

PATRON COMMENTS REGARDING LIBRARY MATERIAL

Date: _____

Patron information

Name: _____

Address: _____

Phone: _____

Material

Author: _____

Title: _____

Publisher/Date: _____

If you represent an organization or group, please give the name, address, and phone number of the organization or group: _____

It is the policy of the Richmond Public Library to seriously consider and respond to all formal comments on or complaints about library materials. If you have a complaint, here are some ways you can help us give you a better, faster response:

1. Give a specific example or examples of the material to which you object (page numbers are helpful).
2. Explain what you feel might be the result of reading/seeing/hearing this material.
3. Mention whether you read/saw/heard the entire work or only a portion.
4. Is there another title you would recommend instead? If so, please provide the information here:

Please write complaint here:

