

**Appendix A:**  
**Parma Public Library**  
**Incident Report Form**

*(Please send to the Director's office when completed) -----Received by Director*

\_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Person(s) involved: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Address of Patron(s) involved:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_ Police Called \_\_\_ Supervisor notified \_\_\_ Person ejected from building \_\_\_

Other (Please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of responding officer: \_\_\_\_\_ Case # \_\_\_\_\_

*Staff member making report - Signature:* \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_