

Law Enforcement Requests Policy

Freedom Public Library

This document outlines the procedure the Freedom Public Library must follow when law enforcement officers request information about library users, staff members, or library records. These procedures align with American Library Association guidelines and the New Hampshire state law RSA 201-D:11 regarding the confidentiality of library user records.

In all scenarios below, the Library Director should be contacted, who will then contact legal counsel, and the library trustees. Official identification **must** be received from the officer, including their name, badge number, and agency.

1. If Law Enforcement Requests Information or Records:
 - Inform them of the library's Patron Privacy and Confidentiality Policy.
 - Do not release *any* information without a subpoena or court order.
2. If a subpoena is presented:
 - Accept the subpoena without providing *immediate* access to records.
3. If a search warrant is presented:
 - Assist only in locating items specified in the warrant.
 - Keep a record of seized items and request an inventory signed by the officer.
4. FBI Orders
 - Do *not* disclose or discuss the order beyond the Library Director or Trustees.
 - Comply with gag order provisions.
5. Immigration Enforcement (ICE)
 - ICE agents may access public areas but **must** present a court-issued warrant, signed by a judge, to enter non-public spaces. No patron data may be released without a court order.

Documentation and Reporting

Document all encounters with law enforcement in writing as an incident report. Include details such as date, time, officer's information, and nature of request.

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Approved By: Freedom Public Library Trustee Board