

Promoting Safe and Secure Libraries for All

Guide and Model Policies to Assist California's Public Libraries in Responding to Immigration Issues



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Preface: Immigration and the Role of Public Libraries

California's public libraries operate within a complex and evolving legal and policy landscape shaped by both immigration enforcement practices and state laws designed to protect access to public services. In recent years, significant changes at the federal level—combined with new legislative action in California—have altered how public institutions, including libraries, must understand and respond to immigration-related activity.

This guide reflects these developments. It is intended to provide California's public libraries with a framework for maintaining safe, accessible, and trusted environments while complying with applicable law and responding appropriately to immigration enforcement actions.

Why This Guide Is Necessary

Public libraries are among the most trusted and widely used institutions in California. They serve tens of millions of residents each year and provide free, equitable access to information, education, technology, and community resources. Libraries function not only as centers for learning, but also as essential access points for individuals navigating complex systems, including education, healthcare, employment, housing, and civic participation.

For immigrant communities, in particular, libraries play a critical role. They offer services such as English language learning programs, citizenship and naturalization resources, access to reliable legal and government information, and safe, inclusive spaces open to all, regardless of background. To fulfill this mission, libraries must maintain environments that are welcoming, non-discriminatory, and protective of patron privacy. However, evolving immigration enforcement practices have created new challenges for public institutions. Individuals may hesitate to access services if they believe their presence, personal information, or participation in programs could expose them—or their family members—to immigration enforcement. This guide was first developed and subsequently updated to address those concerns. It ensures that libraries can continue serving all Californians effectively by protecting patron confidentiality, maintaining public trust, and providing consistent and lawful responses to immigration enforcement activity.

Unprecedented Expansion of Immigration Enforcement

This guide is once again updated to assist libraries in their operations in the context of heightened immigration enforcement at and around public institutions. Federal immigration enforcement has undergone substantial transformation in recent years. These changes have expanded not only the scale of enforcement activity, but also the ways in which enforcement interacts with public institutions. A central development is the expansion of immigration enforcement from borders and targeted domestic encounters with individuals who posed significant public safety or national security risks into everyday settings and public institutions that communities depend on to advance the current federal administration's mass deportation goals. This shift has resulted in increased frequency of broad-based civil immigration arrests and of racial profiling by immigration enforcement—practices that have led to a surge in community arrests of undocumented and lawfully present individuals without criminal convictions.¹ For libraries, this means that encounters may now arise during routine operations and in spaces traditionally understood as neutral or service-oriented.

This rapid expansion of the immigration enforcement infrastructure has been fueled by substantial increases in federal funding and the erosion of federal institutional safeguards.²

At the same time, DHS and ICE have been scaling back internal guardrails, including reductions in force of internal oversight bodies, cuts to training programs, and loosening other procedural protocols for promoting transparency and accountability. As a result, enforcement operations now regularly involve personnel from multiple federal agencies and officers who operate in plain clothes, face coverings or with limited identifying information. Additionally, recent rescissions and modifications of historical federal guidance that discouraged enforcement actions in certain “sensitive” locations, such as schools, hospitals, and places of worship, with little explanation have meant that enforcement may now occur in a broader range of settings associated with essential services like healthcare facilities.

With fewer safeguards on data acquisition and data use in immigration enforcement, DHS and ICE are also aggressively pursuing formal and informal requests for data about an individual or groups of individuals. A formal request for information can come in the form of a subpoena. An informal request for information can come in the form of a request made by phone or email unaccompanied by a subpoena. These requests, whether formal or informal, can seek specific identifying information about a person such as their name, address, contact information, program participation, service usage, appointment times, or presence at a facility. Formal or informal requests can also seek access to broader data such as program enrollment records or demographic and personally identifying information about patrons. In other instances, DHS and ICE have been attempting to amass personal identifying data through data or audit related requests from other federal agencies that condition continued federal funding of state programs on data disclosure, or by leveraging access to shared federal-state databases or aggregated datasets, in ways not fully visible or known to the originating state agency.

These shifts in enforcement tactics can create uncertainty for public institutions attempting to assess authority and respond appropriately. Enforcement activity in or near such locations can discourage individuals from accessing services, disrupt normal operations, and create uncertainty for staff regarding legal obligations. For shelters, which may collect and maintain personally identifiable information, DHS’ aggressive data acquisition tactics highlight the importance of limiting data collection to what is necessary, restricting access to sensitive information, and ensuring staff are adequately trained regarding the collection or disclosure of data. These realities underscore the importance of clear policies governing access to shelters and staff responses to enforcement presence.

Impacts on Public Trust

Contemporary immigration enforcement practices can negatively impact public trust in government institutions, including libraries. When individuals believe that accessing public services may expose them—or their family members—to immigration enforcement, they may avoid visiting public facilities, decline to participate in programs, refrain from seeking assistance or information, or limit engagement with government institutions more broadly. These effects extend beyond undocumented individuals and can also affect lawfully present immigrants, United States citizens in mixed-status households, or individuals who are perceived to be foreign nationals based on language, ethnicity, or association. This chilling effect can undermine public goals such as education access, community safety, and civic participation. For libraries, maintaining public trust is essential. Policies that protect confidentiality, minimize unnecessary data collection, and clearly define staff responsibilities are critical to ensuring continued access and engagement.

California’s Legislative Response

In 2017, California enacted the California Values Act, Senate Bill (SB) No. 54 (2017-2018 Regular Session) which restricts, with some exceptions, the use of state or local law enforcement agency funds or personnel to investigate, detain, or arrest individuals for civil immigration enforcement purposes, and limits the sharing of certain information with immigration enforcement authorities. SB 54 also

directs the California Attorney General to develop model policies and guidance to shelters, public schools, public colleges and universities, libraries, public healthcare providers, courthouses, and labor agencies that limit their interactions with immigration enforcement to the fullest extent permitted by law.³ SB 54 reflects a policy determination that public agencies must prioritize their core missions and maintain community trust.

In response to this new immigration enforcement landscape, in 2025 California enacted Senate Bill 580 (SB 580) which directs the Attorney General to develop model policies and guide to state and local agencies regarding their interactions with immigration enforcement.⁴ SB 580 also requires the Attorney General to develop guidance, audit criteria, and training recommendations for state and local agencies to limit the availability of stored information to anyone or any entity for the purposes of immigration enforcement to the fullest extent practicable, consistent with federal and state law. These materials must be published by July 1, 2026, and state and local agencies, including libraries, must implement these model policies or equivalent policies, by January 1, 2027. This guide is intended to satisfy the Attorney General's mandate under SB 54 and SB 580 as it relates to libraries. The Attorney General's July 1, 2026, SB 580 guidance and model policies broadly apply to all state and local agencies, but do not provide guidance specific to libraries. Accordingly, the Department of Justice recommends libraries consult this specific guide and implement the model policies, or their substantial equivalent, found in this guide to satisfy their obligations under SB 580.

This update to the SB 54 model policies and guide includes changes in relevant laws and policies since the guide was last updated in December 2024. These changes include: DHS's rescission of its sensitive locations policy, the increased reliance on databases and data sharing in immigration enforcement and California's enactment of Senate Bill 580, in addition to California's enactment of the Workplace Know Your Rights Act in the 2025–2026 regular session.

This guide is not legal advice. This guide is based on the law as of July 2026, which, of course, may change. Library administrators should consult with their legal counsel when formulating policies and practices, and in addressing any questions regarding the issues covered in this guide. For guidance-related information and/or to report any related immigration enforcement incidents or if you believe that state or federal law is being violated at a library, you may contact the Office of the Attorney General at Immigration@doj.ca.gov.

Note: For purposes of this guide, the term “immigration enforcement” has the meaning provided in Government Code section 7284.4, subdivision (f): “‘Immigration enforcement’ includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and also includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.” This guide uses variously the terms “immigration officer,” “immigration enforcement officer,” and “officer engaged in immigration enforcement.” All of these terms are used in reference to any officer or official, whether local, state or federal seeking to enforce federal immigration law.

Introduction

California's public libraries are trusted and inclusive community institutions that advance knowledge, connect people, and provide all local residents with the information necessary to participate in American society. Public libraries collectively provide much-needed information, programs, safe spaces, and local community connections to all 39 million Californians, roughly 27 percent of whom are immigrants.

Public libraries are valued in our communities as diverse, neutral, socially responsive institutions that facilitate individuals' independent decision-making as well as the empowerment—particularly among some of the most vulnerable members of our society—that accompanies the accumulation of knowledge and skills. According to a 2017 Pew Research Center study, 78 percent of American adults say that public libraries help provide reliable information.⁵ Almost every parent—94 percent, in one nationwide survey—said libraries are important for their children. Parents value the library as a safe space that instills a love of reading and books and provides information and resources not available at home.⁶

According to the California State Library, in fiscal year 2023–2024, there were over 86 million visits to California's 1,127 public libraries; over 14.7 million physical materials and 64.5 million eBooks, eAudiobooks, and eVideos were checked out; over 20.9 million library cards were issued to adults and 4.7 million library cards were issued to children; over 8.3 million uses of public internet computers were logged; over 8.8 million reference questions were answered; and nearly 334,300 public programs were used.⁷ In addition to providing patrons with access to books, magazines, newspapers, the Internet, and computers, public libraries help patrons navigate social services, healthcare access, welfare and public assistance, housing resources, education resources, language classes, and employment resources. Many public libraries also promote civic engagement by presenting speakers, programs, and workshops.

Public libraries play critical roles in serving immigrant communities, which number about 10 million people in California. For many people new to the United States, public libraries serve as gateways to citizenship, offering English language learning, training materials, and trustworthy resources on immigration and citizenship. The U.S. Citizenship and Immigration Services (USCIS) of the U.S. Department of Homeland Security (DHS) encourages public libraries to create “citizenship corners” dedicated to offering educational materials and information about programs and classes on the naturalization process and the rights and responsibilities of U.S. citizenship.⁸ However, fears of immigration enforcement have led some residents to question whether it is safe to use the resources provided by public libraries.

Public libraries abide by federal, state, and local laws that address library governance, funding, services, and service areas. For example, the Library Services and Technology Act establishes a federal library grant program that supports state-level initiatives in expanding services for learning and accessing information resources in all types of libraries.⁹

The California Library Services Act assures that all people in California “have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government.”¹⁰ Additionally, portions of California's Education Code relating to public library finance,¹¹ municipal libraries,¹² and library districts and museums in unincorporated areas¹³ guarantee that California residents have free access to the State's public libraries.

The California State Library is California's central reference and research library, and a key consultant and advisor to California's public libraries. The California State Library assists and encourages all public libraries in the State to implement literacy and English-acquisition programs. Specifically, the California

Library Literacy and English Acquisition Services Program within the California State Library is a highly valued program designed to increase literacy among “native and nonnative English-speaking youth and adults residing in California.”¹⁴

To fulfill the goal of connecting all Californians to the trustworthy information that they need, California public libraries must ensure that they create safe and secure environments that are welcoming and non-discriminatory, as well as protective of the confidentiality of

patron information. Libraries can create such environments, in part, by developing plans for responding to requests related to immigration enforcement in a way that protects the safety and privacy of all patrons whenever legally possible.

Purpose of this Guide

This guide is intended to equip public libraries with updated information and resources necessary to continue to provide safe, welcoming environments for all people and to safeguard the rights and privacy of all people regardless of their immigration status. This guide is also intended to provide relevant model policies for California public libraries. Under SB 54, all libraries are encouraged to adopt these model policies, or equivalent policies. To the extent that any specific library program presents circumstances that are not addressed in these materials, library staff should consult with library administrators and/or legal counsel in adapting the model policies described here.

This guide is not intended to address the duties public libraries have as employers when faced with the same requests about their employees.¹⁵

Persons having information regarding immigration enforcement happening in public libraries or believing that state or federal law is being violated at a library, may communicate with the Office of the Attorney General at Immigration@doj.ca.gov.

01 Establishing Policies Regarding Public Library Access

Purpose of this Section

Provide California library administrators and staff with information and policies for assuring access to library resources by all California residents, including immigrants.

Governing Law

In California, all individuals are to be served by public libraries. California law provides that it is in the interest of everyone in the State that all people are afforded free and convenient access to all library resources.¹⁶ Moreover, each library must provide equal access to all residents.¹⁷

Where libraries are concerned, each person in California has a single legal residency, which is the place one remains, when not working elsewhere, and to which one returns for repose.¹⁸ To borrow materials from a lending library, an individual must supply that library with just their name and current residence address.¹⁹

Recommendations

1. Policies for Assuring Access to Public Library Facilities

To the extent possible, libraries should make clear with signs on physical facilities, as well as statements on informational Internet sites, that all individuals, regardless of immigration status, are welcome inside libraries and may use those facilities' resources.

2. Issuing Library Cards for Borrowing Privileges

A library card for borrowing privileges should be issued to a person upon presentation of: (1) a valid photo identification; and (2) any document showing the individual's current address. An acceptable photo ID includes, but is not limited to, a valid driver license, including a "federal limits apply" license, a valid passport from any jurisdiction, or a valid photo ID issued by any governmental entity, foreign or domestic, including a school.²⁰ An individual's photo ID may itself indicate, and thus confirm, that individual's current address. If not, to show a current address, an individual may present another document, including but not limited to U.S. mail received at that address or a residential rental agreement.²¹ Further, under the administration of the State Librarian, the Local Public Library Partnership Program was established to ensure that all pupils have access to a local public library by the third grade.²² The process for pupils obtaining access to library resources may vary depending on the library, with some libraries asking for only a few pieces of information while others may ask for more. The State Librarian, however, is responsible for offering resources to assist each local public library to find student success card dispensing strategies that work best for their communities.²³ In some instances, a student's name, school ID number, home address and phone number, date of birth, parent and/or guardian's name, and email for the parent and/or guardian may be shared with a county library to facilitate access, but an agreement may be in place to not share this information with other entities.²⁴

02 Responding to Requests for Information and/or Data for Immigration Enforcement Purposes, Including Recommendations Regarding Database Governance

Purpose of this Section

Identify categories of patron information and/or data not subject to release by California public libraries and provide model policies instructing library staff and patrons on ways to protect against the release of patron information and/or data, to the extent permitted by law.

Governing Law

1. Citizenship and Immigration Status Information

Generally speaking, public libraries have no affirmative obligation to inquire into a patron's immigration status or retain a patron's immigration status information. If libraries obtain information about a patron's immigration status to support the patron's access to appropriate services, libraries should assess the extent to which retention of such information is necessary and take appropriate measures to maintain confidentiality and prevent unauthorized access.

Federal law also does not affirmatively require a public library to share immigration status information in its possession. Section 1373 of title 8 of the United States Code provides that state and local government entities and officials cannot prohibit or restrict any governmental entity or official from maintaining information regarding a person's immigration status, exchanging information regarding a person's immigration status with other governmental entities, or sending or receiving information regarding the citizenship or immigration status of any individual to or from immigration authorities.²⁵

In keeping with federal law, this guide does not recommend or require public libraries to adopt a policy restricting library staff from sharing immigration or citizenship status information in violation of 8 U.S.C. section 1373 or its counterpart 8 U.S.C. section 1644. However, section 1373 does not obligate government entities or officials to provide the federal government with any information about a person's immigration status (or any information of any other kind) nor does it prohibit state and local governments from restricting the sharing of other forms information such as a person's last known address, contact information, or physical description information. Importantly, these federal laws do not require public libraries to collect or preserve immigration status information.

If a state or local agency also maintains information about library patrons or operates a database with patron information, they should consult the Attorney General's published guide, including audit criteria and training recommendations, to ensure that their databases limit the availability of information for the purpose of immigration enforcement.²⁶

The federal government has also attempted to condition the receipt of certain federal grant funding on the recipient agreeing to cooperate with federal immigration enforcement or to comply with certain federal laws relating to immigration. Such conditions can give rise to potential legal issues. Any entity confronted with such a condition should consult its legal counsel. A public entity facing such a condition may also contact the Office of the California Attorney General, which has been involved in ongoing litigation efforts challenging conditional federal funding. As of the date of this publication, there have been many lawsuits against the Trump Administration related to the federal government's attempt to require immigration enforcement cooperation as a condition of receiving federal grant funding.²⁷

2. Confidentiality of Public Library Registration and Circulation Records

Library registration records, attendance lists for library programs, circulation records, and other library access records are confidential under the California Public Records Act.²⁸ The statute states that “all patron use records of a library that is in whole or in part supported by public funds shall remain confidential...and shall not [be] disclose[d] to any person, local agency, or state agency,” with the exceptions of library administrators acting within the scopes of their duties, when authorized in writing by the individual to whom the records pertain, or “by order of the appropriate superior court.”²⁹ California Government Code section 7927.105 defines “patron use records” as “any written or electronic record that is used to identify a library patron and is provided by the patron to become eligible to borrow or use books and other materials. This includes, but is not limited to, a patron’s name, address, telephone number, or email address.”

California Government Code section 7927.100 further protects from public disclosure “library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes.”³⁰

Recommendations Regarding Databases Under SB 580

This section provides recommendations regarding databases maintained by libraries. While the recommendations below are consistent with the Attorney General’s July 1, 2026, SB 580 guidance, the recommendations below are specifically tailored to databases maintained by libraries.

1. Policies and Procedures Regarding Information and/or Data Sharing by Public Libraries

Public libraries should develop policies and procedures that seek to achieve the following goals:

- Limit the unauthorized collection or disclosure of information that might indicate an individual’s or family’s citizenship or immigration status.
- Provide notification of individual and family privacy rights to everyone who seeks to use library resources (see below).
- Limit the disclosure of personally identifiable information for individuals participating in library programs, especially those that may disproportionately serve undocumented persons.
- Limit sharing of library registration records, attendance lists for library programs, circulation records, and other library access records.
- Refer all information requests to a designated person or persons, such as a library administrator or legal counsel, who will have the authority to respond to law enforcement requests, specifically immigration enforcement-related requests.
- Train all library workers, including volunteers, about the library’s procedures for handling law enforcement requests, specifically immigration-enforcement-related requests, for information about a library patron. The training should emphasize the governing laws on the subject.

2. Database-Related Recommendations

- Ensure contracts with vendors include terms that restrict unauthorized access or disclosure of personally identifiable data to law enforcement, including immigration authorities.
- Develop audit criteria based on existing policies and organizational database security practices and ensure that all staff, volunteers, contractors, and vendors understand their obligations for data collection and compliance audits. Audit criteria should strive to provide a clear, objective, and measurable foundation for audits based on an assessment of your library's policies and procedures, internal control documents, industry standards and best practices, and relevant laws and regulations to identify the required or desired state or expectation with respect to your library's program or operation.
- Ensure that all instances are documented and reported where a library or vendor becomes aware that personally identifiable information was requested or shared with law enforcement, including with immigration enforcement agents.
- Log all instances where a library or a vendor discloses personally identifiable information or data to law enforcement, including immigration enforcement agents.
- Incorporate database security and audit terms into contracts with vendors that also require logging of all requests for information by law enforcement or other third parties, and limitations on data sharing.
- Libraries should also conduct an agency-wide evaluation of the types of records [public library] or contracted vendors collect and generate to determine whether information regarding an individual's immigration status is maintained.
- Libraries as a matter of practice should determine the appropriate personnel or vendors with primary responsibility for collecting and generating immigration status information and ensure that such information is retained only for what is programmatically necessary

3. Contracting and Funding-Related Policy Recommendations

Libraries should pay close attention to the terms and conditions of contracts or grants that they agree to, including contracts that permit vendors to sell or make data available to third parties like federal agencies. Particularly, federal agencies in the past, and more recently, have sought to condition federal grant funding on states or local governments agreeing to cooperate with federal officials in the enforcement of civil immigration laws. In many cases, these grant conditions may not be legal under both federal and state laws and agreeing to them may expose your library to enforcement actions.

Contact the Attorney General's Office via email at Immigration@doj.ca.gov if you believe a federal grant term is asking you to do something related to immigration that is outside the scope of your library's core mission. These are fact-specific questions that can depend on many legal factors, so ask your federal grant coordinator for more time to consult with your legal counsel or the Attorney General's Office before making any agreements.

4. Training Recommendations for Library Staff under SB 580

Public libraries should establish and administer training programs regarding immigration issues for all library staff, including volunteers and security personnel employed by the library. This training should include information on responding to a request from an officer enforcing immigration law for physical access to nonpublic areas of the library or library records.

It is best practice for libraries, at a minimum, to adopt and implement the following training recommendations:

- Maintain training completion records;
- Identify individual(s) responsible for developing training, determining how often training should occur, and staff who should be trained. This includes making contractors, vendors, or other agencies aware of all provisions of relevant agency policies and access to in-person workshops, quarterly webinars, or on-boarding training related to interactions with enforcement agents.
- Train staff, volunteers, and contractors on how to determine the origin of informational requests and how to categorize their intended use, including requesting, in writing, the legal basis and intended use, and documenting it as part of the record.
- Train staff to identify any governing general or sector-specific privacy or confidentiality law applicable to information requests that may be relevant to agency operations, identify legal authorities for the receipt of information, and relevant exemptions to those legal authorities.
- Train staff to assist requesters in creating written requests for information and to direct a requester to enter into a Data Use Agreement if appropriate.
- Train staff on the scope of an informational request and how to provide only the minimum information required by law.
- Train staff in compliance with retention schedules and secure deletion methods.
- Train staff on written policies and processes for responding to law enforcement requests for information, including requests related to immigration enforcement.
- Train staff on federal and state legal limits on cooperation with immigration enforcement.
- Train staff on how to respond to enforcement requests, including de-escalation practices and when to elevate to a supervisor or manager.
- Train staff on privacy and best practices for handling personally identifiable information. This may include only allowing authorized data usage in secured locations, conducting regular training on data security, and ensuring that data is only accessed from official workstations and laptops that meet technological control standards. Among other practices, making sure to only access, copy, download, or export the minimum necessary amount of personally identifiable information that is required to perform any specific business function.
- Train staff on procedures for logging and documenting all interactions with law enforcement, including immigration enforcement requests.

- Train staff on documenting or reporting deficiencies in database management and processes for corrective measures.
- Train staff on how to identify and report patterns of non-compliance within the chain of command or with the appropriate external agency

5. Notice to Individuals Regarding Information Policy

All residents who seek to use library resources or programs should be provided with a statement of the library's privacy policies and all applicable privacy laws. By being conspicuously posted in a prominent place in the library, these statements should be made available to everyone who requests a library card or who is using library resources, with or without a card. These statements should be made available in the various languages commonly spoken by people in the local community. The statements should specifically include:

- A description of the types of records about patrons maintained by the library.
- The conditions under which the library might release personal information to outside entities.
- Policies (or summaries of policies) and laws (or summaries of laws) regarding the retention at the library and destruction of personally identifiable information, including options for individuals to view or request destruction of their personal information.

Model Policies

Under Government Code section 12532.5(2), public libraries are required to adopt these model policies or their equivalent by January 1, 2027.

Model Policies and Procedures Regarding Library Information-Sharing with Law Enforcement Authorities

- Libraries should develop and post internally model information-sharing policies in multiple relevant languages and make the policies accessible on the [public library] Internet site.
- Public libraries should designate the person(s), such as a library administrator or the library director, who will be responsible for responding to requests by immigration enforcement officers, and should make available to library staff the contact information of the designated individual(s) if not present in the library during a visit from an immigration enforcement officer
- Libraries shall develop procedures for handling information requests by telephone, such as requiring a call-back process through a publicly listed agency telephone number, emails, and other verbal and written requests for information from immigration authorities. These procedures shall include a requirement that frontline staff refer requests for information to designated staff or legal counsel.
- Libraries should ask to see, and make a copy of or note, a requesting officer's credentials (name, badge number, and agency).

- Libraries shall provide guidance and training on determining whether a document labeled “subpoena,” “warrant,” or “summons” has been signed by a court or judicial officers, as opposed to a non-court/non-judicial source. Requests accompanied by administrative warrants, administrative subpoenas, judicial warrants, judicial subpoenas, and court orders are to be forwarded to and reviewed by legal counsel before a response is made.
- Once the request is with the designated personnel or legal counsel, [library] shall then respond based on the documentation that purports to authorize the request:
 - No documentation: A request for information where the immigration enforcement officer provides no documentation: compliance is not required. Public library, in consultation with legal counsel, shall consider not responding.
 - An ICE administrative “warrant” or administrative “subpoena” (see samples in Appendix, items A & B): compliance is not required. Public library, in consultation with legal counsel, shall consider not responding.
 - A federal judicial search warrant (see samples in Appendix, items D & E): Prompt compliance usually is required, but compliance should be limited to the scope of what the search warrant requires.
 - A subpoena for the production of documents or other evidence (see samples in Appendix, items F & G): compliance is not required. Public library agency can petition a court to quash the subpoena.
- Once a request is with designated staff or legal counsel, designated staff or legal counsel will determine whether and to what extent [public library] is required to comply with the request. This determination shall consider applicable privacy or confidentiality laws and 8 USC sections 1373 and 1644.
- After a decision is made, [public library] should document what information or circumstances supported making that decision.
- Libraries should develop a process for consulting with legal counsel when reviewing federal procurement or grant agreements to identify terms and conditions that may require information sharing, access to databases, or other duties related to personally identifiable information.
- Libraries should develop and maintain written policies and procedures for gathering, handling, and retaining personally identifiable information, including developing training for staff in how to handle sensitive information based on those policies and procedures. These policies should seek to only collect personally identifiable information on individuals as required to support [public library]’s mission and as allowed by law or regulation. Personal information may include name, social security number, physical description, home address, home telephone number, education, financial matters, and medical or employment history. This limitation also applies to the collection and retention of data elements such that only the information that is legally or programmatically required is collected and retained.

03 Responding to Requests for Physical Access to Public Libraries for Immigration Enforcement Purposes

Purpose of this Section

Inform library staff of policies and practices for responding to immigration enforcement officers' presence in public libraries, and requests by immigration enforcement officers for physical access to different places within the libraries.

Governing Law

The Fourth Amendment to the U.S. Constitution protects individuals against unreasonable searches and seizures. What is required for law enforcement officers to access different areas of a library depends on whether patrons have expectations of privacy in the place to be entered. Where a reasonable expectation of privacy exists, the U.S. Constitution prohibits access without consent, a judicial warrant, or the types of circumstances that excuse the warrant requirement. This guide does not address all of the factual circumstances that may arise relating to an individual's Fourth Amendment protections in different areas of a library or in spaces generally held open to the public at large.

Workplace Know Your Rights Act

To protect workers amidst the increase in immigration enforcement actions in the state, the Workplace Know Your Rights Act (SB 294, 2025-2026 Regular Session) (Workplace Act) creates two key obligations for employers as of February 1, 2026. First, it requires California employers to distribute a standalone written notice to all employees annually detailing specified workers' rights, as well as constitutional rights of an employee when interacting with law enforcement. Additionally, employers are required to allow workers to designate an emergency contact who must be notified if the employee is arrested or detained during work hours.³¹

The Workplace Act mandates the Labor Commissioner to develop a template notice that an employer may use to comply with the notice requirement. An employer must provide written notice to each employee at the time of hire and on an annual basis through their standard digital or physical communications channels, including but not limited to "personal service, email, or text."³² Specifically, the notice must detail worker rights regarding workers' compensation, union organizing, and protections against unfair immigration-related practices, including the right to be notified of a federal immigration inspection. To ensure compliance, employers must maintain accurate records for a minimum of three years that these notices were delivered to employees in a language they understand.³³

The Workplace Act also requires employers to establish a formal process by which employees can designate an emergency contact specifically to be notified if they are arrested or detained during work hours.³⁴ While general notice violations are subject to a \$500 per employee penalty, failure to notify an emergency contact during an arrest can result in a penalty of \$500 per day and up to a maximum of \$10,000 per employee.³⁵

Please Note: For additional information, the Department of Industrial Relations has created a notice regarding the Workplace Act. The notice is available at: <https://www.dir.ca.gov/dlse/Know-Your-Rights-Notice/Know-Your-Rights-Notice-English.pdf>.

Access to Nonpublic Areas in Public Libraries

The Immigrant Worker Protection Act (Assembly Bill No. 450, 2017-2018 Regular Session), imposes obligations on public employers and persons acting on their behalf, in the event an officer engaged in immigration enforcement seeks to enter an employer's place of business, subject to certain exceptions.³⁶

Public employers, or persons acting on behalf of the employer, are prohibited from providing "voluntary consent" for an immigration enforcement agent to enter "any nonpublic areas of a place of labor."³⁷ This provision does not apply if the immigration enforcement officer provides a signed judicial warrant.³⁸ (Additional information about how to identify judicial warrants, which are different than administrative warrants, can be found below.) This provision also does not preclude an employer from bringing an immigration enforcement agent into a nonpublic area of the workplace for the purpose of determining whether the agent has a signed judicial warrant, "provided no consent to search nonpublic areas is given in the process."³⁹

Whether voluntary consent has been provided by an employer, or a person working on behalf of an employer, is a fact-based determination that depends upon the specific circumstances of the interaction between the employer and the officer conducting immigration enforcement, including the conduct of, and words used by, the employer or person working on behalf of the employer. In general, for consent to be voluntary, it cannot be the result of duress or coercion, whether express or implied.⁴⁰

Shifts in Immigration Enforcement Tactics and Rescission of Protected Area Policies

As discussed in the Preface, on January 20, 2025, the Secretary of the U.S. Department of Homeland Security, which oversees U.S. Immigration and Customs Enforcement and the U.S. Customs and Border Protection, rescinded the Biden-era version of the "protected areas" policy that had limited immigration enforcement in or near areas requiring "special protection."⁴¹ The Biden-administration policy did not prohibit enforcement actions in protected areas, but directed that ICE and CBP should avoid enforcement actions in or near protected areas "to the fullest extent possible."⁴²

As of the date of this publication, DHS's current policy is that officers should use their discretion to balance a variety of interests in deciding what law enforcement actions to take, including the degree to which any law enforcement action occurs in a sensitive location, along with "common sense."⁴³ Consistent with this policy, current ICE guidelines charge Assistant Field Office Directors and Assistant Special Agents in Charge with responsibility for making case-by-case determinations regarding whether, where, and when to conduct an immigration enforcement action in or near a protected area, and providing verbal or written authorizations for such actions.⁴⁴

Since the rescission of the protected areas policy, news reports have documented immigration enforcement activity around hospitals, elementary schools, and other sites previously designated as protected areas.⁴⁵ The lawfulness of DHS's current policy is the subject of litigation pending as of the date of this publication.

While libraries were not specifically included in the list of locations designated as protected areas for purposes of ICE and CBP enforcement actions, libraries should have plans in place if a law enforcement officer requests information or physical access to a nonpublic area of the library for immigration enforcement purposes.

Library staff should not physically interfere with an immigration enforcement officer in the performance of their duties. However, a library employee is not required to assist with the apprehension of a person identified in an ICE administrative warrant (explained in further detail below), nor is a library employee required to consent to an immigration enforcement officer's search of library facilities. In fact, a library

that is a public employer may not provide voluntary consent to an immigration enforcement officer seeking access to a nonpublic area when presented with an ICE administrative warrant.⁴⁶

Racial Profiling by Immigration Authorities

As of the time of this publication, and pursuant to the Supreme Court's decision in *Noem v. Vasquez Perdomo*, immigration enforcement officers may rely on a combination of factors in forming reasonable suspicion for immigration enforcement inquiries.⁴⁷ These factors may include a person's presence at particular work sites such as day laborer pickup sites or agricultural sites, the type of work they do, speaking Spanish or speaking English with an accent, and their apparent race or ethnicity.⁴⁸ In *Vasquez Perdomo*, the Supreme Court lifted a California district court's injunction against DHS's roving immigration patrols in Los Angeles, allowing federal agents to continue their practice of conducting immigration enforcement stops based on these factors, including race, pending the final outcome of the litigation.

Immigration enforcement officers are still bound by the Fourth Amendment, which prohibits unreasonable searches and seizures. The Fourth Amendment also prohibits unreasonable use of force and requires that arrests be made based on probable cause. Members of the public may report potentially unlawful activity in California by immigration enforcement officers or personnel at <https://oag.ca.gov/ReportMisconduct>. Examples of potentially unlawful activity by immigration enforcement officers may include use of excessive force; unlawful searches, seizures, or arrests; wrongful detentions; interference with voting; or other civil rights violations. Additionally, regardless of this interim decision or the outcome of the *Noem v. Vasquez Perdomo* litigation, state law continues to prohibit state and local law enforcement from engaging in racial or identity profiling.⁴⁹

Please Note: Filing a complaint does not guarantee that the Office of the Attorney General will take formal action on a complaint.

1. Description of Warrants, Subpoenas, and Court Orders Used for Immigration Enforcement

Because public libraries often provide significant assistance to immigrant populations, there are several foreseeable scenarios in which law enforcement officers might enter libraries for purposes of immigration enforcement. For example, an immigration enforcement officer may enter a library to request access to patron records or to target a specific individual or group of people. Public libraries should be prepared for such potential visits by immigration enforcement officers. One thing to keep in mind is that an immigration enforcement officer may be dressed in plain clothes.

While an immigration enforcement officer may enter a public area of the library without a search or arrest warrant, as discussed below, library staff cannot allow the immigration enforcement officer to enter nonpublic areas of the library without a signed judicial warrant.⁵⁰

Each library should establish a written policy that certain areas of the library are not open to the public and should post signs that clearly indicate which areas of the library are private. If an immigration enforcement officer requests access to library records or nonpublic areas of the library, library staff should first ask to see the immigration enforcement officer's credentials and the documentary authority for the request.

Sometimes, the officer may present no documentary authority at all. Below, this guide provides an overview of various types of documentary authority an officer may present. Sample copies of each document are appended to this guide. It is important to understand, however, that not all these documents, including an administrative warrant or Notice to Appear, provide legal authority to enter and search an area of a public library. Also, a document that might appear to be valid authority to

enter and search an area of a library may be defective in a way that is not apparent to someone without special legal training. It is important to understand that, when presented with a request by an immigration enforcement officer to enter and search a library, staff and patrons are not required to provide consent to the officer to enter an area of the library or otherwise assist with any search or arrest. Staff should not, however, attempt to physically interfere with the officer's entry.

Immigration enforcement officers may be in civilian clothing that does not display a badge or other insignia and may further limit recognizability through face coverings. Library staff should ask the immigration enforcement officers to provide credentials. It is also important to obtain and review what the immigration officer provides as written authority to enter and search a library. For example, sometimes the immigration enforcement officers will provide what they propose to be a "warrant." As explained below, there are multiple types of "warrants," and some provide greater authority to enter and search a library than others. Libraries should take steps to verify the validity of any documentary authority provided, if they are able to do so. Libraries may respond differently depending on the type of warrant or other authority.

Library staff are encouraged to immediately seek the advice of legal counsel if an officer notifies them about potential criminal penalties for failing to assist officers.

ICE Administrative "Warrant"

An ICE administrative "warrant" is the most typical type of document used by immigration enforcement officers. Such a document authorizes an immigration enforcement officer to arrest a person suspected of violating immigration laws.⁵¹ An ICE administrative warrant can be issued by any authorized immigration enforcement officer and is not a warrant within the meaning of the Fourth Amendment to the U.S. Constitution, because it is not supported by a showing of probable cause of a criminal offense. An ICE warrant is not signed by a district judge or magistrate judge.

An ICE warrant does not grant an immigration enforcement officer any special power to compel library staff to cooperate with their requests. For example, an ICE warrant does not authorize access to nonpublic areas of a library. An ICE warrant alone does not allow an immigration enforcement officer to search library records. See Appendix A for a sample ICE administrative "arrest warrant" (Form I-200), and Appendix B for a sample ICE "removal warrant" (Form I-205).

Federal Court Warrant

A federal court warrant is signed by a district judge or a magistrate judge of a U.S. District Court, based on a finding of probable cause authorizing the search or seizure of property, the entry into a nonpublic place to arrest a person named in an arrest warrant, or the arrest of a named person.

There are two types of federal court warrants, a search-and-seizure warrant and an arrest warrant.

- A federal search-and-seizure warrant allows an officer to conduct a search authorized by the warrant. (See **Appendix C** for a sample federal search and seizure warrant (Form AO 93).)
- A federal arrest warrant allows an officer to arrest the individual named in the warrant. (See **Appendix D** for a sample federal arrest warrant (Form AO 442).)

Library staff should carefully review warrants. A warrant typically specifies the exact areas an immigration enforcement officer is authorized to search, and it is possible that a warrant may not grant permission to search the entire library.

Prompt compliance with a federal court warrant is usually required. Where feasible, however, library staff should consult with a designated library administrator or legal counsel before responding.

Administrative Subpoena

A DHS administrative subpoena is a document that requests production of documents, testimony, or other evidence for use in immigration related investigations or in immigration proceedings, and is issued by an immigration enforcement officer. The administrative subpoena will contain the following information: file number, subpoena number, mailing address to which to mail the requested information, a list of the regulations that apply, the request for information, and the signature(s) of the officer(s). (See Appendix E for a sample administrative subpoena (Form I-138).)

A library generally does not need to immediately comply with an administrative subpoena. If an immigration enforcement officer arrives with a pre-designated administrative subpoena, the library should decline to produce the information sought and may choose to challenge the administrative subpoena before a judge. Therefore, library staff should immediately contact a designated administrator or the library's legal counsel upon receipt of an administrative subpoena.

Federal Judicial Subpoena

A federal judicial subpoena is a document that asks for the production of documents or other evidence. The federal judicial subpoena will identify a federal court and the name of the judge or magistrate judge issuing the subpoena and may require attendance at a specific time and location and the production of prescribed records. (See Appendix F for a sample federal judicial subpoena (Form AO 88B).)

As with an administrative subpoena, noted above, a library generally does not need to immediately comply with a federal judicial subpoena, and can challenge it before a federal judge in a U.S. District Court. Library staff should therefore immediately contact a designated library administrator or legal counsel upon receipt of a federal judicial subpoena.

Court Order

If an immigration enforcement officer arrives with a court order, a designated library administrator or other designated person shall review the order with legal counsel and then respond accordingly.

Notice to Appear

A notice to appear (NTA) is a charging document issued by ICE, CBP or the U.S. Citizenship and Immigration Services (USCIS) seeking to commence formal removal (or deportation) proceedings against an individual before an immigration court. An NTA contains allegations made about a particular person's immigration status, charges about the person's removability (or deportability), and has no bearing on library staff. An NTA notifies an individual that he or she is expected to appear before an immigration judge on a certain date. An NTA does not authorize an individual's arrest by immigration enforcement authorities or local law enforcement authorities.⁵² (See Appendix G for a sample notice to appear form (Form I-862).)

An NTA does not require library staff to take any action or grant an officer engaged in immigration enforcement any special power to compel the library to cooperate with the officer.

An NTA does not authorize access to nonpublic areas of the library.

An NTA does not legally require library staff to allow authorities to search library records.

Recommendations

1. Designate Library Restricted Areas

Libraries can have different policies in place regarding restricted areas, such as areas accessible only to library staff. Designating restricted areas (such as through the use of keycards, signage, or locks) and limiting access to outsiders can promote the need for a safe environment conducive to the library's mission. Libraries should acknowledge that immigration enforcement activities, and threats of such activities, interfere with their mission and should adopt policies on restricted areas and similar policies regarding access to facilities and patrons that promote a safe environment conducive to the library's mission. While restricted areas and similar policies protect facility users and staff in other ways and promote the need for a safe environment conducive to the institution's mission, such restrictions will not always equate to Fourth Amendment protection.

2. Connect Library Patrons to Additional Resources

If a patron is detained, the library should refer the patron or their family members to other resources for assistance, including but not limited to the following.

ICE Detainee Locator

The ICE online detainee locator (<https://locator.ice.gov/odls/#/search>) can help people determine if someone has been detained and where the individual is being held. In using the ICE detainee locator, it is helpful to know the individual's date of birth and 'A-Number' (Alien Registration Number), if there is one. An individual who entered the United States without inspection may not have an A-number.

Please Note: The ICE online detainee locator is intended only for locating individuals who are already detained. The website is not updated regularly; if an individual known to be detained does not appear on the website, it should not be interpreted as confirmation that they are no longer detained or have been deported. If an individual has general questions about their immigration status, they should be referred to a list of legal service providers such as those linked in the Legal Assistance section below.

Rapid Response Networks

In response to immigration enforcement actions, some immigrant rights and legal advocacy organizations have developed Rapid Response Networks (<https://caimmigrant.org/what-we-do/policy/fighting-mass-detention-deportation/resources-for-immigration-legal-protection/>). These provide hotlines where individuals can call if they see or are impacted by immigration enforcement actions; often mobilize trained responders to verify reports of enforcement activity; and connect individuals to legal assistance, "Know Your Rights" information, and follow-up services. In some cases, they also coordinate rapid attorney activation when someone is detained.

Some examples of Rapid Response Networks include: Stand Together Contra Costa (<https://standtogethercontracosta.org>); San Francisco Rapid Response Network (<https://sfilen.org/resources/sf-rapid-response-network>); Sacramento Rapid Response Network (<https://www.sacfuelnetwork.org/sacramento-rapid-response-network>); Kern County Rapid Response Network (<http://rapidresponsekern.com>); Multicultural Center of Marin | Marin Rapid Response Network (<https://multiculturalmarin.org/mrrn/>); 805 Immigrant Rapid Response Network in Santa Barbara, Ventura, and San Luis Obispo Counties (www.805undocufund.org/alerts); and Immigrant Defenders Law Center Rapid Response Network in Los Angeles, San Bernardino, Orange, Riverside, San Diego and Imperial Counties (<https://www.immdef.org/rapidresponse>).

Please note: Rapid Response Networks are not government agencies—they are community defense systems that help people understand their rights and access legal resources when immigration enforcement actions are taking place locally.

Legal Assistance

Immigration lawyers in private practice, United States Department of Justice (USDOJ)-accredited representatives (who assist immigrants in immigration proceedings), or legal-aid organizations may be able to provide legal assistance to secure the release of, or arrange for visits to, an individual or individual's family member.⁵³

- ✓ An individual can determine if lawyers are licensed by and in good standing with the State Bar of California by checking online at <https://www.calbar.ca.gov/legal-professionals>.
- ✓ Individuals may be able to find legal assistance from legal aid offices and lawyer referral services at the California Department of Social Services website, <http://www.cdss.ca.gov/inforesources/immigration/contractor-contact-information>, or at the California Courts website, <http://www.courts.ca.gov/1001.htm>. California courts also operate Self-Help Centers that may also be able to provide legal assistance to individuals. A list of these centers across the state is available at <https://selfhelp.courts.ca.gov/self-help/find-self-help>.
- ✓ The Immigration Advocates Network maintains a national immigration legal services directory. The directory allows users to search for free or low-cost immigration legal services providers by state, county, or detention facility. Users can refine their search by areas and types of legal assistance provided, populations served, and languages spoken. The directory is available at: <https://www.immigrationadvocates.org/nonprofit/legaldirectory>
- ✓ The Executive Office for Immigration Review (EOIR), Office of Policy, Public Resources Program (PRP) administers a List of Pro Bono Legal Service Providers. The list is provided to individuals in immigration proceedings and contains information on non-profit organizations and attorneys who have committed to providing at least 50 hours per year of pro bono legal services before the immigration court location where they appear on the list. The list also contains information on pro bono referral services that refer individuals in immigration court proceedings to pro bono counsel. A list of pro bono legal service providers can be found here: <https://www.justice.gov/eoir/list-pro-bono-legal-service-providers>
- ✓ **A list of additional resources can also be found on the Attorney General's website:** <https://oag.ca.gov/immigrant#resources>
- ✓ The USDOJ'S Recognition and Accreditation (R&A) Program allows certain individuals, specifically non-attorney employees and volunteers of qualifying non-profit organizations, to represent individuals in immigration proceedings before the federal government. To find an "Accredited Representative" to help you with your immigration case, you can contact a nonprofit organization that is a "Recognized Organization" under the Recognition and Accreditation Program. A list of Recognized Organizations can be found here: <https://www.justice.gov/eoir/recognition-accreditation-roster-reports>.

Please note: Individuals should not hire a notary or an immigration consultant if they are seeking advice and assistance regarding their immigration status. Notaries and immigration consultants are not attorneys or immigration experts. In fact, they are not legally required to know anything about immigration law because they are only allowed to help with non-legal tasks like translating information. Immigration consultants cannot —and should not—provide advice or direction about an individual's eligibility for different types of immigration relief, which immigration forms to submit, or speak to the government on a client's behalf. In addition, immigration consultants must be bonded and pass

background checks with the Secretary of State. To learn whether a specific immigration consultant has complied with these requirements, consult the Secretary of State website here: <https://specialfilings.sos.ca.gov/icbs>.

Immigration Court Website and Hotline

If an individual wants to know the status of their immigration case they can consult the EOIR Automated Case Information System website (<https://acis.eoir.justice.gov/en/>) and/or call the Immigration Court Hotline at [1-800-898-7180](tel:1-800-898-7180). It is useful to check both the website and hotline since they have different categories of information. The Asylum Seeker Advocacy Project (ASAP) also provides links and resources to navigating the immigration court system here: <https://asaptogether.org/en/check-court/>.

The EOIR will frequently change the time, date, and potentially even the location of immigration hearings. If EOIR changes this information, it will email a new notice of hearing, but individuals can also always check with the Immigration Court Hotline. Individuals must show up for all of their immigration hearings. If they do not, they may be ordered removed in their absence.

Consulate or Embassy

The consulate or embassy of an individual's country of origin may be able to offer additional information and assistance.

Model Policies

Under Government Code section 12532.5(2), public libraries are required to adopt these model policies or their equivalent by January 1, 2027.

Model Policies for Responding to Immigration Enforcement Officers' Presence in Public Libraries

As soon as possible, [public library] staff shall notify the [designated library administrator] of any request (including subpoenas, petitions, complaints, warrants, or court orders) by an immigration law enforcement officer to access a library facility.

In addition to notifying the [designated library administrator], [public library] staff shall take the following steps in response to an officer present at the library's facility for immigration law enforcement purposes:

1. Advise the officer that, before proceeding with their request, [public library] staff must first notify and receive direction from the [designated library administrator or legal counsel].
2. Ask to see, and make a copy of or note, the officer's credentials (name, badge number, and agency). Also ask for and copy or note the telephone number of the officer's supervisor. If they refuse to identify themselves, note their refusal.
3. Ask the officer to explain the purpose of the officer's visit and note the response.
4. Ask the officer to produce any documentation that authorizes library facility access.
5. Make copies of all documents provided by the officer.
6. Decline to answer questions posed by the officer and direct them to speak to the [designated library administrator].
7. State that [public library] does not consent to entry of [public library] facilities or portions thereof.
8. Without expressing consent, respond according to the requirements of the documentation. If the officer has:
 - **An ICE administrative "warrant" (see samples in Appendix A and B):** Immediate compliance is not required. Inform the officer that the library cannot respond to the warrant until after it has been reviewed by a designated administrator. Provide a copy of the warrant to the designated administrator as soon as possible. If the officer seeks to access nonpublic areas of the library, decline the request.
 - **A notice to appear (see sample in Appendix G):** This document is not directed at the library facility. Library staff is under no obligation to deliver or facilitate service of this document to the person named in the document. If you get a copy of the document, give it to your designated library facility administrator as soon as possible. If the officer seeks to access nonpublic areas of the library, decline the request.

Model Policies for Responding to Immigration Enforcement Officers' Presence in Public Libraries Continued

- **A federal judicial warrant (either a search-and-seizure warrant or an arrest warrant; see samples in Appendix C and D):** Prompt compliance usually is required, but, where feasible, staff should consult with legal counsel before responding. Compliance should be limited to the scope of the warrant.
 - **A subpoena for the production of documents or other evidence (see samples in Appendix E and F):** Immediate compliance is not required. Inform the officer that the library cannot respond to the subpoena until after it has been reviewed by a designated administrator or legal counsel. Give your copy of the subpoena to the designated administrator or legal counsel as soon as possible.
9. Document the officer's actions in as much detail as possible when they enter [public library] premises, but without interfering with the officer's movements.
 10. If the officer orders staff to provide immediate access to facilities, [public library] staff should comply with the officer's order, and immediately contact a designated administrator. Staff also should not attempt to physically interfere with the officer, even if the officer appears to be acting without consent or appears to be exceeding the purported authority given by a warrant or other document. If an officer enters the premises without authority, [public library] staff shall simply document the officer's actions while at the facility.
 11. [Public library] staff should document the officer's actions while in [public library] premises in as much detail as possible, but without interfering with the officer's movements.
 12. [Public library] staff should complete an incident report that includes the information gathered as described above and the officer's statements and actions.
 13. [Public library] in consultation with legal counsel, shall consider limiting the use of library spaces, property, or resources for the purpose of immigration enforcement.

Endnotes

- 1 Craft & Singh, *US arrests more immigrants in February 2025 than any month in last seven years*, The Guardian (Mar. 13, 2025), <https://www.theguardian.com/us-news/2025/mar/13/us-immigration-arrests-february-2025> (as of May 1, 2026); Blair & Hausman, *Immigration Enforcement in the First Nine Months of the Second Trump Administration*, Deportation Date Project (Jan. 27, 2026), <https://deportationdata.org/analysis/immigration-enforcement-first-nine-months-trump.html> (as of May 1, 2026).
- 2 See Ruiz Soto, *A New Era of Immigration Enforcement Under Trump 2.0*, Migration Policy Inst. (Oct. 2025), <https://www.migrationpolicy.org/news/new-era-enforcement-trump-2> (as of May 1, 2026); Haddock & Roy, *ICE and Deportations: How Trump Is Reshaping Immigration Enforcement*, Council on Foreign Relations (Feb. 27, 2026), <https://www.cfr.org/articles/ice-and-deportations-how-trump-reshaping-immigration-enforcement> (as of May 1, 2026); U.S. Dept. of Homeland Security, *DHS Sets the Stage for Another Historic Year* (Jan. 20, 2026) <https://www.dhs.gov/news/2026/01/20/dhs-sets-stage-another-historic-record-breaking-year-under-president-trump> (as of May 1, 2026); American Immigration Council, *Immigration Detention Expansion in Trump’s Second Term* (Jan. 2026) <https://www.americanimmigrationcouncil.org/wp-content/uploads/2026/01/immigration-detention-report.pdf> (as of May 1, 2026).
- 3 Sen. Bill No. 54 (2017-2018 Reg. Sess.).
- 4 Gov Code, § 12532.5.
- 5 Geiger, *Most Americans—Especially Millennials—Say Libraries Can Help Them Find Reliable, Trustworthy Information* (Aug. 30, 2017) Pew Research Center <<http://www.pewresearch.org/fact-tank/2017/08/30/most-americans-especially-millennials-say-libraries-can-help-them-find-reliable-trustworthy-information/>> (as of Mar. 24, 2026).
- 6 Zickuhr, Rainie, and Purcell, *Parents, Children, Libraries, and Reading* (May 1, 2013) Pew Research Center <<https://www.pewresearch.org/internet/2013/05/01/parentschildren-libraries-and-reading-3/>> (as of Mar. 24, 2026).
- 7 *California Public Library Statistics* (2023-2024) California State Library <<https://www.library.ca.gov/services/to-libraries/statistics/#tools-and-data-for-and-about-california-public-libraries>> (as of Mar. 26, 2026).
- 8 *Outreach Tools* U.S. Citizenship and Immigration Services <<https://www.uscis.gov/citizenship/outreach-tools/set-up-a-citizenship-corner?>> (as of Dec. 22, 2025).
- 9 20 U.S.C. § 9121 et seq.
- 10 Ed. Code, §§ 18700-18767.
- 11 Ed. Code, §§ 18010-18032.
- 12 Ed. Code, §§ 18900-18965.
- 13 Ed. Code, §§ 19600-19734.
- 14 Ed. Code, §§ 18880-18883.
- 15 Employers, including libraries, have state and federal obligations based on their status as employers that this guide does not reach. For example, Assembly Bill (AB) No. 450 (2017-2018 Regular Session) prohibits an employer, or a person acting on behalf of the employer, from providing voluntary consent to an immigration enforcement officer to access, review, or obtain the employer’s employee records without a subpoena or judicial warrant, unless certain exceptions apply. (Gov. Code, § 7285.2, subd. (a)(1).) Employers should ensure that all of their policies are consistent with applicable state and federal law.
- 16 Ed. Code, § 18701.
- 17 Ed. Code, § 18743.
- 18 Cal. Code Regs., tit. 5, § 20203, subd. (a).
- 19 Cal. Code Regs., tit. 5, § 20206.
- 20 See *Get A Library Card*, LA County Library <<https://lacountylibrary.org/library-cards/>> (as of Mar. 23, 2026).
- 21 *Ibid.*
- 22 Ed. Code, § 19340
- 23 Ed. Code, § 19342, subd. (a).
- 24 See, e.g., Napa Valley Unified School District Student OneCard Frequently Asked Questions <<https://www.nvusd.org/services/student-family/library/onecard>> (as of May 27, 2026).
- 25 8 U.S.C. § 1373 also provides that no federal, state, or local government entity can be prohibited or restricted from maintaining information regarding an individual’s immigration status, or exchanging this information with any other federal, state or local government entity. (8 U.S.C. § 1373 (b)(2)-(3).)
- 26 Gov. Code § 12532.5 subd. (a)(2)(b).
- 27 *Illinois v. Noem* (D.R.I., Dec. 22, 2025, No. 1:25-CV-00495-MSM-PAS) 2025 WL 3707011(26-1182, app. pending).
- 28 Gov. Code, § 7927.105.
- 29 *Ibid.*

30 Gov. Code, § 7927.100.

31 Lab. Code, § 1550 et seq.

32 Lab. Code, § 1553, subd. (a)

33 Lab. Code, §§ 1553, subds. (c), (e)

34 Lab. Code, § 1555, subd. (a)

35 Lab. Code, §§ 1558, subds. (d) (1), (2)

36 The Immigrant Worker Protection Act contains other terms limiting cooperation with immigration enforcement agents by employers and persons acting on their behalf, including, for example, when responding to requests by immigration enforcement agents for employee records. (Gov. Code, § 7285.2.) These terms, and other legal requirements running between employers and their employees, fall outside the scope of this guide.

37 Gov. Code, § 7285.1, subd. (a).

38 *Ibid.*

39 Gov. Code, § 7285.1, subd. (c).

40 *People v. Aguilar* (1996) 48 Cal.App.4th 632, 639 citing *Bumper v. North Carolina* (1968) 391 U.S. 543, 548–549 and *People v. Llamas* (1991) 235 Cal.App.3d 441, 446–447.

41 Benjamine C. Huffman, Acting Secretary, U.S. Department of Homeland Security, Memorandum re Enforcement Actions in or Near Protected Areas (Jan. 20, 2025) 1 (superseding and rescinding DHS’s October 27, 2021 Guidelines for Enforcement Actions in or Near Protected Areas.).

42 Under the former policy, immigration enforcement actions could take place at protected areas only when either: (a) prior approval was obtained from Agency headquarters or delegate; or (b) there were exigent circumstances necessitating immediate action without prior approval. (Alejandro N. Mayorkas, Secretary, Department of Homeland Security, Memorandum re Guidelines for Enforcement Actions in or Near Protected Areas (Oct. 27, 2021), 3-4.) Enforcement actions within the policy’s scope included such actions as arrests, civil apprehensions, searches, inspections, seizures, service of charging documents or subpoenas, interviews, and immigration enforcement surveillance. (Alejandro N. Mayorkas, Secretary, Department of Homeland Security, Memorandum re Guidelines for Enforcement Actions in or Near Protected Areas (Oct. 27, 2021), 4.).

43 Benjamine C. Huffman, Acting Secretary, U.S. Department of Homeland Security, Memorandum re Enforcement Actions in or Near Protected Areas (Jan. 20, 2025).

44 Caleb Vitello, Acting Secretary, U.S. Immigration and Customs Enforcement, Memorandum re Common Sense Enforcement Actions in or Near Protected Areas (Jan. 31, 2025) 2.

45 See, e.g., Canizares, *Minneapolis parents, teachers demand ICE leave after targeting schools* (Jan. 16, 2026) Minnesota Spokesman-Recorder <<https://spokesman-recorder.com/2026/01/16/ice-at-minneapolis-schools/>> (as of Mar. 25, 2026); Ibarra and Hwang, *ICE is suddenly showing up in California hospitals. Workers want more guidance on what to do* (Aug. 26, 2025) Cal Matters <<https://calmatters.org/health/2025/08/immigration-hospitals-workers-fear/>> (as of Mar. 25, 2026).

46 Gov. Code, § 7285.1.

47 *Noem v. Vasquez Perdomo* (2025) 146 S.Ct. 1, 2.

48 *Ibid.*

49 Pen. Code, § 13519.4, subd. (f).

50 Gov. Code, § 7285.1.

51 See 8 CFR § 287.5(e)(2), 8 CFR § 241.2, 8 CFR § 241.32.

52 *Arizona v. United States* (2012) 567 U.S. 387, 407.

53 For information about who may represent individuals in immigration proceedings, see *Can Someone Represent You Before EOIR?* Executive Office for Immigration Review U.S. Department of Justice, available at <<https://www.justice.gov/eoir/can-someone-represent-you-eoir>> (as of Apr. 30, 2026).

Appendix A

Immigration and Customs Enforcement "Arrest Warrant" (Form I-200)

U.S. DEPARTMENT OF HOMELAND SECURITY	Warrant for Arrest of Alien
File No. _____ Date: _____ To: Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations I have determined that there is probable cause to believe that _____ is removable from the United States. This determination is based upon: ☐ the execution of a charging document to initiate removal proceedings against the subject; ☐ the pendency of ongoing removal proceedings against the subject; ☐ the failure to establish admissibility subsequent to deferred inspection; ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law. YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien. _____ (Signature of Authorized Immigration Officer) _____ (Printed Name and Title of Authorized Immigration Officer)	
Certificate of Service I hereby certify that the Warrant for Arrest of Alien was served by me at _____ (Location) on _____ on _____, and the contents of this (Name of Alien) (Date of Service) notice were read to him or her in the _____ language. (Language) _____ Name and Signature of Officer _____ Name or Number of Interpreter (if applicable)	

Form I-200 (Rev. 09/16)

Appendix B

Immigration and Customs Enforcement “Removal Warrant” (Form I-205)

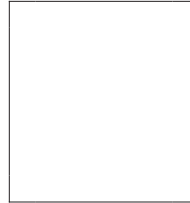
DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement WARRANT OF REMOVAL/DEPORTATION	
File No: _____ Date: _____	
To any immigration officer of the United States Department of Homeland Security:	
_____ (Full name of alien)	
who entered the United States at _____	on _____
(Place of entry)	(Date of entry)
is subject to removal/deportation from the United States, based upon a final order by:	
☐ an immigration judge in exclusion, deportation, or removal proceedings ☐ a designated official ☐ the Board of Immigration Appeals ☐ a United States District or Magistrate Court Judge	
and pursuant to the following provisions of the Immigration and Nationality Act:	
I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:	
_____ (Signature of immigration officer)	
_____ (Title of immigration officer)	
_____ (Date and office location)	
ICE Form I-205 (8/07)	Page 1 of 2

To be completed by immigration officer executing the warrant: Name of alien being removed:

Port, date, and manner of removal:



Photograph of alien removed



Right index fingerprint of alien removed

(Signature of alien being fingerprinted)

(Signature and title of immigration officer taking print)

Departure witnessed by:

(Signature and title of immigration officer)

If actual departure is not witnessed, fully identify source or means of verification of departure:

If self-removal (self-deportation), pursuant to 8 CFR 241.7, check here. ☐

Departure Verified by:

(Signature and title of immigration officer)

Appendix C

Federal Search and Seizure Warrant (Form AO 93)

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT

for the

In the Matter of the Search of _____)
(Briefly describe the property to be searched)
or identify the person by name and address)) Case No. _____
)
)
)

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the _____ District of _____
(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal (identify the person or describe the property to be seized):

YOU ARE COMMANDED to execute this warrant on or before _____ (not to exceed 14 days)
☐ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to _____
(United States Magistrate Judge)

☐ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized (check the appropriate box)
☐ for _____ days (not to exceed 30) ☐ until, the facts justifying, the later specific date of _____

Date and time issued: _____ Judge's signature _____

City and state: _____ Printed name and title _____

Federal Arrest Warrant (Form AO 442)

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Appendix E

Department of Homeland Security Immigration Enforcement Subpoena (Form I-138)

1. To (Name, Address, City, State, Zip Code)	DEPARTMENT OF HOMELAND SECURITY IMMIGRATION ENFORCEMENT SUBPOENA to Appear and/or Produce Records 8 U.S.C. § 1225(d), 8 C.F.R. § 287.4
Subpoena Number	
2. In Reference To	
(Title of Proceeding) (File Number, if Applicable)	
By the service of this subpoena upon you, YOU ARE HEREBY SUMMONED AND REQUIRED TO:	
(A) ☐ APPEAR before the U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), or U.S. Citizenship and Immigration Services (USCIS) Official named in Block 3 at the place, date, and time specified, to testify and give information relating to the matter indicated in Block 2.	
(B) ☒ PRODUCE the records (books, papers, or other documents) indicated in Block 4, to the CBP, ICE, or USCIS Official named in Block 3 at the place, date, and time specified.	
Your testimony and/or production of the indicated records is required in connection with an investigation or inquiry relating to the enforcement of U.S. immigration laws. Failure to comply with this subpoena may subject you to an order of contempt by a federal District Court, as provided by 8 U.S.C. § 1225(d)(4)(B).	
3. (A) CBP, ICE or USCIS Official before whom you are required to appear	(B) Date
Name	
Title	
Address	(C) Time ☒ a.m. ☐ p.m.
Telephone Number	
4. Records required to be produced for inspection	
5. Authorized Official	
(Signature)	
(Printed Name)	
(Title)	
(Date)	



If you have any questions regarding this subpoena, contact the CBP, ICE, or USCIS Official identified in Block 3.

DHS Form I-138 (6/09)

Appendix F

Federal Judicial Subpoena (Form AO 88B)

AO 88B (Rev. 02/14) Subpoena to Produce Documents, Information, or Objects or to Permit Inspection of Premises in a Civil Action

UNITED STATES DISTRICT COURT
for the

Plaintiff	)	
v.	)	
Defendant	)	Civil Action No.

**SUBPOENA TO PRODUCE DOCUMENTS, INFORMATION, OR OBJECTS
OR TO PERMIT INSPECTION OF PREMISES IN A CIVIL ACTION**

To: _____
(Name of person to whom this subpoena is directed)

☐ **Production:** **YOU ARE COMMANDED** to produce at the time, date, and place set forth below the following documents, electronically stored information, or objects, and to permit inspection, copying, testing, or sampling of the material:

Place:	Date and Time:
--------	----------------

☐ **Inspection of Premises:** **YOU ARE COMMANDED** to permit entry onto the designated premises, land, or other property possessed or controlled by you at the time, date, and location set forth below, so that the requesting party may inspect, measure, survey, photograph, test, or sample the property or any designated object or operation on it.

Place:	Date and Time:
--------	----------------

The following provisions of Fed. R. Civ. P. 45 are attached – Rule 45(c), relating to the place of compliance; Rule 45(d), relating to your protection as a person subject to a subpoena; and Rule 45(e) and (g), relating to your duty to respond to this subpoena and the potential consequences of not doing so.

Date: _____

CLERK OF COURT

OR

_____ Signature of Clerk or Deputy Clerk	_____ Attorney's signature
---	-------------------------------

The name, address, e-mail address, and telephone number of the attorney representing (name of party) _____, who issues or requests this subpoena, are: _____

Notice to the person who issues or requests this subpoena

If this subpoena commands the production of documents, electronically stored information, or tangible things or the inspection of premises before trial, a notice and a copy of the subpoena must be served on each party in this case before it is served on the person to whom it is directed. Fed. R. Civ. P. 45(a)(4).

Appendix G

Notice to Appear (Form I-862)

U.S. Department of Homeland Security		Notice to Appear
In removal proceedings under section 240 of the Immigration and Nationality Act:		
Subject ID: _____	FINS: _____	File No: _____
	DOB: _____	Event No: _____
In the Matter of: _____		
Respondent: _____		currently residing at: _____
(Number, street, city and ZIP code)		(Area code and phone number)
☐ 1. You are an arriving alien. ☐ 2. You are an alien present in the United States who has not been admitted or paroled.		
☐ 3. You have been admitted to the United States, but are removable for the reasons stated below.		
The Department of Homeland Security alleges that you:		
☐ This notice is being issued after an asylum officer has found that the respondent has demonstrated a credible fear of persecution or torture. ☐ Section 235(b)(1) order was vacated pursuant to: ☐ 8CFR 208.30(f)(2) ☐ 8CFR 235.3(b)(5)(ii)		
YOU ARE ORDERED to appear before an immigration judge of the United States Department of Justice at:		

(Complete Address of Immigration Court, including Room Number, if any)		
on _____	at _____	to show why you should not be removed from the United States based on the
(Date)	(Time)	
charge(s) set forth above.		

		(Signature and Title of Issuing Officer)
Date: _____		_____
		(City and State)
See reverse for important information		
Form I-862 (Rev. 08/01/07)		