**TOWN OF GAINESVILLE PUBLIC LIBRARY SILVER SPRINGS, NEW YORK**

INCIDENT REPORT

The Town of Gainesville Public Library requires an incident report to be filled out and maintained by the library for a minimum of five (5) years from the date of the reported incident.

An incident resulting in an insurance claim will require the incident report to be maintained by

the library permanently.

Any and all incident reports must be filled in completely and signed by the complaint. The form

requires: incident type, date, name(s) of witnesses, description of incident, photos, action taken by staff

and other actions taken at the time of the incident.

All follow-up actions taken and/or required will be noted on the form.

Adopted by the Library Board of Trustees: Date: April 15, 2024