

BOOTH LIBRARY INCIDENT REPORT

Date of incident:	Date of report:
Time of incident: am/pm	Time of report:
Location of incident:	
Description of incident: (continue on reverse)	
Description of patron(s) involved:	
Name and phone of patron witnesses:	
Action Taken:	
Name and phone of staff member(s) reporting:	

This form should be completed promptly and delivered to the reporter's supervisor who will notify the Dean of Library Services when appropriate.