Patron Suggestion/Complaint Form

Name: _____ Phone: _____

Email Address: _____ Date: _____

Suggestion/Complaint (please circle one)

Please write your suggestion in the space provided. For a complaint, include the date and time of the incident, the name of any Library staff or patrons involved (if possible), a description of the incident, and efforts made by you and/or Library staff to resolve the issue, and any other significant information.

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We will attempt to resolve your complaint quickly and fairly.

If submitting a complaint, this form should be completed and submitted to the Library Director. A copy will be submitted to the President of the Board of Trustees of the Lehigh Library.