



## Request of Minor Records January 2026

*Note: Please complete a separate form for each child for whom you are requesting 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  
Converse Free Library.

I authorize and grant the Converse Free Library the right to produce a list of printed library materials and audio-visual materials (DVDs, CDs) currently checked out to child(ren) named above in accordance with RSA 201-D:11.

I hereby release the Converse Free Library, Board of Trustees and all employees and volunteers from any claims, damages or liabilities arising from providing the information requested.

Only a library manager may review and fulfill requests for the borrowing records of a minor. The library will produce a printed list of currently checked out materials for the minor listed above within five business days. The requesting parent or guardian listed below may either pick up the list in person at the library, or request to have it mailed/emailed to them at the addresses provided below. To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone.

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

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

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

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

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

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**Library Staff Use Only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Verification of identification for person making the request (must check both)

- Valid government issued photo I.D.
- Same address as the child or court-issued custody order