



ZION-BENTON PUBLIC LIBRARY

SEARCH WARRANT POLICY

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 seeking 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. In the absence of the Library Director, the individuals holding the following staff positions will deal with search warrant issues:

- Department Coordinator.
- Designated Person-in-Charge.

Identify Serving Officer

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

Review Warrant For Content

The Library Director will review the search warrant and may contact the library attorney for consultation concerning the scope of the warrant and compliance procedures.

The library attorney is Roger A. Ritzman. Office phone: 630-665-1900.

Cooperate With Officials

The Library Director will cooperate with law enforcement officials to locate the documents/items described in the search warrant.

No Access To Other Records

Only documents/items specifically described in the search warrant will be provided.

Record Evidence Viewed Or Taken

The Library Director will record all documents/items viewed, copied, or removed from the Library pursuant to the search warrant.



ZION-BENTON PUBLIC LIBRARY

No Disclosure of the Search

At the receipt of a warrant, staff will contact the Director or designee. The Director makes contact with the Library's attorney and any other appropriate persons. For the sake of the integrity of the search and respect for persons involved, staff are expected to maintain confidentiality.

Provide This Policy

To assist law enforcement officials a copy of this Search Warrant Policy will be provided promptly to officials upon arrival at the Library. A copy of the Library's Privacy Policy Card will also be provided promptly to officials upon arrival at the Library.

Report

The Library Director or designated staff member will complete the Library's Privacy Information Report. The file will be in the Library Director's office.

Adopted 4/22/03, Revised 2/26/19; Revised 4/30/2024