HIGHLAND PARK PUBLIC LIBRARY
Information & Imagination
494 Laurel Ave., Highland Park, IL • 847-432-0216
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FOIA: Freedom of Information Requests

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Freedom of Information Contact:

The Library?s Business Manager is the designated Freedom of Information Act Officer. The Business Manager may be reached 9 am to 5 pm, Monday through Friday at the Business Offices of The Highland Park Public Library.

To contact the FOIA officer by phone, please call 847-432-0216.

FREEDOM OF INFORMATION ACT POLICY

I. Compliance

It is the policy of the Highland Park Public Library to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, hereinafter referred to as the Act (5 ILCS 140/1 et seq.). This is balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the Library.

In accord with the above stated policy, the following information and rules are provided and established by the Library Board of Trustees.

II. Requesting Records

A. Request for records should be in writing and submitted on a Request for Public Records

form. Forms should be addressed to:

Executive Director or FOIA Officer
Highland Park Public Library
494 Laurel Ave.
Highland Park, IL 60035

The person orally requesting records shall be advised to submit a Request for Public Records form to the Executive Director or FOIA Officer.

B. Content of Requests. All requests must specify, in particular, the records requested to be retrieved and copied. If any records are to be certified, it must be so indicated in the request, specifying which records must be certified.

III. Responses to Requests for Records

A. Response. Within five (5) working days (twenty-one (21) working days forcommercial requests) after receipt of a written request for records, one or more of the following responses shall be given to the person requesting records:

1. The requested inspection or copying of the records may be granted immediately if the request is for a record or records that are easily accessible and immediately available. The person releasing the records shall prepare a memorandum of the release.

2. Advise in writing that the records are available for inspection or copying at the Library.

3. Advise in writing that the request is unduly burdensome and offer the person making the request an opportunity to confer with the Executive Director orFOIA Officer in an attempt to reduce the request to a manageable proportion.

4. Advise in writing that the request cannot be filled within five (5) days and that it will be responded to within an additional five (5) work days.

5. Deny, in whole or in part, the request in writing, stating the specific basis for denial. Any denial shall be made in writing and mailed or given personally within the five (5) day period. A copy shall be filed in a central file indexed according to the type of exceptions inserted for denial, and to the extent feasible, according to the type of records requested.

Prior to denial, the Library must first give written notice to the Public Access Counselor at the Office of the Illinois Attorney General of the intent to deny the request on the basis of an exemption in Section 7(1)(c) or 7(1)(f) of the Act.

IV. Right to Appeal

Any denial by the Executive Director or FOIA Officer shall state that the person requesting the records has the right to appeal the denial to the Public Access Counselor at the Office of the Illinois Attorney General by filing a Request for Review letter within sixty (60) calendar days of the date of the denial.

Alternatively, the person requesting the records has the right to file a lawsuit in the State circuit court within two (2) years after the denial, pursuant to Section 11 of the Act.

V. Exempt Records

If any public record exempt from disclosure under Section 7 of the Act contains any material that is not exempt, the records shall be separated and the non-exempt material disclosed. Notice of record exemption shall be made in writing.

VI. Extension of Time to Comply

The time limit of five (5) working days to comply with a request for records may be extended in each case for not more than five (5) additional working days. Notice shall be given in writing indicating the reason for the extension of time for disclosure.

VII. Retrieval and Copying

Retrieval and copying of records is limited only to employees of the Library designated by the Executive Director and/or Library Board of Trustees.

VIII. Inspection of Records

Inspection of records shall only be permitted in the presence of an employee of the Library, designated by the Executive Director.

IX. Fees

The fees, due in advance, for copies of records are as follows:

A. Copies black and white, 8 x 11 or 11 x 14

1. First 50 sides of a document: Free
2. Each additional side of same document: $0.15
3. Certification: $1.00
4. Color or abnormal size copies: Actual Cost

B. Copies electronic: Actual Cost of the recording medium

C. Mailing: Cost of Postage

Payment shall be in advance and in cash or by cashiers check, money order or certified check.

If the person making the request for records states that the purpose of the request is for health, safety and welfare or legal rights of the general public rather than the personal or commercial gain and requests that the fee be waived or reduced, the Executive Director may, upon inquiry of the precise reason for the request, grant such waiver or reduction as he deems appropriate. Should any person wish to appeal a fee waiver or reduction decision of the Executive Director, such appeal is to be made of the Library Board of Trustees, in writing.

X. Questions

Should any person have any questions regarding access to public records of the Library, those questions may be addressed to the Executive Director, FOIA Officer or the President of the Library Board of Trustees.

Adopted: March 15, 2006

Revised: February 9, 2010

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