

New Hampshire RSA 201-D:11

II-a. All library records related to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, shall be available to either parent or the legal guardian of the minor when requested by either parent or the legal guardian of the minor, or the parent or legal guardian of the minor whose address matches that on the library account or who is listed on the library account.

*Note: This law allows only parents or legal guardians to be provided with items **currently** borrowed in the formats stated in RSA 201-D:11 II-a.*

**Procedure:**

1. Complete form on the reverse side of this document and provide Library staff with copies of documentation that clearly states parental or legal guardianship status (minor's birth certificate and parent's ID; legal guardianship document and guardian's ID; etc.)
2. The Library will review the form and documents to ensure compliance with New Hampshire State Laws.
3. A list of physical materials (e.g. Books, CDs, DVD) currently checked out to the minor, or an explanation of denial of request will be provided to the requesting parent or legal guardian within five business days.
  - a. The list may be picked up in person by the requesting parent or legal guardian
  - b. Or emailed to the address provided by the parent or legal guardian.

\* To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone. \*

Approved Board of Trustees: 02/09/2026



REQUEST TO ACCESS MINOR'S LIBRARY RECORDS

I authorize that I, the undersigned, am a parent or legal guardian of the child listed below: \_\_\_\_\_ (name of child).

I authorize that I, the undersigned, am requesting to know what library materials \_\_\_\_\_ (name of child) currently has checked out on their library card with the Wolfeboro Public Library.

I authorize and grant the Wolfeboro Public Library the right to produce a list of library materials currently checked out to child named above in accordance with RSA 201-D:11. I hereby release the Wolfeboro Public Library, Board of Trustees and all employees and volunteers from any claims, damages or liabilities arising from providing the information requested.

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Method of Notification:  Email  In Person Pick-up

\*Note: Please complete a separate form for each child for whom you are requesting records.\*

For Staff Use Only:

Parental or Legal Guardianship Documents Provided:

Government issued I.D.

&

Birth Certificate with parent named

OR

Court Order

Received Form

Library Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Record or notification sent to requester

Library Staff Initials: \_\_\_\_\_

Date Sent: \_\_\_\_\_

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