

# Temporary Suspension of Library Privileges

## While under Administrative Review

You, \_\_\_\_\_ (patron name if known) are hereby notified on \_\_\_\_\_ (date) that you have violated the **Rules of Conduct** of the **Pueblo City-County Library District** sufficient to necessitate an immediate suspension of your library privileges and restriction from library property. This **Temporary Suspension** will last for one week while you are under **Administrative Review** to determine the full length of your **Final Suspension**.

Effective immediately you are *not allowed* on any Pueblo City-County Library (PCCLD) properties, and your PCCLD library privileges are suspended at all PCCLD libraries and its partnership locations. A list of all locations is provided on the back of this form.

**Identification/ Patron Name:** \_\_\_\_\_

**ID Verification:** ☐ Verbal ID ☐ Photo ID ☐ Other \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Date of Violation:** \_\_\_\_\_

**Nature of Violation:** Check all that apply

- |   |  |
|---|--|
| <input type="checkbox"/> Alcohol/Intoxication             | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Arms/Aggression/Threats          | <input type="checkbox"/> Theft             |
| <input type="checkbox"/> Assault/Fighting                 | <input type="checkbox"/> Threats           |
| <input type="checkbox"/> Disruptive Behavior              | <input type="checkbox"/> Trespassing       |
| <input type="checkbox"/> Drug Activity                    | <input type="checkbox"/> Vandalism         |
| <input type="checkbox"/> Harassment                       | <input type="checkbox"/> Weapons           |
| <input type="checkbox"/> Refusing to Leave When Requested | <input type="checkbox"/> Other _____       |

\_\_\_\_\_  
☐ Customer Signature or ☐ Verbal Notification

\_\_\_\_\_  
☐ Witness ☐ Parent ☐ Other

\_\_\_\_\_  
Authorized Library Representative Signature

**You have the right to appeal the suspension of your library privileges by contacting PCCLD's Associate Director, at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO 81004 or by calling 719-553-0205.**

Your Final Library Suspension Notice will be issued one week from the date of your Temporary Suspension. You may make arrangements to receive your final Suspension Notice in person, by email or US mail by contacting the PCCLD Security Office at the Rawlings Library, email to [crystal.gonzales@pueblolibrary.org](mailto:crystal.gonzales@pueblolibrary.org) or by calling 719-470-8062. The library will attempt to reach you to deliver the Final Suspension status based on available information.

## IMPORTANT INFORMATION ABOUT YOUR SUSPENSION

### STAFF USE:

- ☐ Patron account updated – Route form to the PCCLD Security Office

Effective immediately you are not allowed on any Pueblo City-County Library District (PCCLD) properties and your PCCLD library privileges are suspended at these sites and all partnerships.

- |                             |   |
|-----------------------------|---|
| 1. Barkman Library          | 1300 Jerry Murphy Rd., Pueblo   |
| 2. Giodone Library          | 24655 U.S. Hwy 50 E., Pueblo  |
| 3. Greenhorn Valley Library | 4801 Cibola Dr., Colorado City  |
| 4. Lamb Library             | 2525 S. Pueblo Blvd., Pueblo  |
| 5. Library @ the Y          | YMCA, 3200 Spaulding Ave., Pueblo   |
| 6. Patrick Lucero Library   | 1315 E. 7 <sup>th</sup> St., Pueblo   |
| 7. Pueblo West Library      | 298 S. Joe Martinez Blvd., Pueblo West  |
| 8. Rawlings Library         | 100 E. Abriendo Ave., Pueblo  |
| 9. Avondale Satellite       | Partnership at Avondale Elementary School 213 Highway 50 East, Avondale         |
| 10. Library @ the U         | Partnership at CSU-P Library, 2200 Bonforte Blvd., Pueblo                       |
| 11. Beulah Satellite        | Partnership at Beulah School of Natural Sciences, 8734 School House Ln., Beulah |
| 12. Library @ PCC           | Partnership at PCC, Academic Building, Suite 110, 900 W. Orman Ave., Pueblo     |

**Warning! If you visit any library property while you are suspended, you will be immediately asked to leave library premises. If you refuse to leave when requested local law enforcement will be contacted to issue a trespassing notice.**

**When your suspension is over, you must schedule a REINSTATEMENT MEETING to restore your library privileges. To schedule a meeting visit the PCCLD Security Office at the Rawlings Library, 100 E. Abriendo Ave., Pueblo, CO 81004 OR email to [crystal.gonzales@pueblolibrary.org](mailto:crystal.gonzales@pueblolibrary.org) OR call 719-562-5600.**

**You are required to attend a Reinstatement Meeting BEFORE you return to the library.**

Reference:

[03.06.01](#) *Acceptable Library Use and Safety*

[03.06.02](#) *Child Conduct and Safety*

[03.06.03](#) *Customer Code of Conduct*

[03.08.01.R1](#) *Resource Documents: Colorado Revised Statutes, 18-9-110 Public Buildings/Trespass, 18-9-117 Unlawful Conduct on Public Property*

Rules of conduct can be found at: <https://www.pueblolibrary.org/PCCLDpolicies>

**CUSTOMER SERVICE – Customer Conduct**

**Effective: 06-16-2014 Revised: 04/02/2025**

*Suspension of Library Privileges Form*    *APPENDIX# 03.06.03.F1*

