Dear [Recipient]:

As the immediate impacts of the COVID-19 come to light, many of America's 120,000 libraries are already on the front lines of serving individuals and communities. Libraries continue to serve on the forefront of digital equity by supporting home broadband access, devices, and technical support. The [your organization] stands ready to work with [elected official / local organization] to support the public through this trying period, but we also need your help.

While many libraries across the country have had to close their doors to the public, they have continued to provide valuable services to their communities. Local libraries are:

- Building on their strong identity as a trusted source of information on pandemic preparedness and access to government communications.
- Teaching people of all ages how to use technology and offer Wi-Fi hotspots, laptops and other mobile devices for at-home use.
- Assisting individuals completing their 2020 Census forms, obtaining tax forms, applying for veterans' benefits, and registering to vote — activities likely to be impacted by current shutdowns.
- Lending eBooks and downloadable audiobooks, providing access to the world's knowledge and creativity to everyone, every day, through their digital collections.

Libraries are poised to lead communities in their recovery in the coming months, and they are ideal locations for the distribution of community relief resources, materials, and information.

However, Americans' access to all these library services is at risk exactly when they're most needed. Significant declines in state and local budgets, likely reductions in charitable contributions, given the stock market, and the surge in demand for online content will put the financial stability of libraries at risk.

To help meet these needs, we urge [elected official / local organization] to provide at least [$amount] in funding to support libraries.

These funds may be used to support a wide variety of purposes, including expanding access to computer instruction, business trend databases, homework centers, access to eBooks and adaptive technology, bookmobile service, and development of outreach programs to underserved communities. We also want to ensure that these funds could be used to absorb the unplanned-for costs of cleaning facilities. Lastly, we echo the recommendation of the American Society of Association Executives to include tax-exempt associations suffering from event cancellations and reduced meetings attendance in any federal aid package, alongside other sectors of the events and travel industry affected by COVID-19.

Americans already know they can go to their local library for a range of services and information. We urge you support the ability of libraries across the country to serve their communities through this national crisis.

Thank you,