

## **NORTH HAMPTON PUBLIC LIBRARY**

### ***Registration of Patrons and Confidentiality of Records***

The North Hampton Public Library is primarily supported by taxes paid by residents of the town and any resident or taxpayer of North Hampton is therefore entitled to all borrowing services provided by the library at no additional charge. Persons who attend school or work in North Hampton and summer visitors who reside here for at least 2 months consecutively shall be considered as residents and eligible for a free library card.

All applicants for library cards will be required to show identification and proof of residency, taxpayer status, or employment in North Hampton. Those staying in motels who do not work in town are not eligible for a free library card, unless they have a permanent non-seasonal address. They may purchase a non-resident card and are subject to non-resident policies (see below). Children under 16 must have a parent or adult guardian co-sign their registration forms. Children must be in first grade to obtain a library card in their own names. A parent or guardian must show valid identification for registration of a minor child.

Non-residents may obtain a library card upon payment of an annual fee, as determined by the Board of Trustees. A non-resident card is a family card, and only one card will be issued per family. Non-resident cards do not extend privileges to library services beyond borrowing library materials.

All registration forms require the signature of the person applying for the library card. This signature indicates agreement with the rules regulating the borrowing of library materials, particularly in regard to returning materials on time and paying all fines and fees for late, damaged or lost materials. Persons who do not return materials or pay accumulated fines or damages may lose their library privileges, at the discretion of the library director. Parents and/or guardians shall be held responsible for replacement of materials lost or damaged by their minor children and the payment of their fines for overdue materials.

### **Confidentiality of Records**

The policies of the North Hampton Public Library comply with NH RSA 201-D:11 regarding the confidentiality of library records. All information provided on library registration forms by all library card holders, adult and minor, is confidential and shall not be disclosed except to the card holder, to another with the card holder's permission, or if required to do so pursuant to a subpoena, court order or where otherwise required by law.

### **Responsibilities of Card Holders**

All library users, including minors, are permitted access to all public collections and public areas of the library, including online materials and the internet. The North Hampton Public Library does not act *in loco parentis* and is not responsible for the selection choices of any library users. The library accepts no responsibility for enforcing what a parent or guardian may not want a child to see, read, or view while in the library. Each card holder is responsible for his or her own library use.

Approved by the Board of Trustees, May, 2003, amended July 2010