

Policy and Procedure Manual	Appendix 3B
Officer's Request for Confidential Library Information	Issued: 8/18/2010 Reviewed: 11/11/2014 Approving Authority: Plainfield Public Library District Board of Trustees

- A. This is a request under the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 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:
1. I am a sworn law enforcement officer.
 2. 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 identification information.
- D. The information I request relates to the following (Description of information sought):

Officer's printed name

Officer's badge number

Officer's Agency/Department

Time signed

Officer's Acknowledgment

I acknowledge receipt from the library of the information I requested.

Officer's signature

Date signed

(Library Use Only)

Name(s) of Library Staff assisting with the information requested: _____