



Amherst Town Library

Professional service with a personal touch

Request for Current Borrowing Record of a Minor

Amherst Town Library is committed to protecting the privacy and confidentiality of all library patrons, regardless of age. The privacy and confidentiality for all library patrons is described in detail in our Privacy Policy. Parents or legal guardians of a minor under age 18 may obtain current borrowing information from a minor's library record by completing this form.

Each request requires a separate, new form. Please complete a separate form for each minor for whom you are requesting records and submit a new form each time you wish to access borrowing information. If you are not a parent or legal guardian of the minor, your request is not eligible for review.

The library will provide a list of currently checked out materials for the minor listed below within five business days of the request. 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.

Full Name of Minor:

Primary Address of Minor:

Full Name of Individual Requesting Records
(Print Name):

Phone:

Email:

Primary Address:

Preferred Delivery Method: ☐ Pickup ☐ Mail ☐ Email

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:

Staff Use Only (check one in each category)

Acceptable documentation for **requester's identity** includes:

- ☐ U.S. driver's license
- ☐ Passport or other ID card issued by federal or state government agency

Acceptable documentation for **minor's relationship to the requesting party** includes:

- ☐ Copy of Letters of Guardianship or Court Orders (*See RSA 463:11*)
"A Certificate of Appointment of Guardian" or "An Order on Appointment of Guardian"
- ☐ Birth Certificate with requesting party named

Acceptable documentation for **minor's age** includes:

- ☐ U.S. driver's license
- ☐ Passport or other ID card issued by federal or state government agency
- ☐ Birth Certificate with parent named

Name of staff member reviewing documentation: _____

Date reviewed : _____

Name of staff member providing borrowing record: _____

Date provided: _____ Method: (circle one) Pickup / Mail / Email