

Appeal the Loss of Library Privileges

Mail this completed form to the library as noted on the reverse, drop in the outside book drop, or have it delivered by an individual that is NOT trespassed from the Library property. **DO NOT VIOLATE YOUR TRESPASS ORDER TO HAND DELIVER THIS REQUEST.**

Has it been at least 14 days since you lost privilege? If yes, you qualify to submit an appeal. If not, please stop.

Your name: _____ Contact Info: _____

We must have a way to notify you of the decision.

Today's date: _____ Date of loss of privileges: _____
Approximate month & year

Nature of the offense (What happened?) _____

What have you done to address or correct the problem? _____

----- To be completed by Library Director or Designee -----

_____ **GRANTED** – Privileges are reinstated. (Future conduct violations may result in a permanent ban.)

_____ **DENIED** – Trespass/revocation remains in effect. (If this was your first appeal, see “To reappeal when a request for reconsideration of reinstatement is denied” on the back of this form for more information moving forward.)

Administrative Use Only

Incident Tracker Report #(s): _____

_____ First Appeal (Eligible for Second/Final Appeal on _____, 120 days from this decision)

_____ Second/Final Appeal (This will go to the NCL Board of Trustees for consideration.)

Follow-up:

_____ Individual notified

_____ CPD notified (if applicable)

_____ Incident tracker updated with decision

_____ This form scanned and added to tracker

PATRON'S RIGHT TO APPEAL:

Individuals have the right to appeal the suspension or revocation of his or her library privileges. NCL has two levels of appeal, as outlined below. **Appeals must include the individual's contact information, specifically his/her/their name and either a current mailing address or a phone number. Appeal requests made without providing contact information will not be considered.**

Individuals are reminded to either mail the completed form, drop it in the 2nd Street book drop, or have it delivered by another individual. Persons should not violate a trespass order to submit their completed Appeal form.

Individuals are eligible to submit an appeal on the fourteen (14) days following their loss of privileges, temporary ban or permanent trespass. Requests submitted prior to that time will not be considered and will be shredded.

The appeals process is available to individuals who have:

- lost library privileges ("Losing privileges" means being restricted from certain things or areas in the library. Examples include using computers, the creation station, etc.)
- been temporarily banned, or
- been trespassed (also called a permanent ban).

FIRST APPEAL:

A person who has lost privileges, been temporarily banned, or has been trespassed may submit an Appeal (also called a request for reinstatement). The appeal must be in writing, should include an approximate date of the trespass or revocation and the nature of the offense. When completed, the form should be mailed or delivered to:

Lisa Scroggins, Executive Director; Natrona County Library
307 East 2nd Street; Casper, Wyoming 82601

FINAL APPEAL:

An individual whose First Appeal is denied may submit a second (final) appeal to the Board of Trustees. This is a FINAL APPEAL and can be submitted AFTER the passage of 120 days from the decision of the First Appeal. The FINAL APPEAL must be made in writing, must include the approximate date and nature of offense, and the individual's contact information. It must be mailed or delivered to:

Natrona County Library Board of Trustees; c/o Natrona County Library
307 East 2nd Street; Casper, Wyoming 82601

The Board of Trustees shall consider the final appeal at a board meeting that is within 45 days of the date of the properly completed form. The Board may consider documentary evidence provided by library staff regarding the barring of the patron and may request further information from library staff during its consideration. The Board may also consider the written Final Appeal submitted by the individual, as well as any other information it feels is relevant to the decision. A hearing on the request for reinstatement of library privileges may be held if the Board, in its sole discretion, feels one is required in the case. The Board shall issue a written decision regarding the reapplication request within 45 days of the date the request is considered at a board meeting.

THE BOARD'S DECISION IS FINAL.