

# New Hampshire State Library Borrowing Policy

Last Updated: 4/17/2014

## Borrowing Policy

User registration records are confidential per RSA 201-D:11

### General Public

1. Registration is open to New Hampshire residents as defined by RSA 21:6 "A resident or inhabitant or both of this state and of any city, town or other political subdivision of this state shall be a person who is domiciled or has a place of abode or both in this state and in any city, town or other political subdivision of this state, and who has, through all of his actions, demonstrated a current intent to designate that place of abode as his principal place of physical presence for the indefinite future to the exclusion of all other"
2. To prove residency and qualify for registration at the State Library, the patron must provide one of the following forms of identification
  - o New Hampshire driver's license (with current address)
  - o New Hampshire state issued identification card (with current address)
  - o Other identification that contains the patron's name, photograph and current address

If you are unsure if the identification form is acceptable, verify it with the Supervisor.

### State Employees and Legislative Employees

1. State or Legislative employees may register as such and qualify for interlibrary loan services; database searches; free photocopying privileges; and any other services we provide unique to state and legislative employees. These services are only for work related requests. To prove employment by the state, the patron must provide the following forms of identification.
  - o State employee identification card or a current State of New Hampshire payroll stub.
  - o New Hampshire driver's license or other photo identification form as described under the [General Public Section](#).
2. If the employee does not have a state i.d. or payroll stub with him/her, you can verify employment by calling the employee's supervisor. Or you can register them as general public (see [General Public Section](#)) and they can later upgrade to state employee status with proper i.d. When no longer employed by state government, the patron must register as a member of the general public following the guidelines for the [General Public](#).

### New Hampshire Legislators

1. Current New Hampshire legislators qualify for the same privileges as state and legislative employees. In order to register the legislator must provide a photo identification form as described under [General Public](#) registration procedures.

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2. Check the legislator's name against the current roster of the General Court to verify status.
3. When the patron is no longer a member of the General Court, the patron must register as a member of the general public following the guidelines for the [General Public](#).

## Registration Form

1. Registration requests are made in person at the Circulation Desk.
2. The State Library uses a separate form for the general public; state and legislative employees; and legislators. The information to be included on all forms is:
  - a. Home address
  - b. Home telephone number
  - c. Place of employment and address, if appropriate
  - d. Work telephone number, if appropriate
  - e. Signature
3. Patrons shall complete the registration form and present the appropriate form of identification. The staff member will review the form for accuracy. The patron will then be asked to sign the registration form.
4. Date the registration form with the date of expiration. Registrations are valid for two years, from the month of registration. (Exception: Legislators registrations shall expire at the end of the current legislative session). Registration forms are to be filed alphabetically by patron name.
5. Expired registration forms: when a patron's registration has expired, the staff member will ask the patron to update the information on the registration form. The staff member may have the patron provide the appropriate identification forms to verify state residency, state or legislative employment, or election to the General Court. The staff member will update the registration form with the new date of expiration. User registration information will be entered into the online circulation system upon completion of registration.
6. Expired registration cards will be kept for one year, after which they will be destroyed. The registration record will also be purged from the online circulation system.