

THE SCHULTZ-HOLMES MEMORIAL LIBRARY

**Notice of Policy Violation  
And Incident Report Form**

**This is notice that you have violated a policy of the Schultz-Holmes Memorial Library.**

**Your conduct (as described by reporting staff):**

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**violates the \_\_\_\_\_ policy.**

**Action Taken:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Patron Name:** \_\_\_\_\_

**Patron Library Card Number:** \_\_\_\_\_

**Staff Member (Please Print):** \_\_\_\_\_

**Staff Member (Sign):** \_\_\_\_\_

**Copies to:    Patron  
                  Library Director  
                  Parent or Guardian (if violator is a minor)**