

The legal team at Primex, upon request, put together guidance for librarians on how to limit risk as we align our policies with HB273. Below is their statement with the understanding it would be shared state-wide. If you have questions, please contact Primex directly or your own legal counsel.

10-21-2025

This correspondence is to provide guidance regarding the implementation of procedures to address requests under House Bill 273. The bill amends RSA 201-D:11 by adding a new paragraph authorizing access to library records relating to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, to a parent or legal guardian of the minor. The new law goes into effect on January 1, 2026, and states as follows:

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.

To implement this new law, and to help ensure that confidential library information is released only to a parent or legal guardian, we recommend libraries consider adopting the following procedures:

1. Libraries should require verification that the individual requesting the records is entitled to obtain them under the law. The following are some options that libraries can use for verification:
 - Possession of a library card in the requestor's name which 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. If it is difficult to verify the relationship, it is recommended that the request be referred to the library director.
2. It is strongly recommended that, for each request, the requestor complete a form with the following information:
 - The name and address of the requestor.
 - The name and address of the minor.
 - A statement swearing or affirming that the person is the parent or the guardian as applicable, such as "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."
 - All forms should be dated and signed by the requestor.
 - The form should include a section for the librarian to complete regarding documentation/information reviewed to confirm the requestor's status.
3. Only current borrowing records of printed library materials and audio-visual materials should be provided to the requestor. Library records such as address, phone number and age of the minor should not be supplied. In addition, any records that contains information about any other library users should be edited to remove such information.

It is also recommended that, as deemed appropriate, libraries consult with their local legal counsel with questions about policies and procedures to implement House Bill 273 (2025).

Danielle Pacik,
Assistant General Counsel (dpacik@nhprimex.org)

NH Public Risk Management Exchange (Primex3) (www.nhprimex.org)

(603) 225-2841 Ext. 129 (603) 698-2365 (NH Toll Free)

46 Donovan Street, Concord, NH 03301

Mailing address: PO Box 23, Hooksett, NH 03106