

**Central City Public Library
Emergency temporary equipment removal plan**

If equipment is to be removed under a court order:

A court order including removal of hardware or software:

If the court order requires the removal of a computer workstation or other computer storage device from the library, the library director shall request that a backup be made before the device is removed.

The requirements of any information restriction included in the court order shall be followed by the library director in consultation with legal counsel.

Staff workstation.

- 1) Make a backup of hard drive.

Public workstation.

- 1) Place a sign at location indicating that the workstation has been temporarily removed.

Director or staff will request receipt for any equipment that is removed.

Emergency temporary equipment removal plan Approved: March 10, 2003
Reviewed: January 11, 2010
Revised: January 12, 2015
Revised: October 8, 2018
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