

James E. Nichols Memorial Library
35 Plymouth St., Center Harbor, NH 03226
603-253-6950 Website: centerharborlibrary.com
Request of Minor's Records

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

Name of Minor: _____
Address of Minor: _____

I, _____, the undersigned, hereby affirm I am a parent or legal guardian of the above named minor. I am requesting to know what library materials the above named minor currently has checked out on their library card with the James E. Nichols Memorial Library, located at 35 Plymouth St., Center Harbor, NH. I authorize the James E. Nichols Memorial Library to produce the list of these materials in accordance with RSA 201-D:11.

I hereby release the James E. Nichols Memorial Library, its Board of Trustees, employees, contractors, agents, and volunteers from any and all claims, liabilities, damages, expenses, losses, or judgments arising out of the verification of this request and/or the provision of the list of library materials currently checked out to the above named minor.

Only the librarian or the chairperson of the library's Board of Trustees may review and fulfill requests for the borrowing records of a minor. If the request is verified, the library will produce a printed list of currently checked out materials for the above listed minor within five business days. The requestor may pick up the list in person at the library. To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone.

I hereby affirm that I have read and agree to the above on this ____ day of _____, 20__

Signature of Requestor: _____

Printed Name of Requestor: _____

Address: _____

Phone: _____ Email: _____

Library Staff Use Only:

Reviewed by: _____ Date: _____

Request Determination: _____

The following requestor identification was reviewed (please check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> Government issued photo I.D. | <input type="checkbox"/> Court Order with requestor named |
| <input type="checkbox"/> Same address as minor | <input type="checkbox"/> Birth Certificate with requestor named |
| <input type="checkbox"/> Requestor listed on minor's library account | <input type="checkbox"/> Requestor signed for minor's library card |
| <input type="checkbox"/> Other _____ | |