

# Library Incident/Accident Report

Date/Time Occurred: \_\_\_\_\_ Date/Time Reported: \_\_\_\_\_

Type of incident: \_\_\_\_\_ Reported by: \_\_\_\_\_

Describe the incident/accident in the chronological order the event(s) occurred. Attach additional pages if necessary. \_\_\_\_\_

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Name, address, and phone number of the patron(s) involved. If this was an incident, please provide a description of the perpetrator: \_\_\_\_\_

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Names, addresses, and phone numbers (if possible) of any witnesses: \_\_\_\_\_

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Was an outside agency called? If so:

Which agency? \_\_\_\_\_ Responding officer? \_\_\_\_\_

Was an arrest made? \_\_\_\_\_

Was any library property damaged? If so, please describe. \_\_\_\_\_

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Staff member filing this report: \_\_\_\_\_

***Provide any additional information on the back or on additional pages.***