

Patron Request for Reconsideration of Library Material

A patron who has a complaint about library materials should be referred to the staff member in charge at the time. Staff will make every attempt to calmly and courteously resolve the complaint. It is most important that the patron be listened to and taken seriously. Most of the time, simply hearing the patron out will satisfactorily conclude the matter.

Name: _____

Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

TITLE: _____

AUTHOR: _____

1. Type of material upon which you are commenting:
_____ Book _____ Magazine _____ Newspaper _____ Audio-Visual

2. How was this material brought to your attention?

3. Are you concerned about the item as a whole or a specific part?

4. What specific objections do you have to the item? (Use other side if needed).

Library _____ Staff Name _____ Date _____