



Dover Public Library

Policy on Patron Privacy and Confidentiality of Library Records

Pursuant to RSA 201-D:11, the library's circulation records and other records identifying the names of library users are confidential. (RSA 201-D:11)

Effective January 1, 2026, in compliance with RSA 201-D:11 II-a, all library records related to a minor's current borrowing of printed library materials and/or audio-visual materials, such as DVDs and CDs, shall be made available to either parent or to the legal guardian of the minor when requested by either parent or the legal guardian of the minor.

A parent or legal guardian requesting library records of a minor will be required to show identification and demonstrate that they are the parent or a legal guardian of that minor child. If the requestor's name is not listed on the minor's account, then the requestor will be asked to fill out a Request for Minor Records Form and to provide alternative proof. Acceptable forms of proof are either the minor's birth certificate naming the parent or a court order appointing them legal guardian. The Library will provide the printed list of materials within 5 business days of filling out the Request for Minor Records form.

In all instances and regardless of circumstances, it is the policy of the Dover Public Library to safeguard access to patron library records and restrict access to that information only to the patron who owns the card or to the parent or legal guardian with consent of the minor.

This means that when parents inquire as to the titles of items their children have borrowed, library policy and state law dictate that, unless one of the above conditions is met, parents may only be told how many items are out and when they are due, and may not be told the titles of the items unless necessary for the collection of overdue fines, or loss or damage to the materials. It is suggested that parents who wish to have access to their child's current borrowing record should either check out the child's items on their own card or, if the child has his/her own library card (available at age 5), keep the child's card or patron barcode number with them.

If a patron requests the titles of items he or she has personally checked out, that person may be asked to provide their library card number as a means of identification. Patrons may also check their own current borrowing record, accessed with their library barcode number, from any workstation in the library or remotely through the library's online catalog at library.dover.nh.gov and click on my account.

Adopted 12/4/2025

Dover Public Library Board of Trustees