

Springfield Township Library Privacy Procedures

- A. In the event a staff member is requested to disclose confidential information by law enforcement officers, the Library Director will be notified immediately.
- B. The request is to be kept confidential.
- C. If a library employee personally knows the name of the alleged criminal the staff member can disclose the name to law enforcement officers.
- D. Otherwise the Director will verify the identity of the person making the request. Upon verification that the request is valid the Director will immediately contact legal counsel for advice. (If the officer has a warrant or court order the library will comply.)
- E. The advice of legal counsel will be followed if their advice has been solicited.
- F. Requests under the U. S. Patriot Act are from federal agents only and federal search warrants and court orders cannot be challenged and must be complied with.

Adopted as Library Procedure 10-18-2011