

Accident/Incident Report

Accident reports are required. Report all accidents to the Department Supervisor and the City Clerk.

Attached is an Accident/Incident Report form to be used for volunteers and patrons. Make copies as needed and submit completed forms to the Library Director as soon as possible after an incident occurs. Please note that this form is for volunteers and patrons only.

Employee injuries should be reported to the Department Supervisor and the City Clerk immediately so that an employee report form can be completed. The Department Supervisor will complete the form.

*Approved by the Library Board of Trustees 4/11/2016
Reviewed and Approved 5/13/2019
Reviewed and Approved 6/13/2022*