

## Search Warrant Policy

This Search Warrant Policy is designed to assist Library Staff in responding to Search Warrants.

Library Staff will cooperate with Law Enforcement Officials to allow access to items within the scope of the Search Warrant while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

- A. Designated Library Individual.  
The Library Director will handle all requests to search library records pursuant to a Search Warrant. Attempts to contact the Library Director immediately by staff on duty will be made if the Director is not on the library premises.  
  
If attempts to reach the Library Director are unsuccessful, the senior adult staff member on duty (Adult Services Dept. Head or Youth Services Dept. Head ) will deal with a Search Warrant issue.
- B. Identify Serving Officer.  
The Library Director will request identification from the Law Enforcement Officials and record their names, badge numbers, and agencies.
- C. Review Warrant for Content.  
The Library Director will review the Search Warrant when served and will contact the Library Attorney for consultation concerning the scope of the Warrant and compliance procedures.
- D. The Presence of Library Attorney May be Requested at the Library Director's Discretion.  
The Library Director may ask the Law Enforcement Officials to wait until the Library Attorney is present before beginning the search.
- E. Cooperate with Officials.  
The Library Director will cooperate with Law Enforcement Officials to help identify the records/evidence falling within the scope of the Search Warrant.
- F. No Access to Other Records.  
The Library Director will not permit access to records beyond the scope of the Search Warrant, i.e., records not specifically identified in the Search Warrant.
- G. Record Evidence Viewed or Taken.  
The Library Director will record all records or evidence viewed, copied, or removed from the Library pursuant to the search.
- H. No Disclosure of Search.  
No person will disclose the receipt of the Search Warrant or the search to anyone except the Library Director and/or the Library Attorney.
- I. Provide this Policy  
To assist Law Enforcement Officials a copy of this Search Warrant Policy will be provided promptly to the Officials upon arrival at the Library.

Passed May 21, 2013