



Privacy Policy

The Hampton Falls Free Library subscribes to the American Library Association's Code of Ethics to the extent the law allows. Article III states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." The First Amendment to the United States Constitution guarantees freedom of speech and of the press. This requires the corresponding right to hear what is spoken and read what is written, without fear of intrusion, intimidation or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

The Hampton Falls Free Library is an impartial resource providing information from all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. This role must not be compromised by an erosion of the privacy rights of our Library users.

The Hampton Falls Free Library also protects its patrons' right to privacy to the extent the law allows. New Hampshire State Law, including RSA 201-D:11, states that individual library records are confidential and shall only be revealed to the cardholder, to someone with the cardholder's consent or disclosed to the extent necessary for the proper operation of the library, or "pursuant to subpoena, court order, or where otherwise required by statute." With the enactment of New Hampshire House Bill 273 effective January 1, 2026, access to information on materials currently checked out by a minor child (under 18 years of age) has been extended to include any legal parent or guardian even if they are not the cardholder. See RSA 201-D:11, II-a.

The Library issues two types of cards – a family card and an individual card. A family card can be issued to an individual or entire household. The only way to uniquely identify materials checked out by a minor child is if that child has their own individual card. Thus, only the materials checked out to a minor on their own individual card can be made available after a formal request. A formal request process is focused on ensuring only those with a legal right to access a minor child's library usage obtain such information about that usage. Parental access to their minor child's records will not be unreasonably withheld. If the request by a legal parent or guardian meets legal requirements, all currently checked out materials associated with that minor's card will be shared with the requestor.

The law does not prohibit a library from gathering and releasing statistical information related to library use provided that the identity of library users is not disclosed. See RSA 201-D:11, III. The information a patron gives to the Library when applying for or updating a card, or even whether a person is a Library cardholder, is confidential. All records of a patron's use of Library materials and services are confidential with the exception of the extension of access (by NH House Bill 273) to a legal parent or guardian (by formal request) of a minor child's currently checked out materials even if the requestor is not the cardholder.

Approved: January 22, 2026

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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.

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.



REQUEST FOR MINOR'S (under 18) RECORDS

Person requesting records:

Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ email _____

Relationship to Minor: (check one) Parent Legal Guardian

Proof required:

- Birth certificate of child showing parent's name or court order granting guardianship.
- Government issued photo identification showing requester's name and address.
- Other documents demonstrating parentage or legal guardianship of the minor child, including documents that show a shared address.

Minor Information:

Name _____ Account Number: _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ email _____

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

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

Signature _____ Date _____

(The library will notify all users of requested account number. Both the Director and a Trustee need to sign off on this form before records are released.)

For Library Use Only:

Documents presented:

- birth certificate of minor legal guardianship court order valid driver's license
 government ID with a photo other (describe below):

Director signature _____ Date _____

Trustee signature _____ Date _____