

## **Goffstown Public Library Confidentiality Policy**

Per NH RSA 201-D:11, all cardholders of the Goffstown Public Library, no matter what their age, have the right to strict confidentiality; however, effective January 1, 2026, in compliance with RSA 201-D:11 II-a, all library records related to a minor's current borrowing of printed library materials and/or audio-visual materials, such as DVDs and CDs, shall be made available to either parent or to the legal guardian of the minor when requested by either parent or the legal guardian of the minor.

For the purpose of this policy, a "minor" is under the age of eighteen years old.

A parent or legal guardian requesting library records of a minor will be required to complete the "Request for Minor Records" and show identification to demonstrate that they are the parent or a legal guardian of that minor. This may include: 1) identification, such as a Goffstown Public Library card, or government-issued ID, that lists an address matching that on the minor's library account; 2) and that they are listed on the minor's library account by name. If their name is not listed on the minor's account, proof may include the minor's birth certificate naming the parent, or a court order appointing the legal guardian. **This form must be completed each time a parent/guardian requests this information.**

Library staff will only release information related to a minor cardholder at the Goffstown Public Library. If the minor card was issued at another library, the requestor will be referred to that library for assistance.

The Trustees, Director or staff shall not make these 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 legal counsel 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 Library Board of Trustees, December 17, 2025

# TITLE XVI LIBRARIES

## CHAPTER 201-D STATEWIDE LIBRARY DEVELOPMENT SYSTEM

### Section 201-D:11

#### **201-D:11 Library User Records; Confidentiality. –**

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

[Paragraph II-a effective January 1, 2026.]

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.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

**Source.** 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009. 2025, 273:1, eff. Jan. 1, 2026.

**Goffstown Public Library, New Hampshire**  
**Request for Minor Records**

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

I swear and affirm that I, the undersigned, am a parent or legal guardian of the minor listed below: \_\_\_\_\_ (name of minor) and that I am entitled to receive all library records related to this minor's current borrowing of printed or audio visual library material pursuant to RSA 201-D:11 II-a.

By completing this Request for Minor Records Form, I, the undersigned, am requesting a list of library materials \_\_\_\_\_ (name of minor) currently has checked out on their library card at the time the request is processed with the Goffstown Public Library.

I authorize and request that the Goffstown Public Library produce a list of printed or audio-visual library materials currently checked out by the minor in accordance with RSA 201-D:11 II-a.

PLEASE BE AWARE: Only a library supervisor 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 upon verification that the requesting party is the parent/guardian of the minor and will release the information as soon as possible but no later than 5 business days from the date of the request. The requesting parent or guardian listed above may either pick up the list in person at the library or may request to have this list 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 or to a third party.

Minor's Name: \_\_\_\_\_

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

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

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

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

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Mail, Pick-up, or Email Preference: \_\_\_\_\_

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**Library Staff Use Only:**

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

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

Date of Response: \_\_\_\_\_

Verification of identification for person making the request

- Government issued I.D.
  - Same address as the minor
- Goffstown Public Library cardholder
- Approved borrower on card
- Court Order
- Birth Certificate with parent named
- Signed for minor's library card

Initials of staff member: \_\_\_\_\_

Approved by the Library Board of Trustees, December 17, 2025