

William B. Ogden Free Library
PATRON COMPLAINT FORM

Patron Information

Name _____

Phone Number _____

Address _____

Email Address _____

Please briefly explain the nature of complaint, concern or request, providing as much detail as possible in the space below. If the complaint involves an incident, include the date and time when the incident occurred, the location in which the incident occurred, the full names of any staff or patrons involved, the nature of their involvement, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information. Continue on the back, if needed.

Patron Signature _____

Printed Name _____

Date _____

We will attempt to resolve your complaint quickly and fairly.
This form should be completed promptly and submitted to the Director

Adopted date