



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 attached as Exhibit A).

A. Designated Library Individual

The Library Director will handle all requests to search Library records pursuant to a Search Warrant. In the absence of the Library Director the individuals holding the following staff positions will deal with the Search Warrant issue:

1. Head of Adult Services
2. Head of Youth Services
3. Head of Circulation Services
4. Head of Technical Services

B. Identify Service 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.

The Library Attorney is: Roger Ritzman
Office Phone: 630/665-1900
Home Phone: 630/668-6476

D. Request the Presence of Library Attorney

The Library Director will 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, the Library Attorney, and / or the Library Board President.

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.

Effective 10/24/2002