

## **Barrington Public Library**

### **Privacy Policy & Parental Access to Minor Children's Records (HB273 Compliance)**

***The HB273 law will take effect on January 1, 2026. All confidential information will remain protected until the law is implemented.***

#### **I. Privacy Policy**

##### **Purpose**

Barrington Public Library safeguards the privacy and confidentiality of all patrons in accordance with RSA 91-A:5, RSA 201-D:11, the American Library Association's Code of Ethics, and applicable federal statutes.

Privacy is essential to free speech, thought, and association. The Library strives to create an environment where patrons can pursue knowledge without fear.

##### **Patron Privacy Rights**

- Patron records are confidential and disclosed only with patron consent, or as required by law.
- Information collected may include registration data, circulation data, electronic access data, inter-library loan records, museum pass use, and reference interview information.
- Borrowing history is maintained for staff and patron use only. Public computers do not retain user history.
- Patron information is never sold or disclosed to third parties.

##### **Minors' Records (HB273 Compliance)**

- Parents/legal guardians may access their minor child's current borrowing records (printed and audio-visual materials).
- Past borrowing history, digital resource usage, or other records remain confidential.
- The Library balances compliance with HB273 while protecting the privacy of all patrons, including minors.

##### **Patriot Act Notice**

Under the USA Patriot Act, federal authorities may access library records under certain conditions. Staff are prohibited from disclosing if such records have been obtained. The Library takes all possible steps to protect patron privacy while adhering to federal law.

##### **Policy Review**

This policy will be reviewed regularly by the Library Board to ensure compliance with evolving laws and professional standards.

## **II. Procedures**

### **A. Parental Access to Minor Children's Records**

#### **1. Verification of Identity and Guardianship**

- Request valid government-issued photo ID.
- Confirm address matches the minor's library account.
- If addresses differ, require additional documentation proving guardianship.

#### **2. Provision of Records**

- Provide a list of currently checked-out printed and audio-visual materials.
- Do not disclose past borrowing history, digital resource usage, or other records.

#### **3. Documentation**

- Record the request, verification process, and information provided in the patron's account notes.
- Maintain documentation confidentially per record retention policy.

#### **4. Confidentiality & Patron Education**

- Release only information required by law.
- Inform patrons that borrowing history can be disabled in their online account, but current items checked out by minors are always accessible to parents/legal guardians under HB273.

#### **5. Staff Training & Review**

- Train all staff on HB273 compliance and this procedure.
- Review procedures periodically to ensure compliance.

## Barrington Public Library

### Request for Current Borrowing Record of Minors (age 5—17)

#### PRIVACY STATEMENT

The Barrington Public Library adheres to NH RSA 201-D:11 and NH RSA 91-A:5 regarding user record confidentiality and privacy.

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.

#### STAFF ONLY – REQUIRED DOCUMENTATION

**ONE** of the following must be provided and confirmed by Library Staff. If it is difficult to verify the relationship, the request should be referred to the library director. Check and initial form of documentation verified.

- ☐ Possession of a library card in the requestor's name shows the same address as that on the account of the minor whose records are being sought.
- ☐ A birth certificate with the requestor's name listed as a parent, or a court order granting guardianship.
- ☐ Governmentally issued photo identification verifying the requestor's name and with an address matching that on file for the minor.
- ☐ Other information or documentation to verify to the satisfaction of the library that the requestor is a parent or legal guardian.

#### TO BE FILLED OUT BY REQUESTOR

- **Full Name of Requestor:** \_\_\_\_\_
- **Relationship to Minor:** \_\_\_\_\_
- **Primary Address:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_ (home/work/cell)
- **Full Name of Minor:** \_\_\_\_\_
- **Primary Address:** \_\_\_\_\_

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

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Printout provided for Minor's Card Number: \_\_\_\_\_