

KASSON PUBLIC LIBRARY
Patron Behavior Policy Incident Report

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Date and time:

Name of staff member filing report:

Describe behavior or incident:

What action was taken and by whom?

Was patron asked to leave the premises?

Was Kasson Police Department called?

Were library privileges suspended?

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

Kasson Public Library Board of Directors

Approved: November 10, 2020