

**CRAWFORD COUNTY LIBRARY
Policy Manual**

Policy No. 409.1

Subject: Citizen Request Form

DATE:

Please explain your suggestion or complaint on this form and sign. The Library Director or Administrative Staff will respond to this form. If not satisfied with their response, you can resubmit the form with the staff comments to the Crawford County Library Board of Trustees for action at their next regular meeting.

PATRON REQUEST Add pages if needed:

DIRECTOR RESPONSE:

Patron Signature _____

Print Name _____

Email Address _____

Phone Number _____

Without a signature, this form will not be acted upon.

Director Signature _____

ADOPTED: May 22, 2001

REVIEWED: May 8, 2003, May 8, 2008, March 11, 2021

AMENDED: March 11, 2021