

Manchester City Library, New Hampshire
Request of Minor Records

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

I authorize that I, the undersigned, am a parent or legal guardian of the child listed below:

_____ (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 Manchester City Library (includes our West Manchester Branch Library location).

I authorize and grant the Manchester City Library the right to produce a list of library materials currently checked out to child named above in accordance with RSA 201-D:11.

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

Only a library manager 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 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: _____

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.

☐ Court Order

☐ Same address as the child

☐ Birth Certificate with parent named

☐ Approved borrower on card

☐ Signed for card