

Appendix C – Patron Behavior Incident Report

MIAMI PUBLIC LIBRARY
Patron Behavior Incident Report
(12/2023)

Date and time: _____

Name of staff member filing report: _____

Name of Patron (if known) or description: _____

Describe behavior or incident: _____

What action was taken and by whom? _____

Was another patron involved: YES NO If yes, provide name and contact information

Input from secondary patron: _____

Was patron asked to leave the premises? YES NO

Was the Police Department called? YES NO If yes, attach copy of police report.

Were library privileges suspended? YES NO If yes, for how long? 3 months 6 months 1 year

What number incident is this: 1st 2nd 3rd

Staff protocol regarding patron incidents will follow this sequence:

- Patron given 1st warning
- Patron given 2nd warning
- Patron asked to leave
- Patron's library privileges are suspended for
 - 3 months
 - 6 months
 - 1 year

Staff Signature _____ Date: _____

Director Signature: _____ Date: _____