

Library Incident Report

Date: *Day of week, date*

Time: *Specific, or "approximately"*

Site: *For someone else to understand*

Specific Location: *Within building (e.g., story corner)
Outside (e.g., front doors, parking lot)*

Staff Involved: *Jane Doe (Children's Librarian)
John Doe (Library Clerk)*

Patrons Involved: *"Name unknown"
Stan Smith
Known to staff as "Charlie"
No "nicknames"*

Description:

*Specific order of events, what was actually said, witnessed, observed, or told.
Clear and simple.
Professional language always.
Coherent, non-judgmental physical descriptions.
Accurate – no guesses.*

Completed By: *Full name and title*

Date:

Follow Up:
*Appraisal of Library Administration.
Review of policy/procedure with staff.
Any changes needed/recommended?*