

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

**POLICY 1059**

**Page 1 of 1**

---

***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*).

Please note, if you return to the library while suspended, your suspension could be extended, the police could be notified, and you could be charged with trespassing under the Trespass Act.

You are welcome to return to the library once your suspension period has ended. You may choose to appeal this suspension by sending a letter 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