

# Request for Appeal of Library Suspension Form



Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Please select the location where the incident occurred:

- |                                     |   |                                     |                                      |
|-------------------------------------|---|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Ballentine | <input type="checkbox"/> Eastover       | <input type="checkbox"/> Main       | <input type="checkbox"/> Sandhills   |
| <input type="checkbox"/> Blythewood | <input type="checkbox"/> Edgewood       | <input type="checkbox"/> North Main | <input type="checkbox"/> Southeast   |
| <input type="checkbox"/> Cooper     | <input type="checkbox"/> Lower Richland | <input type="checkbox"/> Northeast  | <input type="checkbox"/> St. Andrews |
|                                     |   |                                     | <input type="checkbox"/> Wheatley    |

Description of the Incident *(Tell us what happened)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Basis for Appeal *(Why should Richland Library remove your suspension?)*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: Richland Library does not commit to lifting your suspension or reinstating your privileges at the hearing. However, we will consider the information presented and will respond with a decision within one week following the appeals hearing.*

Future Assurance *(How can Richland Library be assured that this behavior will not happen again)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In-Person Hearing Request.** *(Check this box if you would like to have an in-person hearing.)*

## Ways to Submit Form:

Mail to:  
Richland Library Safety Manager  
1431 Assembly Street  
Columbia, SC 29201

Drop the completed form  
off at any location and  
ask staff to send it to the  
Safety Manager.

Email form to:  
appeals@richlandlibrary.com