**Incident Report**

**Appendix 9**

**Library Staff Member:**

**Individuals Involved:**

**Date/Time of Incident:**

**Location of Incident:**

**Type of Incident:**

**Detailed Statement of Incident:**

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Management Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_