



RYE FREE READING ROOM

Patron Complaint Form

While the Rye Free Reading Room tries to provide the highest levels of satisfaction and service to its patrons, we recognize that occasionally a patron may wish to make a complaint.

A Library patron may choose to start by making his or her complaint on an informal, oral basis to the Library's staff. If the patron chooses not to do so, or if the complaint does not lend itself to informal resolution, the patron should request and complete a Patron Complaint Form. The Library Director will promptly review the completed Complaint Form and, where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Director decides that the situation warrants the input of the Board of Trustees, either or both parties may bring the written complaint to the attention of the Board. A patron desiring to do so may also request an opportunity to address the Board at one of its monthly meetings.

The Board will promptly review a complaint presented to it, provide an oral and/or a written response to the complainant, and take any further remedial action warranted by the particular circumstances.

The decision of the Board of Trustees with respect to a complaint will be final.

Approved by the Board of Trustees December 15, 2014



RYE FREE READING ROOM

PATRON COMPLAINT FORM

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

Name: _____

Address: _____

E-mail: _____

Daytime Phone Number: _____

Are you a Rye Free Reading Room cardholder? _____ Yes _____ No

Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include in your description where and when the incident occurred (date and time), the full names of any Library staff or patrons involved and how they were involved and any other significant information.

Signature _____

Date _____