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:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________