

YOUR CONTACT INFO

Name: _____

Phone: () _____

Address: _____
Street Apt, Lot, or Room #

Email

City

State

Zip Code

Tell us what happened to the materials or items:

If you need additional space, please use the back of this form.

Signature

Date

**Return this form to any
service desk or the Bookmobile.**

**You may fill out this form online at:
rplmn.org/accountreview**

STAFF INTERNAL USE ONLY

Initials:

Date Received:

Action Taken:

Need help filling out the form? Call 507-328-2300.

PRIVACY NOTICE

How we collect and use your information

In accordance with the Minnesota Government Data Practices Act MN Statutes, Sec. 13.04 MN, Rochester Public Library (RPL) is required to inform you of your rights as they pertain to the private information collected from you. The personal information RPL collects via our Request for Library Account Review form is private data. Access to this information is available only to you, RPL, and other statutorily authorized agencies, unless you or a court authorize its release.

Minnesota Rules 1205.0500 states that, if you are under 18, the information you provide to us is available to your parent or guardian. You may ask to have this information withheld by completing a request with the City of Rochester City Clerk's Office, who will determine if it is in your best interest to do so.

The purpose and intended use of the requested information is to review your library account for barriers accessing library materials and to contact you with our decision.

You are not required by law to provide this data. If you are unwilling or unable to provide the information needed, RPL reserves the right to reject the Library Account Review request. We use this information to match the Library Account Review submission with the individual and/or their library account, and to understand the best way to contact you with our response.