

Library Card Policy

Harvey-Mitchell Memorial Library / Epping, NH

The Harvey-Mitchell Memorial Library welcomes all individuals to use its collection within the library building. Individuals wanting to borrow materials must register for a library card.

Library Card Eligibility

Individuals are eligible to register for a **free** Harvey-Mitchell Memorial Library card if they meet any of the following criteria:

- Resident and/or taxpayer of Epping, NH;
- Employee of the Town of Epping
- Employee of the Epping School District (SAU 14) or any school located in Epping
- Summer resident in Epping

To register for a library card, individuals must bring identification and proof of eligibility to the library in-person.

For residents and taxpayers: If the current Epping address is on an individual's photo ID, then the individual will need to bring only the photo ID to register. If an individual's photo ID does not have a current address, then the individual will need to bring the photo ID and a proof of residency (e.g., car registration, lease agreement, recent bill, etc.).

Town and school employees may be required to show proof of employment (pay statement, employee name tag, etc.)

Children's Library Cards

Children aged 16 years old and younger are eligible for a library card but it must be applied for with a parent/guardian. This card will act as a shared card with both the child and the parent listed as co-owners of the library card. Any materials checked out on this card will be the financial responsibility of the parent/guardian. The adult card holder(s) may designate an individual(s), often a second parent/guardian or caregiver, to be included as a designee(s) of the account.

To register for a children's library card, the parent/guardian must have either a

current Harvey-Mitchell Memorial Library card or bring identification and proof of residency, as listed above. The parent/guardian and child must register in-person at the library.

Library staff do not act *in loco parentis* (in the place of a parent) in determining what any minor may borrow from the library. Parents who wish to limit their own children's checkouts should accompany their children to the library and supervise the borrowing process. Parents/guardians should not rely on the library staff for supervising materials checked out on a minor's library card account.

Out-of-Town Cards

Anyone who does not qualify for a library card as listed above may purchase an out-of-town library card for an annual fee of \$50. These cards expire one year after purchase and may be renewed for the annual charge of \$50. Registration and renewal of non-resident library cards must be completed in-person.

These cards allow access to all borrowing privileges including the New Hampshire Downloadable Books and Kanopy services.

Renewals

Library cards expire two years after registration and must be renewed at the library to retain borrowing privileges. Out-of-Town cards are active for a period of one year and may be renewed annually.

To renew a library card, library card holders must bring identification and proof of residency to the library, as listed above.

Lost Library Card

Library card holders agree to report a lost or stolen card immediately. Library card holders are responsible for all materials borrowed with their card until the date the library card is reported lost.

To continue borrowing materials, library card holders with a lost or stolen card may use a photo ID in place of the library card. A replacement paper library card can be requested at the library.

Responsibilities of Library Card Holders

Library users agree to adhere to all Harvey-Mitchell Memorial Library policies and rules as determined by the governing body, the Harvey-Mitchell Memorial Library Board of

Trustees. Library users are expected to treat the library facility, equipment, and materials carefully and respectfully.

Library materials should be returned to the library in the condition in which they were borrowed. Borrowers are liable for the repair or replacement of any item that is damaged, lost, or stolen while in their possession or checked out on their library card.

It is the responsibility of the library card holder to let the library staff know if there is a change of name, address, telephone number, or other pertinent contact information.

Confidentiality of Library User Records

Definitions

- **Minor:** An individual under the age of 18.
- **Parent or Legal Guardian:** An individual with legal parental rights or guardianship of a minor child.
- **Current Borrowing Records:** A list of library materials and audio-visual materials (DVDs, CDs) currently checked out on a minor's library card in the Integrated Library System (ILS).
- **Library Records:** Any information maintained by the library that identifies a patron and their use of library resources.

In accordance with NH RSA 201-D:11, library user records are confidential.

Parental Access to Minor Records

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.

Children's Library Cards, as minor records, are subject to this law.

Authorizing Others to Use Library Account or Pick-up Materials

If a library card holder wishes to authorize another individual to use their card or pick up materials on their behalf, the card holder must notify the library in advance. This authorization may be a one-time permission, e.g. to pick up a specific item, or it may be a standing authorization, in which the designated individual's name is added to the card holder's account for ongoing access.

Adopted and Approved by the Harvey-Mitchell Memorial Library Board of Trustees:
July 21, 2026