

**UNIVERSITY OF CALIFORNIA,  
IRVINE LIBRARIES**

**Procedures for Responding to Requests for Information  
from Law Enforcement Agency Personnel**

1. **Informal Requests.** The Library is not required to comply immediately with an informal request. If a law enforcement agent or officer makes an informal request for information, do not comply with the request. Federal and state privacy laws are complex and require careful adherence to procedures. Instead, immediately inform the law enforcement agent that he or she must make an appointment with the Associate University Librarian for Administrative Services and give the agent the AUL's office telephone number: 949-824-4440. Do not offer the location of the office, but give the location if asked (Langson Library 544).

Next, inform your immediate supervisor and the Associate University Librarian for Administrative Services about the request.

2. **Subpoenas or Judicial Orders.** The Library is not required to comply immediately with a subpoena or judicial order unless the date for compliance set forth in the document requires immediate compliance.
  - a. **Weekdays 7:30 a.m. – 5:00 p.m.**  
If you are presented with a subpoena or judicial order on a weekday between 7:30 a.m. and 5:00 p.m., direct the person to the office of the Associate University Librarian for Administrative Services.
  - b. **Evening and Weekend Hours**  
If you are presented with a subpoena or judicial order during evening or weekend hours, notify the staff member on duty.

The staff member on duty shall place the subpoena or judicial order in the department heads' mailbox, noting the day and time of receipt on the back of the subpoena.

When the department head receives the subpoena or judicial order, the department head shall contact and send it to the Associate University Librarian for Administrative Services, who will follow UCI's Policies and Procedures Section 700-11, "Guidelines on Subpoena, Subpoena Duces Tecum, and Deposition Subpoena."

3. **Warrant.** The Library is required to comply immediately with a warrant. An agent presenting a warrant is required to provide, before leaving the library, a copy of the warrant as well as a receipt which includes an inventory of all items seized.
  - a. **Weekdays 7:30 a.m. – 5:00 p.m.**  
If you are presented with a warrant, do not interfere with the carrying out of the warrant.

Record the identification information of the agent or officer.

Then immediately inform the staff member on duty, who shall inform the Associate University Librarian for Administrative Services.

The Associate University Librarian for Administrative Services shall notify University Counsel and the UCI Police Department that the library intends to comply with the warrant.

**b. Evening and Weekend Hours**

If you are presented with a warrant, do not interfere with the carrying out of the warrant.

Record the identification information of the agent or officer.

Then immediately inform the UCI Police Department (4-5223) that the library has been presented with a warrant and that you are complying with the warrant.

Next inform the Associate University Librarian for Administrative Services. If you are not able to reach the Associate University Librarian for Administrative Services, attempt to contact the following library administrators until you connect directly with someone:

- Head, Access Services (Kristine Ferry) 4-0474
- Associate University Librarian for Public Services (Carol Hughes) 4-9753

During the next earliest occurring regular business hours, the administrator contacted shall inform the University Librarian, University Counsel, and, when appropriate, the UCI FERPA Coordinator at 4-6121.