

LIBRARY INCIDENT REPORT

Date _____ Time _____

Staff member reporting _____

Other staff present _____

Customer Name _____ Male Female

Date of Birth _____ If child, what age _____

Address _____

Phone _____

Location of incident _____

Description of incident _____

Were authorities called? Yes No

Responding parties _____

Officer Name(s) _____

Officer Badge Number(s) _____

Was anyone taken or escorted from the premises? Who? _____

By whom _____

Why _____

Were injuries sustained? Yes No If yes, please describe _____

If a fall, was it caused by wet floor, loose carpet, items in walkways, or other possible negligence on the library's part? Yes No

Please describe _____

Were wet floor, caution, or other warning signs visibly posted? Yes No

Was personal or library property damaged? Yes No

Please describe _____

If incident was an interaction two or more persons, please list all parties involved: _____

What was the source of the conflict _____

Were there any other outstanding circumstances that may have contributed to the incident? (e.g. wet weather, large audience for event, power outage, etc.)

Witness _____

Phone _____

Relation to injured party _____

Was incident captured by security cameras? _____

Was incident captured by other video or photographic means? _____

If yes, please describe (include names and phone numbers) _____

Concerned party's account of Incident (optional)

Signature _____

Date _____

Printed Name _____