
Giodone Library

COMMUNITY SATELLITES

Avondale Elementary School
Beulah School of Natural Sciences
CSU Pueblo Library
Pueblo Community College Library

