

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: Current Library Director**
- 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