

Law Enforcement Visits – Guidelines for Staff

Peabody Institute Library of Danvers

If anyone approaches a staff person alleging to be a law enforcement official requesting information, an employee may provide the law enforcement official with his/her name and their job title. The staff person should state that the law enforcement official will need to speak to the Library Director, Assistant Library Director, Department Head or person-in-charge for further information.

The Director, Assistant Library Director, or person-in-charge will ask the officer's name.

The Director, Assistant Library Director, or person-in-charge will then contact Town of Danvers Legal Counsel.

If law enforcement presents a subpoena, Library Administration will direct the subpoena to legal counsel for review. Library Administration may only release records (if available) if Town Counsel determines that the subpoena is legal and binding upon the Library.

If law enforcement presents a warrant, Library Administration will direct the warrant to legal counsel for review. Library Administration will request that Danvers Town Counsel be present for the execution of the warrant.

Library Administration and Library Staff must keep a record of all legal requests.

Library Administration and Library Staff must keep a record of all costs incurred by any search and/or seizures.

A “gag” provision is part of the USA Patriot Act. Should library records be requested under the act, the law states that library staff cannot inform the person about whom the information is requested, nor speak to co-workers, the media or other government officials about the inquiry. Such requests can be reported to the Library Director, Assistant Library Director, or Town Counsel.

Peabody Institute Library (Danvers) Policy on Patron Confidentiality

The Library respects and protects the privacy of all Library users, regardless of age. The Library does not give out information about the number of visits a patron makes to the Library, their use of Library materials, their reference questions, or their computer use.