

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 Deputy 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 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. 7th 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 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: 03-23-2026

Suspension of Library Privileges Form APPENDIX# 03.06.03.F1

