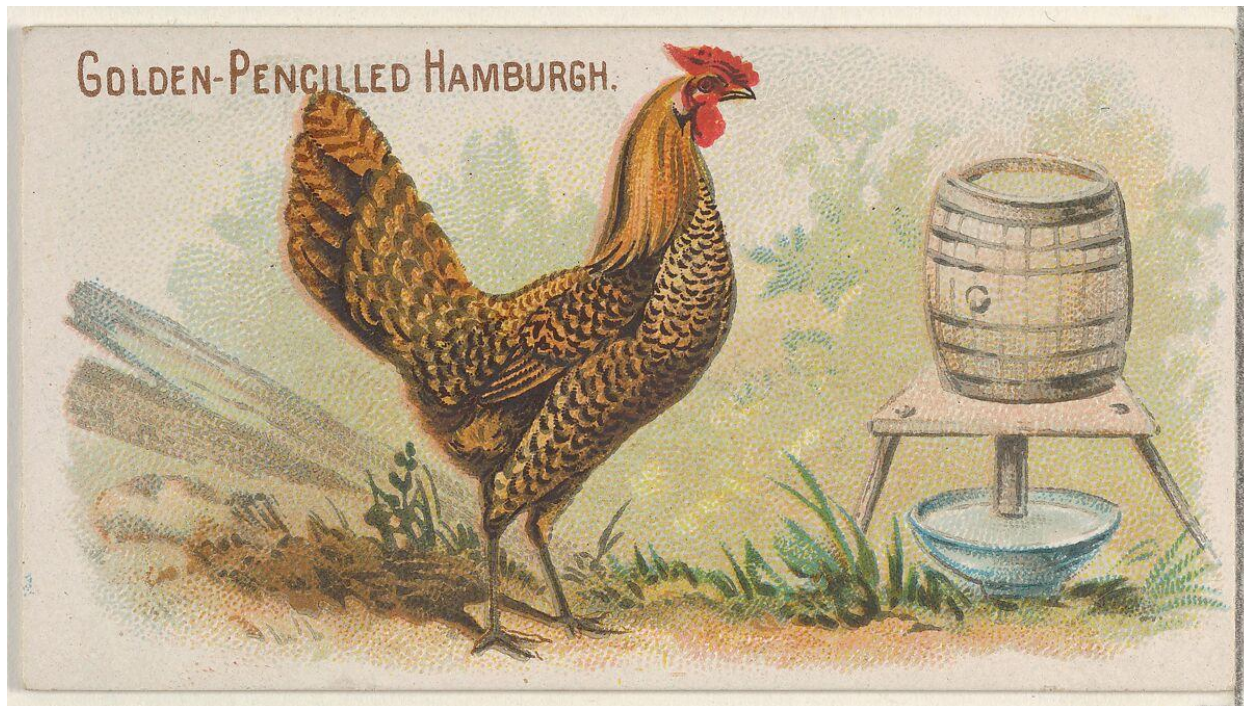


Law Enforcement Investigations in the Library Cheat Sheet

When law enforcement (LE) is on site and conducting an investigation:

1. Ask for their name(s) and agency/agencies to verify their identity.
2. Notify the library director and others, as trained.
3. Library workers should say: "We are referring you to our director, as we are trained to not disclose library information."
4. Library leadership should **PROMPTLY** contact an attorney to evaluate warrants, court orders, subpoenas, and requests for I-9 forms per policy; sometimes, the attorney should be the one to reply to LE.
5. **NO ONE** should grant access to private areas or systems until an LE request is evaluated per library policy.
6. If LE attempts to obtain access after being denied, do not resist but clearly say: "ACCESS IS DENIED." This may be helpful later.
7. Document everything per library policy.

Never physically intervene or argue if search or seizure occurs without proper authorization, it will be more helpful to be able to say later: "We repeatedly said, *'Access is not granted.'*"



(For an explanation of the chicken, watch Stephanie "Cole" Adams' presentation, "Patrolling the Stacks" sponsored by ESLN.)