

**Youth Services Incident Form**  
**2<sup>nd</sup> 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 second time \_\_\_\_\_ has violated a MCLS Library Policy. The first 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.

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: \_\_\_\_\_