



Public Records Policy

The Board of Trustees recognizes that all records generated by and for the operation of the Library are public documents, including, but not limited to, Board of Trustees' minutes and Library Director's reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements. As such, the Board of Trustees recognizes that these public records are open to public review. By law, records containing information on library patrons are not open to public review.

A request to review public records must be made to the Library Director who will respond within five business days (Monday-Friday). If the Director will not be available within five business days, the Fiscal Officer or another designated employee will respond to the request within five business days. On-site review of public records is made in the presence of the Library Director or in the presence of the Fiscal Officer or another designated employee if the Director is not available.

Copies of public records may be requested. Copies are made by the Library and provided to the requester at a duplication charge equal to what is normally charged to the public for copies in the library. Full payment must be received before copies are given to the requester.

Mail requests to review public records are made to the Library Director who is to respond to the request within ten business days, stating the cost of making copies available and any mailing or delivery costs. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within ten business days after receipt of full payment for copying and delivery. A mail request for copies of public records is presumed to have been received by the library on the third business day following the postmark of the request. The library does not ask about the identity of the requestor or the intended use of any requested public document, except when necessary, to facilitate compliance with a request.