

**Service Complaints**  
RCS Community Library

This form is to be used by patrons who wish to complain about service received from Library staff or the Library Director.

Complaint initiated by:

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

1. When were you in the Library? Please be specific about date and time.
  
2. Which Library employee do you wish to make a complaint about?
  
3. In what way was the service inadequate? Please be specific and use as much space as necessary to fully explain the complaint.

Signature: \_\_\_\_\_

Date submitted: \_\_\_\_\_