



Linwood Community Library Incident Report Form

The Library Director will keep a confidential file of information on problems incidents in which a form has been filed. The purpose of the file is to track any serious problems that are reported by the staff. It will be used to document incidents of unacceptable behavior and to track problems of a reoccurring nature.

Incident Form

Please provide a description of unacceptable behavior reported and a description of any action taken (e. g., person asked to leave and did so; sheriff called; officer escorted person from the library, etc.)

Name _____

Address _____

Date & Time of Incident _____

Description of Incident:

Reported By _____

Witnesses' _____

Action Taken:

Submit incident form to the Library Director. Director initials when received & read.