

# Adult Library Card Policy

The Exeter Public Library provides adult library cards to support equitable access to information, lifelong learning, and community engagement. This policy outlines the eligibility requirements, documentation standards, and responsibilities associated with obtaining and maintaining an adult library card.

## Eligibility

Any patron 18 years of age or older is considered an adult at the Exeter Public Library and is eligible for an adult library card. Adult cardholders assume full responsibility for all materials borrowed on their account and for compliance with all Library policies.

Patrons under age 18 should refer to the Minor Library Card Policy, which outlines eligibility, required permissions, and responsibilities for youth cardholders.

## Application Process

Adult applicants are encouraged to apply for a library card in person at the Adult Information Desk. Applicants must:

- \*Provide the required documentation listed in this policy.
- \*Complete and sign the adult library card registration form.

Library staff will assist applicants as needed.

Applicants may also begin the registration process online. However, each applicant must still visit the Adult Information Desk to sign the registration form, present required documentation, and receive their physical library card.

## Renewals

Library card renewals must be completed in person at the Adult Information Desk during regular business hours.

All Exeter Public Library cards are valid for one year (365 days) from the date of issue. Cards must be renewed annually. Library cards will not be renewed until the account is cleared of all overdue items and outstanding fines.

## Lost Cards

Patrons should report lost library cards immediately. Cardholders are responsible for all materials borrowed on their card until the date the loss is reported. If the card is not recovered within one month, a replacement card will be issued for a \$2.00 fee.

## Resident Library Card Registration & Renewals

To register for or renew a Resident library card, applicants must provide:

- \*A valid photo ID
- \*Proof of current residence in Exeter, NH

## Acceptable Photo Identification

Any one of the following is acceptable:

- \*Valid or expired New Hampshire or out-of-state driver's license
- \*Passport
- \*Business, school, or military photo ID

## Acceptable Proof of Current Residence

Proof of residence must show the applicant's first and last name and an Exeter street address.

Acceptable documents include:

- \*Valid NH driver's license with current street address printed on the front or handwritten on the back if the address changed within the last 30 days
  - \*Bank statement
  - \*Utility bill
  - \*Auto registration
  - \*Lease agreement
  - \*Property tax bill
  - \*Checkbook with printed address
  - \*Current mail addressed to the applicant (mail addressed to "current resident" is not accepted)
- P.O. Boxes are not accepted as proof of residency.

## Verification by Homeowner or Landlord

If the applicant cannot provide any of the above proofs of residence, the Library will accept a signed letter from a homeowner or landlord verifying that the applicant currently resides at the Exeter address. To complete this verification, the homeowner or landlord must appear in person with the applicant to confirm residency.

## Applicants Experiencing Homelessness

Applicants experiencing homelessness are eligible for a Resident library card.

- \*The applicant must provide a photo ID (any of the acceptable forms listed above).
- \*On the back of the registration form, the applicant must draw a simple map indicating where they

usually stay (camp location, vehicle location, or other consistent sleeping site).

\*The location must be within the Town of Exeter.

## Nonresident Card Library Card Registration and Renewal

To register for or renew a Nonresident library card, applicants must provide:

- \*A valid photo ID and
- \*One of the following qualifying items:
  - Nonresident Eligibility Options**
  - \*Payment of \$100 by cash or check (checks payable to Trustees of the Exeter Public Library)
  - \*A current Exeter property tax bill in the applicant's name
  - \*Proof of employment by:
    - The Town of Exeter, SAU 16, A tax-paying business located in Exeter
- Acceptable proof of employment includes:**
  - \* A current pay stub
  - \* A current employee ID badge
  - \* A business card or letter on company letterhead verifying employment in Exeter, NH

## Adult Library Card Privacy Policy

Exeter Public Library staff respect and protect the privacy of all library users. Library card records are confidential under NH RSA 201-D:11 (Library User Records; Confidentiality) and are further supported by the American Library Association's Bill of Rights, Article VII, which affirms every patron's right to privacy in their library use.

Library staff may not discuss, disclose, or distribute information about a patron's library use—including borrowing history, account activity, or personal information—to anyone other than the cardholder.

## Disclosure for Minor Accounts

For patrons under the age of 18, limited disclosure is permitted only as allowed by RSA 201-D:11:

- Staff may share the list of items currently checked out on a minor's account with a parent or legal guardian who:
  - \*Presents a valid photo ID that matches the address on the child's library account, **OR**
  - \*Is listed in the library's records as the child's parent or legal guardian.

No other information about a minor's account—including past borrowing history, holds, fines, or account notes—may be

disclosed. Items reserved for a cardholder must be distributed only to the cardholder. If a cardholder wishes for others to pick up items for them, they must notify the library of the individual's name prior to the item being picked up. Age is not a limit to confidentiality. Any individual of any age and ability has a right to privacy at the library.

## \*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. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

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.

[Paragraph II-a effective January 1, 2026.]

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.

Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009. 2025, 273:1, eff. Jan. 1, 2026.

\*VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information. Adopted [June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.](#) Inclusion of "age" reaffirmed January 23, 1996. **Source.** "Library Bill of Rights," American Library Association, June 30, 2006. <http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 11, 2023). Document ID: 669fd6a3-8939-3e54- 7577-996a0a3f8952