

Law and Immigration Enforcement at the Library

Terms:

- “Library” refers to the Clinton Township Public Library
- “Enforcement” refers to all local, state, federal law enforcement and immigration and customs enforcement
- “Public areas” refers to the stacks, lobby, children’s room
- “Non-public areas” refers to workrooms, break rooms, offices, stairwells and basement

1. Purpose:

The Clinton Township Public Library is committed to providing free and equitable access to information, protecting patron privacy, and maintaining a safe and welcoming environment for all users. This policy establishes procedures for responding to visits or requests from law enforcement agencies, including Immigration and Customs Enforcement (ICE), in a manner consistent with the law and Library values.

2. General Guidelines:

Library staff do not provide legal advice to patrons. Library staff do not inquire about or disclose patrons’ immigration status. Library staff cooperate with law enforcement only as required by law. Library staff prioritize patron privacy, confidentiality, and safety at all times.

3. Staff Response:

If Enforcement enters the Library:

- Remain calm and professional.
- Immediately notify the Library Director.
- Ask officers to identify themselves and state the purpose of their visit.
- Do not consent to any search, questioning, or access to non-public areas without legal authorization.

4. Public vs. Non-Public Areas

- Public areas are open to all, including enforcement
- Non-public areas are not accessible without a judicial warrant or subpoena signed by a judge

Library shall not escort enforcement into non-public areas unless legally required.

5. Warrants, Subpoenas, and Requests for information

Only judicial warrants or court orders require immediate compliance. Library staff shall not provide patron records without proper legal authority or volunteer information.

6. Patron Privacy

Operational Policy

The library protects the confidentiality of:

- Library card registration information
- Circulation and usage records
- Reference questions and search inquiries

Information will only be disclosed:

- When required by a valid court order
- After review by Library Director

7. Questioning or Detaining Patrons

- Library staff shall not assist in questioning, detaining, or identifying patrons.
- Library staff shall not direct enforcement to specific individuals or share information about patrons.
- If officers are interacting with patrons, staff should continue normal operations unless safety is at risk.

8. Emergencies

In cases involving:

- Immediate threats to safety
- Active criminal activity
- Medical emergencies

Staff should follow standard emergency procedures and contact emergency services as appropriate.

9. Documentation

After any enforcement interaction, the Library Director will

- Document the date, time, agency, officers' names, and purpose of the visit
- Record any documents presented
- Note any actions taken by staff
- Secure records in a confidential administrative file