

## Patron Complaint Form

Please complete all fields below. We will make every attempt to resolve your complaint quickly and fairly.

Date: \_\_\_\_\_

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

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

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

Phone #: \_\_\_\_\_

Describe your complaint in the space below and on the flipside of this page. Please give as much detail as possible. If relevant, describe where and when (date and time) the incident occurred, the full names of library staff or of other patrons involved, how they were involved and any previous effort you and/or Library staff took to resolve the complaint. Thank you.

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