

**Pueblo City-County Library District Suspension Procedure**

When a library customer has engaged in conduct that necessitates expulsion from all library properties and incurs restriction of library privileges, the following Suspension Procedure is designed to direct the proper actions of staff to initiate a suspension.

# Temporary Suspension Notice

1. The Manager of Security Services, a Security Officer (SO), a Library Manager, or a Person-In-Charge (PIC) may issue a **Temporary Suspension Notice** by either verbally notifying the customer that they are under temporary suspension, by issuing a printed Temporary Suspension Notice, and/or entering an online Temporary Suspension Notice at https://portal.pueblolibrary.org/form/temporary-suspension-of-library-
2. A Temporary Suspension immediately revokes the customer’s library privileges and prohibits them from using the library for a period of one week, while the suspension is under Administrative Review.
3. Once completed, the Temporary Suspension Notice is submitted to the Manager of Security Services or designee for Administrative Review.
4. Temporary and Final Suspensions are posted on the Portal at

<http://portal.pueblolibrary.org/suspension-list>

# Final Suspension Notice

1. The Administrative Review is conducted by the Manager of Security Services or designee who will perform an investigation and check library records for any previous history; the Manager of Security Services or designee prepares a **Final** **Suspension Notice** which specifies the length of the suspension to be issued**.**
2. The Manager of Security Services or designee signs the Suspension Notice and submits it to the Associate Director of Public Services or designee for approval.
3. The approved Suspension Notice is then delivered to the customer in person, by telephone, by US Mail, or by verified email address. In the event the person is unreachable or refuses to accept the notice, the Suspension may be communicated verbally to the customer.
4. All suspensions, regardless of status, can be found at <https://portal.pueblolibrary.org/suspension-list>.

**Appeal Process**

All Temporary Suspensions and Final Suspensions may be appealed by contacting PCCLD’s Associate Director of Public Services at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO 81004 or by calling 719-553-0205. If the person is unsatisfied with the decision of the appeal, a written request for reconsideration may be made to the Executive Director at Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO 81004, or by calling 719-562-5652.

**Note:** All PCCLD employees are empowered to issue an immediate one-day expulsion for any Library Rules of Conduct violations.

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