



## LEACH LIBRARY REQUEST OF MINOR RECORDS

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

I hereby swear and affirm that I, the undersigned, am a parent or legal guardian of the below-named minor, and that such rights have not been terminated by any court order or other legal proceeding 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 my below-named minor child currently has checked out on their library card with the Leach Library.

I authorize and request that the Leach Library produce printed or audio-visual library records currently checked out by my below-named minor child in accordance with RSA 201-D:11 II-a.

I hereby release and waive any and all claims I have or may have in the future against the Leach Library, its Board of Trustees, employees, agents and volunteers from any claims, damages or liabilities arising from its production or the providing of the information requested above and agree to defend and indemnify the library and its Board of Trustees, employees, volunteers and agents from all suits and claims arising from and in any way related to production of these records to me.

Please note: The library will produce a printed list of currently checked out materials for the minor listed below within five business days. 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.

Name of Minor: \_\_\_\_\_

Minor's Address: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Requestor's Phone: \_\_\_\_\_ Requestor's Email: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR LIBRARY STAFF USE ONLY**

Records request process:

- Government issued identification provided.
- The requestor is authorized on the minor's card.
- The requestor is **NOT** authorized on the minor's card (*see supervisor*):
  - Same address as minor
  - Court Order/Guardianship
  - Birth Certificate with parent named
- Printed copy of records provided.

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

*Adopted by the Board of Trustees on 11/5/2025.*