**Wolcott Public Library**
**Patron Complaint Form**

Please complete all fields below. The Wolcott Public Library will attempt to resolve your complaint in a fair and timely manner.

1. Name: _____

2. Address: _____

3. E-mail: _____

4. Phone #: _____

5. Please briefly explain the nature of your complaint in the space below. Please include the date and time of day when the incident occurred, the location in which the incident occurred, and the names of any library staff or patrons involved and the nature of their involvement. Please also include any previous efforts made by you or by the library staff to resolve the complaint. Attach additional sheets if needed.

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Approved by the Wolcott Public Library Board
January 4, 2016