

## INF 5--Freedom of Information Act Policy

Information may be requested and the records made available to the public in the following manner:

- A. Requests must be submitted on the form provided.
- B. Requests should be directed to the Library Director (currently Matt Womack)  
In the absence of the library director, the request should be directed to the Library Board  
President (currently Judy Nickels)**
- C. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- D. To reimburse the Library's actual costs for reproducing and certifying (if requested) the records, you will be charged basic fees, currently:
  - **The first 50 black & white copies (letter or legal sized paper) are free of charge**
  - **After the first 50 copies there is a charge of \$.15 per page (\$.30 for double sided copies)**
  - **Colored copies and documents larger than legal sized will be charged at the actual cost incurred for reproduction or printing.**
  - **\$1.00 per document for certification of records and.**
- E. The office will respond to a written request within **five (5) working days** or sooner if possible. **In the case of commercial requests, the office will respond to a written request within twenty-one (21) working days.** An extension of an additional **five (5) working days** may be necessary to properly respond.
- F. Records may be inspected or copied. If inspected or copied by the requestor, a Library employee must be present throughout the inspection or photocopying process.
- G. You may appeal the decision of the Director to the Board.
- H. The place and times where the records will be available are as follows:  
Lake Bluff Public Library, Mondays and Thursdays 10 a.m.-9 p.m.; Tuesdays, Wednesdays and Fridays 10 a.m.-6 p.m., Saturdays 10 a.m-4 p.m., and Sundays (September through May) 1:00-5:00 p.m.

Certain types of information maintained by the Library are exempt from inspection and copying. The following types or categories of records are maintained under the Library's control:

- A. Monthly Financial Statements
- B. Annual Receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State Library