

MARSHALL UNIVERSITY INFORMATION TECHNOLOGY COUNCIL

Procedure ITP- 28

U.S.A Patriot Act – Information Technology Procedure

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 weekend

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