

**COAL CITY PUBLIC LIBRARY DISTRICT  
SEARCH WARRANT POLICY**

**APPROVED BY THE  
BOARD OF TRUSTEES**

**REVISED**

**OCTOBER 10, 2017**

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General Policy

This Search Warrant Policy is designed to assist the library staff in responding to search warrants.

Library staff will cooperate with law enforcement officials allowing access to items within the scope of the search warrant while protecting the rights of patrons in accordance with the Illinois Library Records Confidentiality Act (75 ILCS 5/1-7).

Designated Library Individual

Priority of who handles the search warrants will be as follows:

1. Library Director
2. Assistant Library Director
3. Head of Circulation
4. Technical Services
5. Head of Adult Services
6. Charge Person

Identify Serving Officer

The library representative will request identification from the law enforcement officials and record their names, badge numbers and agencies for an Incident Report.

Provide this Policy

To assist law enforcement officials a copy of this Search Warrant Policy will be provided promptly to them upon their arrival at the library.

### Review Warrant for Content

The library representative will review the search warrant when served and will attempt to contact the library attorney for consultation concerning the scope of the warrant and compliance procedures before beginning the search. However, a search warrant is executable immediately. If a request or order is not in the proper form, or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

### Analyze Scope of Warrant

The library representative will cooperate with law enforcement officials to comply with the search warrant. The library representative will not permit access to anything not specifically identified in the search warrant.

### Evidence Viewed or Taken

The library director will consult with the library attorney concerning all records or evidence viewed, copied or removed from the library pursuant to the search.

### Disclosure of Search

Any disclosure of the search warrant or the search shall be made only in compliance with applicable law.