

**APPENDIX E  
SAMPLE NOTICE OF TEMPORARY  
LIBRARY SUSPENSION**

**POLICY 1059**

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***Name of Library  
Address  
Telephone Number  
Date***

***Name of Patron  
Address***

Dear (*Name of Library Patron*):

This notice is to inform you that your library privileges have been suspended at the (*insert name of library or use of service*). You will no longer be permitted to (*enter the library or use this service*) for the period of (*insert number of days or months*), commencing (*insert date*) until (*insert date*).

According to New Brunswick Public Library Service Policy 1059 – Patron Conduct, you have contravened section (*insert section number*) which states (*insert standard(s), or explanation for suspension based on Policy 1059*).

You have the right to appeal this suspension in writing by email or letter by sending it to:

NBPLS Provincial Office  
570 Two Nations Crossing, Suite 2  
Fredericton, NB  
E3A 0X9  
NBPLS-SBPNB@gnb.ca

Sincerely,

(Signed by *Library Employee in Charge*)

CC: Regional Director