

**Ventress Memorial Library
Incident Report Form**

This form should be used by staff to record disturbances, patron complaints, building issues, etc. Please fill in as completely as possible and give to your department head.

Date of incident:

Time of incident:

Nature of incident: (Please check the appropriate line and fill in details below)

Patron complaint

Disruptive behavior

Theft or vandalism discovery

Violation of other library policies

Parking lot/grounds issues

Problems with physical plant (electric, alarm, doors, windows, security system)

Other

Description of incident:

Action taken:

Action needed:

Patron Name:

Patron Phone #:

Staff name(s):