

<b>Appendix</b>	<b>Public Policy and Procedure Manual</b> Approving Authority: Morris Area Public Library District Board of Trustees
	<b>Officer's Request for Confidential Library Information</b> Issued: 01/05/2010 Reviewed and Revised: 10/05/2011

Request Guidelines

- A.** This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 *et seq.* for information contained in the Library's registration and/or circulation records.
- B.** My request for information is limited to identifying a "suspect, witness, or victim of a crime."
- C.** As the basis for this request, I represent the following:
  - a. I am a sworn law enforcement officer.
  - b. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
- D.** The information I request relates to the following (Description of information sought):

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**Officer's acknowledgment** – I acknowledge receipt from the Library of the information I requested.

_____ Officer's printed name	_____ Officer's Agency/Department	_____ Officer's signature
_____ Officer's badge number	_____ Time signed	_____ Date signed

**(Library Use Only)**

Name(s) of Library Staff assisting with the request: \_\_\_\_\_