

*An Incident Report must be completed by any staff member involved with individuals who:
(a) have been asked to leave the building because of the severity of their infraction of inappropriate behavior, or
(b) have experienced an accident, injury, or similar adverse event at the library during public hours*

Incident Report

Date of Incident:

Time of Incident:

Place:

Person(s) involved:

Witness(es):

Details:

Person completing form:

Date:

Library Director:

Date: