

SAN FRANCISCO PUBLIC LIBRARY SUSPENSION/EXCLUSION PROCEDURE TO REQUEST AN APPEAL

Effective July, 2017

If you have received a suspension of library service and exclusion from library property and believe this suspension has been imposed unfairly or in error, you are entitled to an opportunity to appeal your suspension of library privileges.

To request an appeal hearing, you have the following options:

- Complete the Request for Appeal of Suspension form and mail or deliver it to the Library
- Call (415) 557-4245 to request an Appeal. If you leave a message be sure to include your contact information
- Email your contact information and reason for requesting an appeal to: **Appeals@sfpl.org**

We will schedule your appeal promptly upon receiving your request and notify you of the time and place for the appeal hearing using the contact information you supply. If you do not provide a telephone number or address, the scheduled time for your appeal hearing will be available at the Security Office of the Main Library by 5:00 p.m. on the second business day after we receive your request.

You have the right to bring a patron advocate of your choosing to your appeal hearing. Patron advocates are individuals who can assist in the appeals process and in resolving conflict over the application of library rules. Library patrons are responsible for identifying and coordinating the presence of their own advocate for a scheduled appeal hearing.

Until your appeal hearing, your suspension remains in effect and you may not enter the Library property or properties from which you have been excluded pending your appeal hearing, except to (1) obtain your appeal hearing notice and a copy of the incident report along with any additional evidentiary information at the Security office of the Main Library and/or (2) attend your appeal hearing.

Documentation related to your suspension will be made available to you forty-eight (48) hours prior to your scheduled appeal hearing.

At your appeal hearing, you will have the opportunity to explain why you believe this suspension should be withdrawn or modified. You should plan on having about 15 minutes to present your case, unless the hearing officer determines that more time is required. You will receive a written ruling following the hearing.

The following services are available upon request:

- Oral interpretation services for English Language Learners and Non-Native English Speakers via telephone translator.
- American Sign Language interpreters. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.
- Braille transcription of evidentiary documents. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.
- Document translation services for English Language Learners and Non-Native English Speakers. Request these services when you schedule your hearing and at least 1 week prior to the hearing to ensure availability.
- An audiocassette recording of the reading of evidentiary documents. Request these services when you schedule your hearing and at least 72 hours prior to the hearing to ensure availability.



San Francisco Public Library

5th Floor Facilities Division

100 Larkin Street, San Francisco CA 94102-4733

REQUEST FOR APPEAL OF SUSPENSION

Name: _____

Date of Incident: _____

Branch where incident took place: _____

How would you prefer to be contacted?

Email Address: _____

Phone Number: _____

Mail Street/Apt: _____

City/State/Zip: _____

Return completed form in one of the following ways:

- Mail to the San Francisco Main Library, 5th Floor Facilities Division, 100 Larkin St., San Francisco CA 94102-4733
- Deliver to the San Francisco Main Library, Security Department, 100 Larkin St., San Francisco CA 94102-4733
- Call (415) 557-4245. If you leave a message be sure to include all information above
- Email your contact information and reason for requesting an appeal to: Appeals@sfpl.org