

# INCIDENT REPORT

Date \_\_\_\_\_

To the patron: If a situation has arisen that you see as a problem, please co-operate with the Library Director and Staff to find a way of solving the problem. We need the facts as you see them, and your suggestions, to help solve the problems.

Patron's Name \_\_\_\_\_ Address \_\_\_\_\_

Please state the problem in your own words, as simply as possible, also stating any suggestions you feel are appropriate.

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This portion to be filled out by the Staff Person involved/witnessing the problem, also offering any suggestions that you feel would be positive.

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Staff Person's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Signed \_\_\_\_\_ Supervisor/Director \_\_\_\_\_  
(Staff Person)

Date \_\_\_\_\_

Response from Director: Date \_\_\_\_\_ Time \_\_\_\_\_ No Response Needed \_\_\_\_\_