HELEN M. PLUM MEMORIAL LIBRARY

B-11 Policy for Search Warrants – Conventional
Adopted by the Library Board of Trustees October 21, 2014.

This Policy for Search Warrants - Conventional is designed to assist Library Staff in responding to conventional search warrants, i.e., search warrants not issued under the Patriot Act. A separate policy exists for search warrants issued under the Patriot Act given the non-disclosure requirements of the Patriot Act.

For purposes of this Policy, conventional search warrants are referred to as "search warrants/cv".

Library Staff will cooperate with law enforcement officials to allow access to items within the scope of the search warrant/cv 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).

Designated Library Individual

The Library Director will handle all requests to search Library records pursuant to a search warrant/cv.

In the absence of the Director, the Person in Charge will deal with a search warrant/cv

Identify Serving Officer

The Library Director or Person in Charge will request identification from law enforcement officials and record their names, badge numbers, and agencies.

Review Search Warrant/CV for Content

The Library Director or Person in Charge will review the search warrant/cv when served and will contact the Library Attorneys for consultation concerning the scope of the search warrant/cv and compliance procedures.

Request the Presence of Library Attorney

The Library Director or Person in Charge will ask law enforcement officials to wait until the Library Attorney is present before beginning the search.

Cooperate with Officials

The Library Director or Person in will cooperate with law enforcement officials to help identify the materials falling within the scope of the search warrant/cv.

No Access to Other Records

The Library Director or Person in will not permit access to materials beyond the scope of the search warrant/cv, i.e., materials not specifically identified in the search warrant/cv.

Record Evidence Viewed or Taken

The Library Director or Person in will record all materials viewed, copied, or removed from the Library during the search.

Provide this Policy

To assist law enforcement officials, a copy of this Policy will be provided promptly to the officials upon their arrival at the Library.