

Oil Region Library Association

**BANNING LETTER**

TO:

On \_\_\_\_\_ at approximately \_\_\_\_\_ you were observed at the

\_\_\_\_\_ Library. At that time you were:

\_\_\_\_\_ INTOXICATED

\_\_\_\_\_ LOUD AND DISTURBING

\_\_\_\_\_ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL \_\_\_\_\_

\_\_\_\_\_ OTHER CONDUCT (As set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at any Oil Region Library Association (ORLA) facility, you are banned from all ORLA locations until the date listed below. If you enter any ORLA facility before the return date listed below, police will be called and you will be subject to being arrested for trespassing.

You may file a written request to the Executive Director, Oil Region Library Association, 2 Central Ave., Oil City, PA 16301, within 10 days to reconsider this ban from all ORLA locations. Your written request shall set forth your reasons for reconsideration of the ban. THE LENGTH OF THIS BAN FROM ALL ORLA LOCATIONS SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE EXECUTIVE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY ON: \_\_\_\_\_

RETURN DATE: \_\_\_\_\_

Staff initials: \_\_\_\_\_