

## **Incident Report Policy**

Incident Reports (attached) must be completed and submitted to the Library Director within 24 hours of any incident which requires staff to contact outside assistance, such as police and in other situations in which the Director and staff should be informed of injuries and/or accidents on Library property.

Approved by the Valatie Free Library Board on 8/7/17

Approved by the Valatie Free Library Board: 5/17/2021

# Valatie Free Library Incident Report

Date \_\_\_\_\_

Patron's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Describe the problem:

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Do you wish to make an appointment with the Director to discuss the problem? \_\_\_\_\_