

## Tucker Free Library Policy & Procedure for Responding to Request Parental Access to Minor Children's Library Records (HB273 Compliance)

**Background:** This is to provide guidance regarding the implementation of procedures to address requests under House Bill 273. The bill amends RSA 201-D:11 by adding a new paragraph authorizing access to library records relating to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, to a parent or legal guardian of the minor. The new law goes into effect on January 1, 2026, and states as follows:

***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.***

### Policy Purpose:

Tucker Free Library will comply with New Hampshire House Bill 273, which grants parents or legal guardians access to their minor children's current borrowing records. This document 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:** Libraries should require verification that the individual requesting the records is entitled to obtain them under the law. The following are some options that libraries can use for verification:

- V1:** Possession of a library card in the requestor's name which shows the same address as that on the account of the minor whose records are being sought.
- V2:** A birth certificate with the requestor's name listed as a parent, or a court order granting guardianship.
- V3:** Governmentally issued photo identification verifying the requestor's name and with an address matching that on file for the minor. If the addresses do not match, additional documentation proving legal guardianship may be required.
- V4:** Other information or documentation to verify to the satisfaction of the library that the requestor is a parent or legal guardian. If it is difficult to verify the relationship, it is recommended that the request be referred to the library director.

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

- Once identity and guardianship are verified, staff will provide 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).
- **Only current borrowing** records of printed library materials and audio-visual materials **should be provided to the requestor. Library records such as address, phone number and age of the minor should not be supplied.** In addition, any records that contain information about any other library users should be edited to remove such information.
- Staff will not provide access to past borrowing history, digital resource usage, or other library records beyond the scope of HB273.

### 3. Documentation:

- Staff will use appropriate forms to document the request, verification process, and information provided in the patron's account notes. This documentation will be shredded once the request has been satisfied and subsequent requests must go through the same process repeatedly.

### 4. Confidentiality:

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

### 5. Patron Education:

- Staff will inform all card 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 HB273. Library patrons have two ways to modify their history settings in the Apollo system, one is staff directed and the second is patron directed. See [HOW PATRONS CAN MODIFY HISTORY SETTINGS.docx](#) for instructions.
- 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. The Tucker Free Library adheres to the principles inherent in the [Library Bill of Rights](#).

#### Patron Privacy:

Tucker Free Library is committed to protecting the privacy of all patrons, including minors. While complying with HB273, staff will strive to minimize the disclosure of information and will only provide the information explicitly required by law.

1st reading: Continued discussion, November 4, 2025

2nd reading: Waived

3rd reading: Waived

Adopted by the Tucker Free Library Board of Trustees on: November 4, 2025

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NAME of requestor:

ADDRESS of requestor:

DOES NAME of MINOR MATCH THAT PROVIDED BY REQUESTOR: \_\_\_\_\_  
YES/NO

DOES THE ADDRESS of MINOR MATCH THAT OF THE REQUESTOR: \_\_\_\_\_  
YES/NO

"I hereby swear or 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 order or other legal proceeding and as such I wish to have access to the above-named minor's CURRENT borrowing record."

\_\_\_\_\_  
SIGNATURE of requestor DATE

TO BE COMPLETED BY LIBRARY STAFF (check the verification process/documentation that applies)

- V1:** Possession of a library card in the requestor's name which shows the same address as that on the account of the minor whose records are being sought.
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Information was provided on CURRENT circulation record on: \_\_\_\_\_ by: \_\_\_\_\_  
(date) (staff member name)

Verification and date of of compliance should be recorded on the minor's record in the following format:

On \_\_\_\_\_, I \_\_\_\_\_, verified guardianship using \_\_\_\_\_. I then provided guardian with  
(date) (name of staff member) V1, V2, V3, V4

Information regarding the minor's CURRENT borrowing record.

\_\_\_\_\_  
SIGNATURE of Library Staff who verified proper guardianship DATE