

## Circulation Policy No. 14A

**Subject: DISCLOSURE OF LIBRARY RECORDS, COMPLIANCE WITH FOREIGN INTELLIGENCE SECURITY ACT OF 1978 AND ITS AMENDMENT, THE USA PATRIOT ACT OF 2001**

**Adopted by Board July 10, 2002**

### **Disclosure of Library Records**

1. Notification of the Library Director

Any employee of the West Bloomfield Township Public Library who receives a request, or who is served with a subpoena or court order, by the Federal Bureau of Investigation to release or disclose any library records shall promptly notify the Director.

2. Action by the Library Director

The Library Director, in a timely manner, shall review all requests and orders, consult with the Library's attorney as necessary, and respond in an appropriate manner.

3. Court Order/Subpoena for Release of Library Records

As required by the Foreign Intelligence Security Act (FISA) and its amendment (USA Patriot Act of 2001, Sections 215 and 216), the Library Director shall comply fully with a court order to disclose or release library records.

4. Non-Disclosure Clause

As required by FISA and its amendment, the Library Director, as well as any staff member involved in providing the requested library records, shall not disclose to any person, including the patron whose records were seized, the existence of the court order or the fact that records were produced as a result of the court order. The government can prosecute a staff member for disclosing information.