Incident Report

Date ___________________________ Time _____

Incident: ____________________________________________________________

Resolution: __________________________________________________________

Comments/Suggestions: _______________________________________________
A copy of each incident report must be submitted to the Dean’s office.

Additional copies of the report get sent to ___ your team coordinator ___ your Service Group Leader.

If you called Security due to this incident you must submit a copy to ___ Security (Eric Hols)

Incident Reports

Why is the Incident Report so important?

Library & Learning Services is open many hours and is located both on the main campus and at the Ballston Center Library Extension. Often, staff may view one of the unusual situations mentioned above as an individual, one time offense. By keeping track of these situations we may come to see a trend in behavior, spot a problem patron, etc. and will be able to stop more serious events from occurring.

Definition of an Incident

Any situation that potentially disrupts Library & Learning Services activities or other users. Examples of incidents that must be brought to the attention of the Dean include but are not limited to altercations with or among patrons, problem patrons, patrons experiencing illnesses, theft of material or patron possessions, alarm problems, maintenance issues such as a leaking roof, or vandalism to L&LS property or its patrons.

About Incident Reports

• The Incident Report can be found behind the Circulation Desk in the green hanging folders or on the S: drive on the top level of the S: drive at S:\Library PS.

• An Incident Report must be filled out to document any unusual situation having taken place in the Library, Learning Resource Center, Ballston Center Library

mac harddrive:users:sara:downloads:incident report - blank.doc
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Extension or when incidents in the Reinsch Building are reported to an L&LS member.

- Complete all sections of the Incident Report. Please include as much detail as possible.

- The Incident Report must be sent to the Dean’s office and to all other people listed on the report form. Any incident involving a call to Security requires that an Incident Report be completed and submitted both to Security and all other appropriate parties.