

## Request for a Minor's Record Form

*Please complete a separate form for each child for whom you are requesting a current record.*

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 a record of 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 a Minor's Record Form, I, the undersigned, am requesting a list of library materials \_\_\_\_\_ (name of child) currently has checked out on their library card with the Durham Public Library and authorize the library to produce such record of currently checked out print and/or audiovisual materials.

I hereby release and waive any and all claims I have or may have in the future against the Durham Public Library, its Board of Trustees, employees, agents and volunteers from any claims, damages or liabilities arising from its production of the 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:** Within five days, Only the Library Director or their designee 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 above may either pick up the list in person at the library or may request to have this list mailed/emailed 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.

Child's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Library Staff Use Only:

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

Verification of identification for person making the request (please check one):

☐ Government issued I.D.    ☐ Same address as the minor    ☐ Approved party in system

☐ Court Order    ☐ Birth Certificate with parent named