



Law Enforcement in the Library

Position and Response Diagnostic Guide for Institutions and Workers

Purpose of this Guide

Libraries are special places, and library users—even those accused or convicted of crimes—have rights.

One of the most important of these rights is privacy, which includes confidentiality of library user records and use of library services.

This means that any person should be able to use a library without fear that the information generated by such use will be used against them without the due process of law.

How this right is assured varies from library to library. Each library has discretion to adopt policies to meet this obligation, and every library has different considerations when doing so, such as:

- **Public libraries** must balance the assurance of confidentiality with their role as quasi-governmental entities, which include obligations under the Freedom of Information Law.
- **Libraries at schools** must follow relevant education laws.
- **Association libraries**, even though private, must abide by duly issued warrants and subpoenas.
- **Special libraries at hospitals, prisons, court houses, and governmental agencies** have to balance their obligations with additional regulations.
- **Historical societies, genealogical societies, and other institutions maintaining research libraries and archives** will face similar considerations.

Because 2025 is bringing a particular focus to **immigration-related and speech-chilling actions by law enforcement in libraries and other public spaces**, this Guide has been created to assist libraries and workers with managing their obligations, policies, and response plans.

For trustees and other library leadership, this Guide will lead you through the laws that you, as a fiduciary, must ensure your institution follows.

For workers, this Guide will lead you through the laws that your employer must follow and provide guidance on how to prepare in the event your conscience, safety, or other factors result in you having to depart from the policy and protections of your employer.¹

¹ This Guide considers that employees who “depart from the policy” of their employer may face disciplinary action and includes preparing for the same.



Using this Guide

This Guide is divided into **five sections**.

In Section I, this Guide reviews the most common types of law enforcement (“LE”) and other third parties who typically demand library access and information in the context of an investigation. This is to ensure users of the Guide are familiar with the different types of entities, how such entities may request/demand information, and to provide a shared language for communicating about them.

In Section II, this Guide reviews the various types of libraries in New York State and the laws that impact their obligations with respect to LE investigations.

In Section III, this Guide uses the information in Sections I and II to guide a governing board through identifying an “LE Response Philosophy.” This is an important position for a board to articulate so it can develop policy consistent with its overall goals with respect to working with LE.

In Section IV, this Guide sets out **policy and risk mitigation actions** library leadership can take to implement or further develop their **LE Response Philosophy**.

In Section V, this Guide reviews what library workers in New York can do to support their library and themselves, including in the event that their conscience, safety, or another factor requires them to depart from the policies of their employer.

To use this Guide, readers will need to refer to their institution’s founding documents, bylaws, policies, floorplans, and signage. Where applicable, it will also be wise to review union contracts, local civil service rules, and employee handbooks. Awareness of local and evolving regional policy is also essential.



Section I

Types of law enforcement (LE) and other entities that might visit or contact a library

Type of LE (or other personnel)	Ways they can investigate; Library considerations
LOCAL	
1.1. Local police department Jurisdiction: Criminal activity and violations within the locality	Presence and observation in all public areas. Obtain evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause.
1.2. Local building inspectors Jurisdiction: Building code violations within the locality	Presence and observation in all public areas. Inspection upon invitation by building owner or tenant. Inspection with a court order.
1.3 Local permits officers Jurisdiction: Violations of permitted activity within the locality.	Presence and observation in all public areas.
COUNTY	
1.4 County Sheriff Jurisdiction: Criminal activity and violations within the locality	Presence and observation in all public areas. Obtain evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause.
1.5 County Health Department Jurisdiction:	Presence and observation in all public areas. Obtain evidence with appropriate permission.



Type of LE (or other personnel)	Ways they can investigate; Library considerations
Known or suspected violations of state and local health codes.	Obtain evidence with a subpoena, court order or warrant.
1.6 County Social Services Jurisdiction: Within context of providing services and supervision.	Presence and observation in all public areas. Obtain evidence with appropriate permission. Obtain evidence with a subpoena.
STATE	
1.7 New York State Police (“State Troopers”) Jurisdiction: Criminal violations in the State of New York.	Presence and observation in all public areas. Obtain evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause.
1.8 Peace Officers There are over 70 categories of “peace officer,” ranging from officers from the New York State Department of Taxation & Finance to “animal control officers in the City of Elmira.” For this reason, not all peace officers are listed in this chart, but a few of the more typical ones are.	Because of the broad array of LE that has this status, and because of the ease with which it can be faked, any library approached by a person claiming to be a “Peace Officer” should request the credentials and immediately contact their attorney to verify them with the issuing authority. Peace Officers have the authority to arrest without a warrant, but this authority is limited to felonies the Peace Officer either personally witnessed OR are within their “special duties” (for instance, a Peace Officer from the state tax department can arrest on a felony related to taxes, even if they did not witness the crime). For this reason, Peace Officers, with very few exceptions, cannot arrest people for immigration law violations.



Type of LE (or other personnel)	Ways they can investigate; Library considerations
1.9 Department of Agriculture and Markets “Confidential Investigator” (Peace Officer) Jurisdiction: Farming, food control in New York.	Presence and observation in all public areas. Obtaining evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause, related to “special duties.”
FEDERAL	
1.10 U.S. Department of Justice , including: <ul style="list-style-type: none">• Federal Bureau of Investigation (FBI)• Bureau of Alcohol, Tobacco, Firearms, & Explosives (ATF)• Drug Enforcement Agency (DEA)• U.S. Marshals Service• Etc.	Presence and observation in all public areas. Obtaining evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause.
1.11 U.S. Immigration & Customs Enforcement (ICE) Jurisdiction: Homeland security and immigration law.	Presence and observation in all public areas. Obtaining evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause. Authority to examine a copy of each employee’s Form I-9 (“I-9 review”) within 3 days of presenting an appropriate notice, which should be reviewed by an attorney for sufficiency upon receipt.



Type of LE (or other personnel)	Ways they can investigate; Library considerations
1.12 U.S. Customs & Border Protection (CBP) or U.S. Border Patrol Jurisdiction: Homeland security, border control, and immigration law	Immigration and customs violations, generally limited to within 100 miles of an international border or 12 miles of a navigable waterway.
1.13 U.S. Citizenship and Immigration Services (USCIS) officer Jurisdiction: Naturalization and immigration	Immigration services and benefits.
1.14 U.S. Secret Service Jurisdiction: security of federal administration, financial and cybercrime	Presence and observation in all public areas. Obtaining evidence with appropriate permission. Arrest, search, and/or seizure with a court order or warrant. Arrest, search, and/or seizure with probable cause.
1.15 U.S. Department of Agriculture (USDA) inspector Jurisdiction: Farm bill and regulations	Agricultural and livestock investigations, food safety enforcement.
1.16 U.S. Coast Guard officer Jurisdiction: All federal laws in the context of navigable waters	Enforcement actions by Coast Guard officers will hopefully not be a concern for your institution, but it remains a possibility.
OTHERS	
1.17 Prosecutor (e.g. District Attorneys or U.S. attorneys)	Presence and observation in all public areas. Obtaining evidence with appropriate permission.



Type of LE (or other personnel)	Ways they can investigate; Library considerations
Jurisdiction: Violations of permitted activity within the locality.	Via a PD, sheriff, FBI, or other LE's arrest and seizure of evidence per a court order or warrant. Subpoena.
1.18 Attorney (not a prosecutor) Jurisdiction: Active criminal and civil cases.	Presence and observation in all public areas. Obtaining evidence with appropriate permission. Duly issued court order or subpoena.
1.19 Campus police officer Jurisdiction: criminal activity and violations within a college or university.	Campus police making inquiries of an academic library within their institution must abide by FERPA and the library's obligations under CPLR 4509.
1.20 Campus safety employee Not law enforcement.	Campus safety making inquiries of an academic library within their institution must abide by both FERPA and the library's obligations under CPLR 4509.
1.21 Licensed security guard Not law enforcement.	A licensed security company has no authority to demand or seize evidence.
1.22 Licensed private investigator Not law enforcement.	A licensed security company has no authority to demand or seize evidence.
1.23 Utility company employee Not law enforcement.	Utility employees may inspect meters per an easement.



Section II

Various types of libraries in New York State and laws that impact their positions vis-à-vis LE investigations

Type of Library	Obligations or Awareness Point	Considerations
2.1. ALL	Ethical obligation to protect library user confidentiality.	When responding to LE or third-party requests for information, the institution should never provide more access or information regarding use of library services than is required by law.
2.2. Public libraries and other “quasi-governmental” libraries and institutions (community colleges, etc.)	Comply with the New York Freedom of Information Law (FOIL)	Some information sought may be subject to FOIL. For this reason, FOIL policies should be up to date, with a clear designation of the Records Access Officer and the person/entity considering FOIL appeals.
2.3. Indian libraries ²	The obligation to cooperate with LE will vary based on the LE’s jurisdiction and purpose of investigation.	Confer with legal counsel for sovereignty issues raised by immigration investigations and enforcement.
2.4. Public school library (K-12)	Schools are keenly aware of the impact of this issue on students and their families.	Coordinate the library’s position with that of the school district while emphasizing additional privacy obligations pertaining to student library records.

² This is the name used in the Education Law; these currently include the Akwesasne Cultural Center & Library and the Seneca Nation Library.



Type of Library	Obligations or Awareness Point	Considerations
2.5. Library within federal agency	Comply with the Freedom of Information Act (FOIA)	Some information sought may be subject to FOIA. For this reason, FOIA policies should be up to date, with a clear designation of the FOIA Contact and the FOIA Liaison.
2.6 Library within state agency (such as NYS Department of Environmental Conservation)	May be asked to collaborate with LE efforts, depending on basis and jurisdiction.	Will be expected to be consistent with position of agency they operate within.
2.7. Library within 100 miles of an international border.	Libraries within 100 miles of an international border are unambiguously within the jurisdiction of the U.S. Customs and Border Protection.	May be more likely to be the site of a CBP investigation.
2.8. Library in a designated “sanctuary” jurisdiction.	May be subject to greater scrutiny by LE and elected leadership due to location.	This makes the need for clear policy even greater.
2.9. Library with high number of community members impacted by 2025’s evolving immigration enforcement efforts.	This increases both the likelihood and the pressures of immigration-related LE activity.	This makes the need for clear policy even greater.
2.10. Academic library at institution facing threat of loss	Governing boards should be meeting to develop a strategy on addressing this	While an academic library has discretion within legal limits to set policy on how it



Type of Library	Obligations or Awareness Point	Considerations
of grant funding conditioned on cooperation with heightened immigration enforcement.	concern, and should be aware that the institution's library has an ethical and legal obligation to protect the confidentiality of library user information.	works with LE, such action should be based on values, not threats or coercion.
2.11. Municipal library in municipality with stated official position to use local resources to aid federal immigration enforcement efforts.	Some libraries may develop consistent policy within the allowed parameters; others may find themselves partly or fully at odds with such a stance.	Regardless of how consistent a library is with the approach of its municipality, it should have clear policy and procedure; libraries at odds with local policies must take extra measures to assert the library's autonomy and independence.



Section III

Library and LE Response Philosophy Worksheet

Important position factors	Impact on philosophy
<p>3.1. Hardest question first:</p> <p>If LE arrives at your library to seek information on a matter in which your library is not a complainant, does your library:</p> <p>1) Assist only to the bare minimum required, after appropriate authentication of credentials and compelling documents by the library's attorney?</p> <p>OR</p> <p>2) Help to the maximum allowed with minimal authentication?</p>	<p>If your library only assists to the bare minimum required, you are a "Minimum LE Cooperation" library. Sample position language for this is:</p> <p><i>"Library user records and use of library services are confidential. For this reason, the [NAME] library provides investigating Law Enforcement with only information required by law."</i></p> <p>If your library helps to the maximum allowed, your library is a "Maximum LE Cooperation library." Sample language for this is:</p> <p><i>"Library user records and use of library services are confidential. For this reason, while the [NAME] library will assist to the extent allowed by law, a duly authorized warrant, court order, or subpoena will be required prior to release of library user information."</i></p>
<p>3.2. Does your library know where its property (owned or leased) begins and ends?</p> <p>Hint: This should be on a survey, lease, or tax map.</p>	<p>If YES, your library is a "Property Known" library.</p> <p>If NO, your library is a "Unsure About Property" library.</p> <p>If SORTA, your library runs the risk of being considered an "Unsure About Property" library.</p>
<p>3.3. Does your library have clearly designated "non-public" spaces?</p>	<p>If YES, your library is a "Restricted Area" library.</p> <p>If NO, your library is a "No Restricted Areas" library.</p> <p>If SORTA your library runs the risk of being considered a "No Restricted Areas" library.</p>



Important position factors	Impact on philosophy
<p>3.4. Does your library deny services to residents within the area of service based on citizenship and/or immigration status?</p>	<p>If YES, your library is risking a case of discrimination under the NYS Human Rights Law and both the NY and US Constitutions.</p> <p>If NO, good, because YOU CAN'T DO THAT.</p>
<p>3.5. Does your library have a policy or other document assuring all library users that it follows a code of ethics that guarantees private, confidential, and unbiased library services?</p>	<p>If YES, have a copy of the Code of Ethics on hands when any LE arrive.</p> <p>If NO, library leadership may want to discuss if now is the time to adopt one.</p>
<p>3.6. Does your library have a policy or other document assuring all library users that it follows CPLR 4509, restricting access to library user records?</p>	<p>If YES, your library is a “4509 Complaint” library.</p> <p>If NO, or WE CAN'T FIND A RECORD OF THAT, your library may want to consider adopting such a policy, to ensure the law is known and followed.</p>
<p>3.7. Does your library have a written agreement or established practice with LE enforcement for addressing library concerns (criminal conduct at the library).</p>	<p>If you have a written agreement, you are an “LE Formal Relationship” library. Review the agreement to ensure it reflects the library’s current needs.</p> <p>If your library uses LE but it’s informal, consider if the current approach needs to be revisited.</p>
<p>3.8. Does your library want to have a policy of alerting workers and others when LE is present on the property?</p> <p>NOTE: Unless the library is presented with known credentials by the LE, and those credentials are vetted</p>	<p>If YES, make sure workers are trained on what to say and how to say it.</p> <p>If NO, that is fine, your library is not required to do this.</p> <p>If your library never considered this before: Yes, you can do that, but there should be clear language, and to avoid panic, persons authorized</p>



Important position factors	Impact on philosophy
by a person trained to assess them, it is wise to not do this.	<p>to make such a pronouncement should be trained to request and recognize credentials.</p> <p>If your library does this, it is an “LE Presence Alerting” library.</p>
3.9. Does your library have alternate egress in the event a particular agency arrives at the main entrance?	<p>If YES, you are a “Casablanca” library.</p> <p>If NO, it’s good for workers to know that.</p> <p>If your library can’t physically do that, it is wise to consider this factor.</p>
3.10. Does your library have a surveillance system that would record LE activity?	<p>If YES, bear in mind that the recording might be evidence and take steps to preserve it. It might also be subject to request under FOIL, unless such records are specifically regarded as “user records” (which they can be).</p> <p>If NO, one less thing to worry about!</p> <p>Should you have one? That is a question only your library can answer.</p>
3.11. Does your library want to require workers to document LE activity?	<p>If YES, bear in mind that, if the documentation is made as a work requirement, it will likely be subject to disclosure under FOIL (even if made using a personal device). In addition, the policy should address how such recordings are made without risking a charge of interfering with LE actions.</p> <p>If NO, one less thing to worry about!</p> <p>Should you have one? That is a question only your library can answer. When developing such a policy, careful consideration of the application of FOIL and whether or not employee-owned devices should be used are top considerations.</p>



Important position factors	Impact on philosophy
3.12. Does the library want to prohibit workers from personally recording LE activity in areas where recording is not prohibited?	While this type of prohibition should not be made, if your library has elected to not record LE activity, it should be clear that workers doing so are doing it on their own time and only in areas where recording is allowed. ³
3.13. Does your library want to encourage use of library resources by alerting the public (and LE) to its particular stance on this?	<p>If YES, your library should develop a short statement of its philosophy, in a way that will be meaningful to library users, and release it.</p> <p>If NO, your library should develop a short statement of its philosophy, in a way that will be meaningful to library workers, but not promulgate it.</p>
3.14. Does your library know the answers to these questions but want to keep them “unofficial” due to the fear that taking a position would result in retaliation and scapegoating?	<p>If NO, good. Fear is not the basis for policy (or lack thereof).</p> <p>If YES, while that is understandable, having “unofficial” positions can be risky upon an investigation, as actions will not be aligned with policy or directives, risking both due process and insurance coverage in a worst-case scenario.</p> <p>This is not a trick question! While your institution might not want to take a loud and overt stance, it is wise to take a stance, even if you do not publicize it.</p>
3.15. Are you a library leader who sees a board meeting discussing these things turning ugly?	<p>If NO, great.</p> <p>If YES, consider conducting your meeting with local legal counsel, so the attorney can help the board focus on the legal factors.</p>

³ Yes, this is the same type of rule that governs ~~First Amendment Auditors~~ People Recording in the Library.



Sample LE Response Philosophies (all of which are legal in NYS)

EXAMPLE 1 “The Victor”

The mission of the [NAME] Library is [INSERT]. As required by law, the Library serves all residents of [PLACE] without regard to citizenship or immigration status. As required by law, the Library keeps library user records confidential and releases such information to law enforcement agencies only to the degree required after appropriate authentication of credentials, warrants, court orders, and/or subpoenas. To maximize the confidentiality of services, employees are trained to alert all present in the library when law enforcement has been verified as present, and we record instances of on-site arrest or seizure of evidence whenever possible. To assist users who do not want to be at the Library when law enforcement is present, the Library has several means of egress. To enhance the Library’s ability to maintain confidentiality, “private” areas where only library officials and their invitees may enter are designated with signage.

EXAMPLE 2. “The Rick”

The mission of the [NAME] Library is [INSERT]. As required by law, the Library serves all residents of [PLACE] without regard to citizenship or immigration status. As required by law, the Library keeps library user records confidential and releases such information to law enforcement agencies only to the degree required after appropriate authentication of credentials, warrants, court orders, and/or subpoenas. For the protection of the Library, we record all seizures of evidence and arrests made on site; such recordings pertaining to library users are confidential library records.

EXAMPLE 3 “The Louie”⁴

The mission of the [NAME] Library is [INSERT]. As required by law, the Library serves all residents of [PLACE] without regard to citizenship or immigration status. As required by law, the Library keeps library user records confidential but will release such information to law enforcement agencies and other third parties per duly issued warrant, court order, and/or subpoena. The Library may

⁴ Yes, I am naming these approaches after different heroes in “Casablanca.” Each of these approaches—or a different combination—is legal. It is not until a library starts handing over records and calling ICE on library users that it becomes “The Collaborator” (I am not providing model language for that one).



also elect to release any library record it determines must be released for the proper operation of the Library.

As shown by the diversity in these policies, libraries have a great deal of latitude in how they choose to interact with law enforcement. **What is important is that library policies be applied consistently.**



Section IV

Policy and risk mitigation for library leadership

Policy or risk mitigation action leadership can take	What it Can Do	How to Implement
4.1. Know your library's position.	Even if you don't widely publicize it, a library must know where it stands on these issues.	Use Section III to identify (and regularly re-evaluate) where your library stands.
4.2. Evaluate your library's insurance.	<p>If there is any accusation by LE or a government agency of wrongdoing by employees or leadership, the library's board should know if there is coverage.</p> <p>If workers <i>are</i> covered for alleged legal violations, consider letting them know the extent of the coverage (and that it only applies if they are following library policy). This can ease tensions.</p>	Review the current insurance policy to see what "criminal" accusations are covered, and who is covered for them.
4.3. Ensure your library's definition of "library user records" is up to date and reflects all records your institution keeps and regards as confidential user information.	This is to ensure there is a clear basis to deny access to protected library user records.	Adopt or amend a policy to include a complete list of record types.
	Make sure the policy and signage are clear and	The director should assess current needs and practices



Policy or risk mitigation action leadership can take	What it Can Do	How to Implement
4.4. Evaluate your library's designation of private space.	<p>reflect actual restricted use terms.</p> <p>NOTE: "Restricted use" can include invited people (for example, the computer repair person going into an otherwise restricted server room).</p>	<p>against the library's needs, and the board should adopt or revise the policy accordingly.</p>
4.5. Reach out to legal or immigration advocacy organizations for "Know Your Rights" information to provide to library users.	<p>This will enhance the services offered by the library.</p>	<p>If not already in place, consider a formal or informal partnership with such an organization in your area.</p>
4.6. Provide short scripts to workers to reflect policy positions.	<p>When LE arrives is not the time for an employee to be paging through a 10-page policy!</p> <p>Practice using these scripts under stressful situations.</p>	<p>Examples:</p> <p>"Please provide your credentials, and I'll immediately connect you with the library director."</p> <p>"We have verified that [agency] is in the building."</p> <p>"The exits are at LOCATION."</p> <p>"I have been trained to not share information about library users."</p> <p>"The New York State Constitution allows me to record this activity."</p>



Policy or risk mitigation action leadership can take	What it Can Do	How to Implement
4.7. Ensure your library's scripts and policies are up-to-date, concise, and clear.	This will help your workers follow policy in the moment.	Have legal counsel review the policies and scripts to ensure your unique approach is consistent with the requirements at your library.
4.8. Polish up the relationship with local LE to the maximum extent possible.	Ensure local LE knows the ethical and legal restraints libraries operate under; to the degree practical, ensure the local LE is aware of your library's philosophy.	This should be carefully planned and should almost always start with a face-to-face discussion between leaders.
4.9. Let employees know that if they face a negative consequence for following library policy (arrest, harassment, etc.), the library will assist with addressing it.	This encourages workers to learn and follow policy. It can also reassure them that, if they take action under policy, the library will have their back.	Put that assurance in the policy, a FAQ, or another document.
4.10. Engage a local criminal defense attorney to advise on this topic. If a local criminal defense attorney wants to provide this service <i>pro bono</i> , great!	This does not need to be a "library attorney;" just a lawyer on retainer who knows local LE and can assist if a situation emerges. This lawyer should be open to connecting with library advocacy organizations so their local knowledge can be combined with	Put out an RFP as follows: <i>"The [NAME] Library seeks a criminal defense attorney in [NAME] county to advise the library board and director on matters related to civil liberties on an on-demand, hourly basis. Experience should include felony and misdemeanor</i>



Policy or risk mitigation action leadership can take	What it Can Do	How to Implement
	library-focused knowledge.	<i>cases in federal and state courts. Experience with immigration a plus.”</i>
4.11. Prepare workers for this fact: No matter how strong the library’s position and preparation are, it might not prevent an illegal arrest or seizure of evidence.	LE can overstep boundaries (accidentally or otherwise). While being ready can reduce the likelihood of an unconstitutional arrest or seizure, that is not assured. Make sure workers know that what they do in the moment might become part of how the wrongful action is fought.	This should be part of a policy: <i>“In the event library user records are taken or an agency remains in the library in a manner that violates the law or this policy, the library shall take action to address the violation.”</i>



Section V

Library Workers as Individuals

What an employee can do	How it can be done
5.1. Respectfully ask the library director what the library's positions are as listed in Section III.	Be patient; the board might not give the director timely input.
5.2. If your employer doesn't provide answers, develop a personal response plan.	Review Section III and identify what YOU think should be done. ⁵ Discuss this with your lawyer (prior to an incident).
5.3. Use the tools of your trade to identify the best resources to refer people to with respect to immigration enforcement.	Resources from local bar associations and legal clinics, immigration and resettlement agencies, and civil liberties groups are best, the more local the better.
5.4. If your employer has a position you DEEPLY DISAGREE ⁶ with, pre-identify what you will do in the moment. For example: If your library has a "maximum cooperation" stance, and you disagree with that, will you provide more than the bare minimum when directed to help LE? If your library has a policy of announcing the presence of LE, and you disagree with that, will you assist with the announcement?	Identify why you disagree, and how you will not follow it. Discuss this with your personal lawyer (prior to an incident). Your lawyer can help you identify the best way to not follow the directive or policy. It is important to know that your lawyer may counsel you that failure to follow your employer's policies may result in termination.

⁵ Library leaders who are reading this: if you just cringed at the thought of your workers winging this stuff, you have felt how critical it is that your library identify and articulate a position on each item.

⁶ By "DEEPLY DISAGREE," I don't mean you think it's a bad idea... I mean that when push comes to shove, you know you won't be able to do it.



What an employee can do	How it can be done
If your library has a “no recording LE” policy, but you feel compelled to bear witness during an arrest, would you record anyway?	
5.5. If you are in a union, alert your union representative as to any concerns.	The union representative should be given enough information so they can advocate for employees in the unit.
5.6. Retain a personal attorney with relevant experience (employment law) to simply be “on standby.” THIS DOES NOT HAVE TO COST A LOT OF MONEY.	Most attorneys can be retained and put “on standby” without the client(s) paying a large fee. Your local bar association can recommend an attorney with the right experience. Remember, the American Library Association’s Merritt Fund is there to help defray costs of local counsel for librarians under attack for doing their jobs.
5.7. Assemble a trusted support group and have fun together from time to time.	This one is up to you. Take care of yourself so you can take care of others.

Questions regarding this guide should be sent to nathan@losapllc.com.