

BERNARDSVILLE PUBLIC LIBRARY
PATRON INCIDENT FORM

Revised August 10, 2006

To the employee:

Please fill out this form whenever there is an unusual incident involving a patron complaint.

If you are unable to get a patron's name and address, provide as complete a description as possible. Also report any information from other patrons and/or staff involved.

CRIMINAL BEHAVIOR

_____ Vandalism
_____ Theft
_____ Sexual Harassment

OTHER

_____ Patron Argument
_____ Illness
_____ Other (explain)
_____ Accident

Employee Name _____

Date and Time _____

Name of Patron _____

Address of Patron _____

Phone# _____

Description of Patron _____

Description of Incident _____

Contributory Causes _____

Action Taken _____

Witnesses _____

Comments _____

Signature _____

Date _____

Referred To _____

Immediate Supervisor _____

Date _____

Library Director _____

Date _____