## APPENDIX D MANAGER'S INCIDENT ANALYSIS (Library Employee in Charge)

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| Name of Library:                             | Date of the Incident:                      | d/m/y  |
|--|--|--------|
| Address of the Library:                      | Data Danartad                              |        |
|  | Time Reported:                             |        |
| Manager's name:                              | Telephone #:                               |        |
| Employee(s) involved:                        |  |        |
| Patron(s) involved:                          | <del></del>                                |        |
| Address of Patron(s):                        |  |        |
|  |  |        |
| Action or instruction given to Employee(s) ( | (e.g. future service to a patron):         |        |
| Recommendation to address this Incident a    | and possible future incidents of this kind | l:<br> |
|  |  |        |
|  |  |        |
| Other services and                           |  |        |
| Other comments:                              |  |        |
| Other comments:                              |  |        |

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|--------------------------------|-------------|
|                                |             |
| Signatures:                    |             |
| Library Employee in Charge:    | Date:       |
|                                | _           |
| Reviewed by Regional Director: | Date:       |