1. General Information:

1.1. Scope:
This Procedure applies to all Marshall University faculty, staff, and students as
designated and defined throughout the Procedure and includes all Marshall University campuses.

1.2. Authority:

1.3. Passage Date: January 2003
1.4. Effective Date: January 2003
1.5. Revision Date: August 19, 2019
1.6. Controlling over: Marshall University

2. Procedure:

Marshall University Information Technology (IT) will observe the following procedures in the event a
law enforcement officer presents a subpoena or search warrant at any of the libraries, computing labs
or IT offices to obtain library patron or user information:
2.1.1. IT public service staff approached by anyone identifying his/herself as a law enforcement official desiring patron information should immediately contact the IT Administrative Office (x66671) and MUPD (x6HELP) to alert them.

2.1.2. The CIO Office will subsequently contact University Counsel for assistance.

2.1.3. Comply with law enforcement requests promptly but do not divulge confidential patron information unless a warrant is provided.

2.1.4. Consult MUPD for verification that a warrant is legitimate.

2.1.5. If a warrant is valid, MUPD will provide assistance on site during a search.

2.1.6. A search could happen at non-standard times such as weekends and late nights. If they approach a Student worker, a staff member must intercede for them.

Please contact a member of the administrative staff during nights or weekends

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