

Levy County Board of County Commissioners

Official County Policies

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Policy for Internal Reporting of Requests By Law Enforcement for Information About Patron Library Use	LCP5.10	1 of 1
Based on Florida Statute Number	Effective Date	
F.S.125.01(f,t,w); 257.261	February 18, 2003	

Policy:

1. Library staff, paid and volunteer, will immediately report any inquiry by law enforcement personnel from any agency, local, state or federal, to the Branch Librarian, or if the Branch Librarian is not present, to the Director, or if the Director cannot be reached, the County Coordinator, or if the County Coordinator cannot be reached, to the County Attorney.

2. In the event of an inquiry by law enforcement personnel about library patron use or patron personal information, a staff member, paid or volunteer, is to report immediately to a higher level as outlined above, however if this is not possible for any reason, the staff member is to say that he/she cannot act on the inquiry without authorization from a higher level staff member and attempt to hold off the inquiry until a higher level of organizational authority can be reached.

3. In the event that law enforcement arrive with a search warrant in hand for records and/or equipment, the same reporting to a higher level should be attempted, however the law enforcement personnel probably have the immediate right to any record information that they request that the staff member can supply and have the right to seize equipment or parts of equipment (computer hard drives, etc.) and staff members are instructed to cooperate to the degree requested, but not to volunteer anything not requested. A subpoena, unlike a search warrant, does allow time for response by County Administration.

4. If law enforcement authorities do obtain information or records in the situation described in paragraph three above, the same internal reporting described in paragraph one above should be accomplished at the earliest possible moment and an Incident Report form including an inventory of items or information taken should be completed by the senior staff member present.

5. No part of this policy should be construed to require, imply, or authorize any staff member to perform any unlawful act or any act of obstruction of law.

Date Approved by BOCC	Signature of BOCC Chair	Date Signed
February 18, 2003	Danny Stevens	February 18, 2003