

Request for Appeal of Library Suspension

I want to appeal the library suspension that was issued to me. I am requesting that the City Manager review this suspension.

Report #: _____

Date: _____

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Reason for appeal (optional): _____

Requests to appeal a library suspension must be submitted to the City Clerk's Office (411 W. Ocean Blvd, Long Beach, CA) within seven (7) days of the start of the suspension. A copy of your suspension letter must be attached to this form when submitting.

If you are unable to participate in a written process, you may contact Library Administration by phone at 562-570-7500 to inform them of the desire to file an appeal.

Appeals will be reviewed by the City Manager or their designee. Notice of the hearing date will be served to you at least five (5) business days before the hearing. If the Library does not have your mailing address, the scheduled time for your appeal hearing will be available at the first-floor security desk at Billie Jean King Main Library (200 W. Broadway, Long Beach, CA). The decision on whether to uphold the suspension will be made within thirty (30) days.

The suspension of library privileges will remain in effect during the appeal process.

