

Exeter Public Library Teen Registration Form

For Librarians: Date: / / YA
Barcode # _____

Patron Circulation Class: (Circle One) Nonresident
Nonresident Taxpayer Town of Exeter Staff
Staff Resident
Exeter School Library & Nonresident SAU16 Student
Exeter Business & Exeter School Employee
5 Digit Library Card # _____

Last Name: _____, First Name: _____
Middle Name: (optional) _____

To Be Completed by Parent or Guardian of Teen Under the Age of 18

Parent or Legal Guardian's Last Name: _____, First Name: _____

Physical Address: _____

Mailing Address: (If different from Physical Address) _____

Parent or Legal Guardian's Library Card Number: _____

List any additional Parent or Legal Guardians Authorized to Access the minor's account: _____

For Teens to Complete: If Teen is registering without a parent or guardian physically present they must verify parental permission
By initialing this box I hereby certify that I have my parent's permission to register for a library card without their physical presence.

Physical Address: _____

Mailing Address: (If different from Physical Address) _____

Cell Phone: (_____) _____ - _____

Email: _____

Contact Preference (Default is Home Phone):

Cell Phone

Text

Email

Home Phone

Text Service Provider: (If you wish to receive texts) _____

Terms and Conditions: By signing this form, you agree to the following terms and conditions. Please initial each item after reading them.

- I will follow the library rules and policies at all times.
- I understand that information about teen accounts will only be communicated to the teen whose name is on the account 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.
- I understand that parents and guardians may allow their minor under the age of 18 to use their account, provided the minor has the parents library card.
- I have received a copy of Exeter Public Library's *Library Card Policy*

Signature of Teen: _____

I would like to sign up for the weekly Library Newsletter (Check One Box): YES NO

Date: _____

Exeter Public Library Minor Library Card Policy

I. Eligibility and Card Types

Definition of Minor: Any library patron under the age of 18 is considered a minor for library registration purposes.

Card Validity: All Exeter Public Library cards are valid for one year (365 days) from the date of issuance.

Minor Library Card Categories:

Children's Card: Ages 5-11 **Young Adult Card:** Ages 12-17

II. Registration Requirements

A. Children Ages 5-11

-The child must be accompanied by a parent or legal guardian at the time of registration.

-The parent or legal guardian must show a photo ID and proof of current residence for the minor to receive a children's library card.

-Residency documentation must demonstrate current residence within the Town of Exeter, NH. For more information on residency proofs see the *Adult Library Card Policy*.

-The parent or legal guardian may apply for a children's library card for the minor child even if the adult does not hold an active Exeter Public Library card.

B. Young Adults Ages 12-17

-Young adults may apply for a library card independently.

-Young adults must affirm parental or guardian permission to apply for a young adult card by completing the designated section of the *Young Adult Library Card Registration Form*.

-Young adults aged 12-17 who wish to register for a Library Card without a parent or guardian present may use for residency proofs either a valid SAU 16 student photo ID, a government issued ID with a current address or the address listed on their parent or guardian's Exeter Public Library Resident card.

-A parent may provide a valid proof of residency for a young adult even if the adult does not have an Exeter Public Library card.

III. Proof of Identity and Residency

A. Required Documentation

Photo Identification: A valid photo ID is required for all registrations. Acceptable forms include:

-NH Driver's License (current address printed or handwritten if updated within 30 days)

-Business, School, or Military ID (for identification only; not valid as proof of residency)

-Expired or out-of-state licenses (acceptable for ID only; not for residency)

Proof of Residency: One of the following must be presented:

-NH Driver's License with current Exeter address

-Utility bill, bank statement, lease agreement, auto registration, tax bill, checkbook

-Current mail addressed specifically to the registrant (not generally to "current resident")

-Letter from homeowner/renter verifying residency, accompanied by in-person verification.

Homeless Residents: May register for a resident card by drawing a map on the back of the registration form indicating the location of their camp or vehicle within Exeter, NH.

B. Proof of Relationship

-No proof of parental relationship is required if the child's last name or address is the same as the parent or guardian.

-A proof of parental relationship is required if the child's last name or address differs from the information provided by the parent or guardian.

-If the parent or guardian lives at a different address than their child or if their last name on their photo ID is different than their child then they must bring in one of the following documents with them to the library when registering their minor for a library card: Birth certificate (for parental relationship), Court-issued guardianship documentation (for legal guardianship)

IV. Nonresident Minor Accounts

Nonresident minors may register with one of the following:

-Annual fee of \$75 (payable by cash or check to *Trustees of Exeter Public Library*)

-A parent's or guardian's current Exeter taxpayer bill

V. Application Procedures

In-Person Registration: Present required documents and complete the registration form at the Circulation Desk.

Online Registration: Submit the form online, then visit the library to verify ID and residency.

VI. Lost Library Cards

Cardholders are responsible for all materials checked out until the card is reported lost.

Replacement cards may be issued after one month for a fee of \$2.00.

VII. Authorized Access to Minor Accounts

At registration, verified parents or legal guardians may add additional parents or legal guardians' names to the minor's account.

Per NH RSA 201-D:11, caregivers or other authorized users who are not the minor's parent or legal guardian may be added only with the minor's notification and approval.

Individuals who are not listed on a minor's account and whose address does not match the minor's account, but who claim to be the minor's parent or legal guardian, must complete a *Request for Minor Records* form before they can access the minor's active physical or audiovisual materials.

VIII. Library Card Privacy and Confidentiality

-Exeter Public Library adheres to NH RSA 201-D:11 and the ALA Library Bill of Rights, Section VII.

-Library records containing personal identifying information are confidential and may only be disclosed with user consent as required by subpoena, court order, or statute for operational necessity within the limits of RSA 201-D:11

Minor Records Access (Effective Jan. 1, 2026):

Printed and audio-visual borrowing records may be disclosed to: A parents or legal guardian listed on the account.

-A parent or legal guardian whose address matches the minor's account.

Reserved Items: May only be picked up by the cardholder unless prior authorization is provided.

Age and Ability: All individuals, regardless of age or ability, have a right to privacy in their library use.

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-Library cards will not be renewed until all overdue items and fines are resolved.

-Renewals must be completed in person during regular business hours.

VIII. Library Card Renewals

-Library cards will not be renewed until all overdue items and fines are resolved.

-Renewals must be completed in person during regular business hours.

x NH Library User Records Confidentiality Law 201-d:11 (I, II, II-a & III)

1. 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.

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, 273:1, eff. July 29, 2009, 2025, 273:1, eff. Jan. 1, 2026.

x ALA Library Bill of Rights, Section 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: 669fd6a3-8939-3e54-7577-996af0a38952