



Materials Complaint Form

The Geneva Public Library Board of Trustees has delegated the responsibility of selection and evaluation of library materials to the staff of the Geneva Public Library, and has an established procedure to address patron concerns about those materials. Completion of this form is the first step in this procedure.

Please tell us about the library material you believe was selected for our collection in error.

Author: _____

Title: _____

Publication Date: _____ **Format (Book, DVD, CD, etc.):** _____

1. What brought this material to your attention?

2. What concerns you about this material? Please be as specific as possible.

3. Have you examined the material in its entirety? Yes No
If No, what parts have you examined?

4. Do you see any value in the material?

5. What would you like the library to do about this material?

Form continues on back

If you wish to remain anonymous, please do not fill in the following section. Instead, submit the form as directed below. Please note that anonymous complaints cannot receive a follow-up from the Library Director.

Name: _____

Organization you represent (if applicable): _____

Address: _____

Phone: _____

Signature: _____

Date: _____ / _____ / 20_____

Please submit your completed form in a sealed envelope addressed to:

Geneva Public Library
c/o Library Director
244 Main St.
Geneva, NY 14456