

REEVES LIBRARY RESPONSE
TO A REQUEST FOR INFORMATION
UNDER THE USA PATRIOT ACT

- All requests for information must be a **written** request.
- Do not answer oral requests for information from a law enforcement officer who says he/she is seeking information under the PATRIOT ACT.
- **All** requests for information (oral or written) should be referred to Campus Safety. Call the Campus Safety emergency number, **1465**.
- Ask for an officer to come to the library as soon as possible; tell the dispatcher that there is an FBI (or other law enforcement agency) officer in the library who is asking for information.
- Ask the presenting officer to wait until a Campus Safety officer arrives. Tell the presenting officer that you want to be responsive to his/her request but that you are required under library policy to call Campus Safety.
- The Campus Safety officer will interact with the presenting officer and will decide the validity of the written request. Campus Safety will contact the appropriate people needed to comply with the request.
- If the presenting officer indicates that this is an emergency, comply with the request to the best of your ability. Call Campus Safety ASAP.
- If the presenting officer indicates that the investigation can **not** be revealed, you must comply with the request for information to the best of your ability. Tell the presenting officer that under library policy you must consult with the campus attorney. Ask the presenting officer to wait until you consult with him. Call the campus attorney's office at 610.997.5073 and ask for advice. If the request comes after business hours, comply with the request to the best of your ability and contact the campus attorney's office ASAP.
- Students should tell the presenting officer that students **do not have access** to any borrower information except what is currently checked out and name/address information. All other information requires a password.
- The library does not store historical borrowing data. It is library policy that the connection between the borrower and the item is automatically deleted from the system after seven days except for overdues, lost items or holds.
- If the request for information involves the networked computers in the library, explain that the computers are not under the control of the library and that the Center for Information Technology should be contacted.

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