

5.3 Incident Reports

1. Internal incident reports may be filed by any staff member or security officer to document a violation of library rules or to establish a record of patron misconduct.
2. Reports are kept on file 10 years.
3. Incident reports may be used as justification for a patron being banned from the library either temporarily or permanently and for police action.
4. Patron information contained in incident reports is covered by Library Confidentiality Policy (5.9)