



## Parental Access to Minor Children's Library Records (RSA 201-D:11, rev. Compliance)

### Policy Purpose:

The Converse Free Library complies with New Hampshire House Bill 273 (NH RSA 201-D:11, rev.), which grants parents or legal guardians access to their minor children's current borrowing records. This policy outlines the procedures for responding to parental requests for this information while respecting the privacy of all patrons.

### Scope:

This policy applies to all library staff members who handle patron information and respond to inquiries regarding borrowing records.

### Definitions:

- **Minor:** An individual under the age of 18.
- **Parent or Legal Guardian:** An individual with legal parental rights or guardianship of a minor child.
- **Current Borrowing Records:** A list of printed library materials and audio-visual materials (DVDs, CDs) currently checked out on a minor's library card.
- **Library Records:** Any information maintained by the library that identifies a patron and their use of library resources.

### Procedure for Parental Access to Minor Children's Library Records:

1. **Verification of Identity and Guardianship:**
  - Upon a parent or legal guardian's request for their minor child's current borrowing records, staff must give the person making the request a blank copy of the form "Request of Minor Records" and ask them to complete it and return with a valid government-issued photo ID and proof of custody (see form). The completed form is given to library director.
  - Library director must verify that the requester's address matches the address on the minor child's library account. If the addresses do not match, additional documentation proving legal guardianship may be required.

**2. Provision of Current Borrowing Records:**

- Once identity and guardianship are verified, library director will provide within five days the parent or legal guardian with a list of the minor child's currently checked-out printed library materials and audio-visual materials (DVDs, CDs).
- Staff will not provide access to past borrowing history, digital resource usage, or other library records beyond the scope of the RSA.
- In the absence of library director for more than the stated five days allowed to comply, assistant library director may assume the director's role

**3. Documentation:**

- Library director will document the request, verification process, and information provided in the patron's account notes. This documentation will be kept confidential and in accordance with the library's record retention policy.

**4. Confidentiality:**

- Staff will maintain the confidentiality of all patron information and will release information only as required by law.

**5. Patron Education:**

- Staff will inform all account holders that they have the ability to turn off saved history within their online account. However, currently borrowed items will always be available to the parent or legal guardian as per NH RSA 201-D:11, rev.
- Staff will also provide information to all patrons regarding the library's commitment to patron privacy and the legal requirements that govern the release of patron information.

**Patron Privacy:**

The Converse Free Library is committed to protecting the privacy of all patrons, including minors. While complying with NH RSA 201-D:11, rev., staff will strive to minimize the disclosure of information and will only provide the information explicitly required by law.

**Staff Training:**

All library staff will receive training on this policy and the relevant provisions of NH RSA 201-D:11, rev.

**Policy Review:**

This policy will be reviewed periodically to ensure compliance with applicable laws and regulations.

*Tentatively approved by the Board of Trustees, 05 January 2026*