

Youth Services Incident Form
3rd Violation of Library Policy
Madison County Library System

Dear _____,

On the date of _____, _____ violated the following Madison County Library System's (MCLS) Library Policy, which has been enclosed:

This is the third time _____ has violated a MCLS Library Policy. The second occurrence was on _____. As our board-approved policy procedure states, any young person who violates a MCLS Library Policy three times will be suspended from all branches of MCLS for a designated period of time, to be determined by the Youth Services Director. Due to the severity of the policy violation, _____ will be suspended from all MCLS branches for a period of _____. After the date of _____, _____ will regain full user access to the library branches. If _____ returns to any library premises during the time of suspension, the local law officers will be notified.

MCLS's board-approved Children and Young Adult Policies are in place to provide a safe, welcoming environment and access to all library materials. Enclosed is a copy of Children and Young Adult Policies. I apologize for any inconvenience this may cause you or your family, however, we must honor our policy procedures.

Thank you for your understanding.

Sincerely,

_____ Branch Manager of the _____ Library

Signature: _____ Date: _____

_____ Youth Services Director, Madison County Library System

Signature: _____ Date: _____