

Appendix 11A – Officer’s Request for Confidential Library Information



Main Library
700 N. North Court
Palatine, IL 60067
847-358-5881

www.palatinelibrary.org

Officer’s Request for Confidential Library Information

1. This is a request under the Illinois Library Confidentiality Act, 75 ILCS 70/1 for information contained in the library’s registration and/or circulation records.
2. My request for information is limited to identifying a “suspect, witness or victim of a crime.”
3. As the basis for this request, I represent the following:
 - A. I am a sworn law enforcement officer and
 - 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.
4. The information I request relates to the following event (Describe event and information sought)

Officer’s Name (print)	Officer’s Agency/Department	Badge Number
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_____	_____	_____
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Officer’s Signature	Date Signed	Time Signed
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5. Officer’s Acknowledgement - I acknowledge receipt from the Palatine Public Library District of the information I requested.

Officer’s Signature _____

6. Name of staff member assisting with the information requested

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Library Records Confidentiality Act

(75 ILCS 70/1) (from Ch. 81, par. 1201)

Sec. 1. (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) required to do so under a court order; or
- (2) the information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this Section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This Section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, (i) "library" means any public library or library of an educational, historical or eleemosynary institution, organization or society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials.

(Source: P.A. 95-40, eff. 1-1-08.)

(Appendix referenced in Policy 11. Approved by PPLD Board of Trustees 1-9-08, Reapproved 4-12-17)