

Keene Public Library
Request for Minor Records

I swear and affirm that I, the undersigned, am a parent or legal guardian of the child listed below:
_____ (name of child) 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 child currently has checked out on their Library card with the Keene Public Library.

I authorize and request that the Keene Public Library produce printed or audio-visual Library records currently checked out by my 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 Keene Public Library, its Board of Trustees, employees, agents and volunteers from any claims, damages or liabilities arising from its providing 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 BE AWARE: If you cannot access the account online, the Library will produce a printed list of currently checked out materials for the minor listed below within five business days. Only a senior administrator may review and fulfill requests for the borrowing records of a minor. 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/mailed 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. *A separate form is required for each child for whom you are requesting records.*

Child's Name: _____

Parent/Guardian's Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Library Staff Use Only:

Approved by: _____ Date: _____

Requester must provide two of the three identifications below. Check all that apply & provide photocopies.

- ☐ Government issued I.D. **AND**
☐ Court Order of Guardianship **OR**
☐ Birth Certificate with parent named