



Lee Public Library

Confidentiality and Privacy Policy

This policy outlines library users' privacy and confidentiality rights and the steps Lee Public Library takes to respect and protect user privacy, and how the library handles personally identifiable information collected from library users.

The Lee Public Library adheres to New Hampshire Law 202-D:11 and protects the confidentiality of all user information. The library recognizes the need to protect the patrons' right to privacy regarding the questions they ask and the materials they access, read and borrow.

Pursuant to RSA 201-D:11, the library's circulation records and other records identifying the names of library users are confidential. (RSA 201-D:11)

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.

Library staff will only release information related to a Lee Public Library juvenile card. If the juvenile card was issued at another library the requestor will be referred to that library for assistance.

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 Town Solicitor 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 cured.

All circulation records and other records identifying names and personal details of patrons are confidential in nature. The library avoids creating unnecessary records and retaining records not needed for library business purposes. Confidentiality extends to "information sought or received, and materials consulted, borrowed or acquired," and includes reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities or services.

Lee Public Library keeps only those registration cards which are current, plus one year past expiration in accordance with RSA 33-A Disposition of Records.



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Lee Public Library's web site contains links to other sites. The library is not responsible for the privacy practices of other sites, including providers of online database services to which the library subscribes, which may be different from the privacy practices described in this policy.

The library encourages library users to become familiar with privacy policies of other sites visited, including linked sites.