



Patron Confidentiality and Privacy Policy (PT16) Checklist

Date: _____

Staff Member: _____

This is a checklist of the steps to follow when any staff member is served with a federal subpoena, a federal request for information under the *Patriot Act*, and other state and local requests for records.

- Notify the designated **Information Officer** (see below) before taking any action. The designated **Information Officer** will then be responsible for following the appropriate steps listed below. The designated **Information Officer** is (in order of availability):
 1. The Library Director
 2. The Library Deputy Director
 3. The Person In Charge

The designated **Information Officer** for this report is: _____

- Identify the officials. Request identification from law enforcement officials and record their names, badge numbers and agencies.

NAME OF OFFICIAL	AGENCY	BADGE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Review the warrant. Attach a copy to this checklist if possible.
- Present a copy of the *Joliet Public Library Patron Confidentiality and Privacy Policy* to the officials.
- Notify the Library Attorney. Ask the officials to wait until the attorney is present before beginning the search.
- Cooperate with officials to help identify the records or evidence falling within the scope of the search warrant.
- Secure other records that are beyond the scope of the legal information request.
- Record all evidence viewed, copied, or removed from the Library.

- Maintain confidentiality.

- Record other notes here if appropriate.
