

While the vast majority of our patrons use the tool library resources in good faith, occasionally people will attempt to steal tools from us. If you suspect that someone is stealing:

- Be friendly, assume good intent, and let them know they need to check out the item.
- If they escalate further, don't continue to engage. **Do not put yourself or others in danger.**
- If possible, record information about the person after they leave using the SALUTE protocol:
 - Size - how many people were involved?
 - Action - what did they do?
 - Location - where did the incident take place? (inventory room, wood shop, etc.)
 - Uniform - were they wearing anything identifying?
 - Time - when did it happen?
 - Equipment - are they carrying anything noteworthy or identifiable?

If the person returns or won't leave, and you are comfortable doing so, you can try telling them explicitly that they are not welcome in this space.

Afterwards, please fill out an [Incident Report](#) form.