

## **FREEDOM OF INFORMATION ACT POLICY**

1. **POLICY:** The Mt. Zion Public Library will release records to the public upon request in accordance with the provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

2. **PROCEDURE:**

a. The Director shall be the FOIA officer for the Library. All requests for records shall be submitted in writing to following address:

Mt. Zion Public Library  
Attn: FOIA Officer  
115 W. Main Street  
Mt. Zion, IL 62549

b. The Library will respond to all FOIA requests within five (5) working days of receiving a request. If additional time is needed, the requester will be notified of the Library's intent to respond within an additional five (5) working days as permitted under the Act.

c. Requests for a commercial purpose will be responded to within twenty-one (21) working days. Requesters must disclose whether the request is for a commercial purpose.

d. If any materials requested are exempt under the Act, the requester shall be notified in writing of the specific statutory exemption which applies to the materials, and all non-exempt materials will be provided.

3. **FEES:** The Library shall charge the following copy fees as permitted by FOIA:

a. The first 50 pages of printed documents are free. Each page after the first 50 pages will cost \$0.15.

b. Any abnormal-sized documents will cost whatever it costs the Library to produce the item(s).

c. Audiotapes, videotapes, CDs, and photographs will cost whatever it costs the Library to produce the item(s).

Approved by Mt. Zion District Library Board January 14, 2020