

Immigrant Enforcement Response Policy

Seaford Public Library

The Seaford Public Library is committed to upholding patron privacy, and ensuring compliance with legal requirements. This policy establishes procedures for Library staff to follow if federal immigration enforcement agents (e.g. U.S. Immigration and Customs Enforcement (“ICE”) enter the Library or request information.

1. Confidentiality of Patron Records

- a. The Library will not disclose any patron records or personal information unless presented with a valid judicial order, subpoena, or warrant (CPLR § 4509)
- b. Officials from the Department of Homeland Security, employees from the Immigrant and Employee Rights Section at the Department of Justice, and employees from the Department of Labor may inspect the Library’s Employment Verification I-9 forms without a subpoena or court order. The Library will generally receive a written Notice of Inspection at least three (3) days before the inspection.
- c. All requests for patron information must be referred to the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.

2. Procedures for Responding to Immigration Agents

If an immigration agent enforcement agent enters the Library and/or requests information, Library staff shall:

- a. **Notify Library Administration**
 - Immediately inform the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.
- b. **Request Identification and Documentation**
 - Politely ask the agent for their name, I.D./credentials, agency affiliation, the purpose of their visit, and their supervisor’s contact information. Make notes of their responses and make copies of any written documentation provided to you.

- Request and make a copy of any legal documentation, such as a warrant, subpoena, or court order that they possess.

c. Follow Legal Counsel's Guidance

- Inform the agent that Library policy requires consultation with legal counsel before any action is taken.
- Ask the agent to wait while legal counsel is consulted.
- Contact legal counsel and provide them with the details and documentation obtained from the agent(s).

d. Non-Interference with Law Enforcement

- Library staff shall not physically interfere with any enforcement action, search, or seizure by federal immigration enforcement agents.
- If an agent proceeds without a valid judicial order, staff should gather as much information from the agent(s) and document all details of the encounter and notify legal counsel and security supervisors immediately
- Public Areas: Immigration enforcement agents may enter publicly accessible areas of the Library without a warrant, e.g. reading rooms, stacks, and common areas.
- Nonpublic Areas: Areas designated for staff use only, such as offices, break rooms, storage areas, and behind-the-scenes workspaces, are not open to the public. Immigration agents may not enter these areas without a valid judicial warrant, subpoena or court order.
- While staff may verbally inform federal immigration enforcement agents that they are not entitled to enter the nonpublic areas of the Library without a warrant, subpoena or court order, they should never physically interfere.

Adopted by the Seaford Library Board of Trustees, October 20, 2025