



FREEDOM OF INFORMATION ACT (FOIA) POLICY

Purpose

This policy provides information and regulations concerning requests for public records under the Freedom of Information Act [5 ILCS 140/1]. All requests must adhere to the following rules to ensure timely and relevant responses from library administrative staff.

General Information

Individuals requesting documentation that can be found on the library website (www.lplibrary.org) will be directed to do so. This includes the library's legal budget, estimate of funds, board of trustee contact information, agenda and minutes of public board meetings, organizational chart, etc.

FOIA Request Guidelines

Individual FOIA requests must be made in writing and sent to the library district's sole business office:

ATTN: FOIA Officer
La Grange Park Public Library District
555 N La Grange Rd
La Grange Park, IL 60526

Requests shall include the following:

- The requestor's full name, address, and either email address or phone number as well as whether the requestor is representing an organization such as the news media, a non-profit, or other.
- A description of the public records sought.
- A statement as to whether the request is for the inspection of public records, copies of public records, or both.
- A statement regarding the intended use of the records sought, specifically if the records will be used for sale, resale, solicitation or advertisement.

The library's FOIA officer will either comply with or deny each request within five (5) business days after the receipt of the original request. The FOIA officer may extend the five day period by an additional five business days for any of the reasons specified by law [ILCS 140/3 (e) (i-vii)], and will respond to the requestor stating the reasons for the delay. Commercial requests will be filled within 21 business days of receipt of the request.

Appointments for the supervised viewing of public documents can be made by contacting the business office during library hours. Black and white copies of public documents will be made by a library employee and will be free of charge, up to fifty (50) copies. Additional copies will be supplied upon payment of a fee of \$.10 per page.

Denials of FOIA requests will be made in writing by a FOIA officer and shall state the exemption for denial as identified in the Act. The requestor will be informed of his/her right to review by the Public Access Counselor (PAC) and be provided with contact details for the PAC.