

Kimball Library Confidentiality Policy for the Library Records of Minors

Pursuant to RSA 201-D:11, the library's circulation records and other records identifying the names of library users are confidential. Effective on January 1, 2026, in compliance with RSA 201-D:11 II-a, all library records related to a minor's current borrowing of print and/or audio-visual library materials such as DVD's and CD's, shall be made available upon request to the parents or legal guardian of the minor.

A parent or legal guardian requesting library records of a minor will be required:

1. to show a governmentally issued photographic identification listing their name and current address. (An unexpired United States passport with a utility bill or lease showing a current address may also be acceptable.)
2. to demonstrate that they are the parent or a legal guardian of that minor child.
3. To complete and sign a form affirming that they are the parent or legal guardian of the minor.

Acceptable documentation includes:

- A current Kimball library card that lists an address matching that on the minor's library account;
- The governmentally issued ID and the minor's Kimball library card;
- The parent or guardian's unexpired library card that is linked to the minor's library account as a parent or legal guardian, or the minor's library card that is linked to the parent or guardian's library account;
- Governmentally issued identification and the minor's birth certificate naming the parent, or a court order appointing the legal guardian.

With the identification and relationship verified, staff will upon request, create a link between the parent or guardian's account and the minor's account valid until the minor's 18th birthday. Once linked, presentation of a photographic ID, or the parent or guardian's unexpired library card is sufficient for staff to make a current checkout list available.

The Trustees, Director or staff shall not make these library records available to any agency of the state, federal or local government without consent or by subpoena, court order, or where otherwise required by statute.

Upon receipt of such process, order, or subpoena, the Library Director will consult with the Town Solicitor to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Approved by the Kimball Board of Library Trustees on 12/12/25; effective on 1/1/26 2026

Kimball Library Request Form for the Current Borrowing Record of Minors (infants through age 17)

To Be Completed by:

THE PARENT OR LEGAL GUARDIAN OF THE MINOR

Full Name of Requester: _____

Relationship to the Minor: _____

Primary Address: _____

Phone Number(s): _____

Full Name of the Minor: _____

Primary Address of Minor: _____

I hereby swear and affirm that I am the parent or legal guardian of the above-named minor, and that such rights have not been terminated by any court or other legal proceeding:

Signature of the Requestor: _____

Today's Date: _____

STAFF ONLY – REQUIRED DOCUMENTATION: One of the following proofs of identity and relationship to the Minor must be provided to and confirmed by staff. Please check each proof provided. If it is difficult to verify either criteria, please ask for assistance from the Director or Assistant Director.

____ Current Kimball library card listing an address matching that on the minor's library account

____ The governmentally issued ID and the minor's Kimball library card

____ The parent or guardian's unexpired library card that is linked to the minor's library account as a parent or legal guardian, or

____ the minor's library card that is linked to the parent or guardian's library account

____ Governmentally issued identification and the minor's birth certificate naming the parent, or a court order appointing the legal guardian.

Printout provided for Minor's Card Number: _____ Staff Initials: _____

Forms shall be filed in the Director's Office at the front of the top drawer in the large file cabinet

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