

## VII. RECORD CONFIDENTIALITY POLICY

The Prairie Skies Public Library District abides by the Illinois Library Records Confidentiality Act: The Library Records Confidentiality Act [75 ILCS 70/1] provides that registration and circulation records of a library are to be confidential and cannot be published or made available to the public except by a court order, or the rare example of someone's personal health and safety requiring that a sworn law enforcement officer be given the information of an individual's name and address based on a sworn statement by the officer of such need. Statistical reports of circulation and registration may be published if the reports do not identify particular individuals. [75 ILCS 70/1 (b)].

The Illinois Library Records Confidentiality Act requires a court order before a library may publicly release information contained in library registration or circulation records. Public Act 95-0040 created an exception to the requirement for a court order if ALL of the following conditions are met:

1. The information is requested by a sworn law enforcement officer who states that it is impractical to get a court order as a result of an emergency situation:
2. The law enforcement officer states that there is probable cause to believe that there is imminent danger that someone will be physically harmed:
3. The information requested is limited to only identifying a suspect, witness, or victim of a crime: and
4. The information does not include any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library:

Public Act 95-0040 also provides that "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."

**OFFICER'S REQUEST FOR CONFIDENTIAL LIBRARY INFORMATION**

1. This is a request under the Illinois Library Records Confidentiality Act 75 ILCS70/1 (copy attached) for information contained in the library 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.
  - b. As a result of an emergency 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 (Description of information sought):

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**Officer's Acknowledgment**

I acknowledge receipt from the library of Prairie Skies Public Library District the information I requested.

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Officer's printer name	Officer's Agency/Department	Officer's signature
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Officer's badge number	Time Signed	Date signed
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**(Library Use Only)**

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