



Library Suspension Appeal Request Form

Instructions: This form is for patrons who wish to appeal a suspension of library privileges of ninety days or longer. Please complete all sections thoroughly.

You may submit this form via email to security@lplks.org or by mail to:

Safety and Security Supervisor
Lawrence Public Library
707 Vermont St
Lawrence, KS 66044

Note: If you are currently suspended from library property, please do not attempt to submit this form in person. Submit it via email or mail.

Upon receipt of this form, library staff will review your appeal and any relevant documentation.

- You will receive an acknowledgment of receipt within **3 business days**.
- A formal written decision will be issued within **14 business days**.
- Appeal decisions may be further appealed to the Library Board of Trustees if you are unsatisfied with the result.

Patron Information

Full Name:

Library Card Number:

Preferred Contact Method: ☐ Email ☐ Phone ☐ Mail

Contact Details (Email/Phone/Mailing Address):

Incident Details

Date of Incident/Suspension Notice:

Location of Incident:

Reason for suspension:

Basis for Appeal and Desired Outcome

Please describe why you believe this suspension should be reconsidered. Be as specific as possible regarding the events and any specific sections of the [Library Behavior Policy](https://lplks.org/policies) (lplks.org/policies) you wish to address. Describe the resolution you are seeking (e.g., a reduction in suspension length or reinstatement of specific privileges). *Note: Requesting a specific outcome does not guarantee that result.*

I certify that the information provided in this appeal is true and accurate to the best of my knowledge. *A typed name acts as a digital signature for email submissions*

Signature: _____ **Date:** _____

Privacy Notice: Information provided on this form is used for administrative purposes and may be subject to public records requests in accordance with state and local laws.

Library-use only

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| ☐ Update PITS | ☐ Notice of decision to patron |
| ☐ appeal date | ☐ Notice of decision to Library Director |
| ☐ decision made | |
| ☐ date of notification | |