

GMILCS Confidentiality of Records Policy

SUMMARY

State law prohibits GMILCS and our member libraries from revealing any information about an account to anyone other than the cardholder with the exception of the provisions in section II and II-a in RSA 201-D: 11(see Appendix) Library User Records, Confidentiality:

POLICY

As per Section II, 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 the attorney for their town, city, or 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 corrected.

As per Section II-a, the library reserves the right to request documentation from a parent or legal guardian.

Requests for records of a minor must be made at the cardholder's (minor's) home library.

APPENDIX

RSA 201-D:11 – Library User Records; Confidentiality

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

II-a. 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.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Adopted by the GMILCS Board of Directors November 20, 2025