



Confidentiality of Library Records Policy

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. This may include: 1) identification that lists an address matching that on the minor's library account; 2) and/or that they are listed on the minor's library account by name. If their name is not listed on the minor's account, proof may include the minor's birth certificate naming the parent, or a court order appointing the legal guardian.

Library staff will only release information related to a Sandown Public Library juvenile card. If the juvenile card was issued at another library the requestor will be referred to that library for assistance.

The Trustees, Director, or staff shall not make these records available to any agency of the state, federal, or local government without consent or by subpoena, court order, or where otherwise required by statute.

Upon receipt of such process, order, or subpoena, the Library Director will consult with Town Legal Services to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

Approved: December 31, 2025