

Montgomery County-Norristown Public Library

State-designated District Library Center Serving Montgomery County's 35 Local Public Libraries

1001 Powell Street, Norristown, PA 19401-3817 • Telephone (610) 278-5100 • Telefacsimile (610) 277-0344

Law Enforcement Information Request Checklist

[ALL INFORMATION SHOULD BE PRINTED LEGIBLY]

Staff Name: _____ Library: _____

Date: _____ Time: _____

Law Enforcement Name: _____

Badge Number: _____ Agency: _____

Call the Director or their Designee and inform them an Agent or Officer is here requesting information.

Escort the Agent or Officer to the Director or their Designee.

If they are unavailable notify your immediate supervisor who WILL contact MC-NPL's solicitor (name and Phone number).

If you cannot reach anyone:

Take the Agent or Officer to a non-public area to discuss the request.

Get another colleague to witness all business.

Yes No Does the Agent or Officer have a COURT ORDER?

If NO; politely, but firmly, ask them to schedule an appointment to speak with the director or their designee on this matter.

If YES; photocopy the document if the Agent or Officer will allow, attach the photocopy to this form and follow the directions on the reverse side.

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What type of court order is it? (Please Circle)

Search Warrant – Immediately Executable

FISA Search Warrant – Immediately Executable includes a GAG ORDER

Subpoena – NOT immediately Executable

National Security Letter – See D Below

Other – Please Identify it _____

What to do:

A. Search Warrant:

- a. The agent or officer may begin search of Library records as soon as the Library Director, designee or Person-in-charge is served with the Warrant.
- b. Ask to have the library's legal counsel examine the search warrant before the search begins to assure the search conforms to the terms of the search warrant.
- c. Cooperate with the search to ensure that only the records identified in the warrant are produced.

B. FISA Search Warrant

- a. Same as a Search Warrant, except:
- b. GAG ORDER – Library Staff MUST comply with this. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.
- c. The GAG Order does not change the Library's right to Legal representation. The Library can still seek Legal advice concerning the warrant and request that the library's legal counsel be present during the search and execution of the warrant.

C. Supoena:

- a. A subpoena is NOT immediately executable.
- b. Make the Agent or Officer comfortable while waiting for MC-NPL's solicitor to arrive and examine the subpoena.
- c. Once it is assured that the subpoena is without defect, cooperate with the agent or officer in gathering the required information.
- d. If, within a reasonable time period, neither the Director, their designee nor the Solicitor are available, give the Agent or Officer the name and contact information for the Director to make an appointment.

D. National Security Letter:

- a. Normally this is served on "anyone who is an electronic service provider".
- b. Requests for this information will normally be referred to the MCLINC Headquarters.
- c. Follow the instructions on the letter, if appropriate for MC-NPL.

E. Other – Refer this to the Library's solicitor and follow basic procedures.