

TOWN OF NEWBURY



NEWBURY PUBLIC LIBRARY
Tel. (603) 763-5803

NEW HAMPSHIRE
INCORPORATED 1778

P.O. Box 245
NEWBURY 03255

Form: Request for Minor Records

Adopted By: Library Board of Trustees	Revision Number: 1
Approval Date: 01/01/2026	Revision Date:

Request of Minor Records Application Form

Note: Please complete a separate form for each child for whom you are requesting records. I authorize that I, the undersigned, I hereby swear or affirm that I am the parent or legal guardian of the child listed below, and that such rights have not been terminated by any court order or other legal proceeding.

_____ (name of child).

I authorize that I, the undersigned, am requesting to know what library materials _____ (name of child) currently has checked out on their library card with the Newbury Public Library. I authorize and grant the Newbury Public Library the right to produce a list of library materials currently checked out to the child named above in accordance with RSA 201-D:11.

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

Only a library administrator may review and fulfill requests for the borrowing records of a minor. The library will produce a printed list of currently checked out materials for the minor listed above within five business days. The requesting parent or guardian listed below may either pick up the list in person at the library, or request to have it 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.

Child's Name: _____

Parent/Guardian's Name: _____

Address of Minor: _____

Address of Parent/Guardian: _____

Phone: _____ Email: _____

Signature of Parent/Guardian: _____ Date: _____

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Library Staff Use Only:

Approved by: _____ Date: _____

Verification of identification for person making the request (please check all that apply)

- | | |
|-----------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Government issued I.D. (Must be verified) | <input type="checkbox"/> Court Order |
| <input type="checkbox"/> Same address as the child | <input type="checkbox"/> Birth Certificate with parent named |
| <input type="checkbox"/> Approved borrower on card | <input type="checkbox"/> Signed for card |