



Registration of User Complaint

Subject: Complaint Forms
Code: 3-309b
Section: Service Policies

Complaint initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Complainant represents:

___ Self ___ Other _____ Name of Organization

1. Nature of Complaint:

2. Library Branch and area of the Library:

3. Complainant signature and date:

4. Received by signature and date:

5. Supervisor or Branch Manager signature and date:

6. Administrative Librarian signature and date:
