

Materials Complaint Form

The Trustees of Ontario Public Library have established a Collections Policy for materials selection and the procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Library Director
Ontario Public Library
1820 Ridge Road,
Ontario NY 14519

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Use other side or additional pages if necessary

Do you represent self _____ or an organization? _____ Name of Organization _____

1. Resource on which you are commenting

_____ Book _____ Magazine _____ Audio Recording

_____ Newspaper _____ Video _____ Electronic Game _____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention? _____

3. Have you read the entire resource? If not what section or pages did you read?

4. What concerns you about the resource? (specify pages, sections, themes, entire resource, etc.) _____

5. Are there any resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee to consider?
