

South New Berlin Library Records Request Policy

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The South New Berlin Library is not subject to the Freedom of Information Law (FOIL).

However, in the interest of transparency the library will release documents to the public under the following circumstances.

Requests for public access to records:

(a) A written request will be required, via email or by filling out a Document Request Form available in the Library, the documents requested must include date and title of document and valid email for acknowledgement of request.

(b) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and they are printable off the internet. The document will be in the format saved in. Special accommodations to change the format will not be entertained.

(c) A response acknowledging receipt of the request shall be sent to the requestor by the Library Manager within **five business days** by:

(1) acknowledging the receipt of a request in writing or by email, including an approximate date when the request will be granted or denied in whole or in part, shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or

(2) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

(3) granting or denying access to records in whole or in part;

(4) if the receipt of request was acknowledged in writing or email and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

(5) In determining a reasonable time for granting or denying a request under the circumstances of a request, the Library Manager shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the agency, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(6) Repeated request by the same requestor for the same documents will be denied.

(7) Record keeping by the Library Manager will include a Documentation Log of the date of request, copies of written request form or email, date of acknowledgment, a copy of acknowledgement, date given to requestor of anticipated completion, date of actual completion, list of documents provided and cost.

South New Berlin Library Records Request Policy

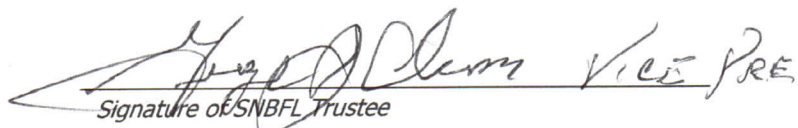
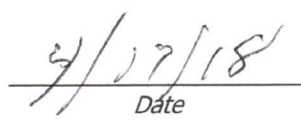
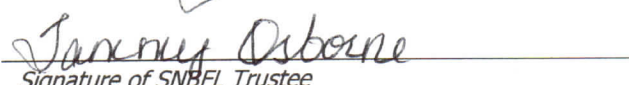
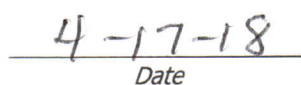
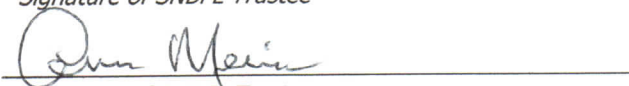
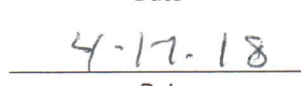
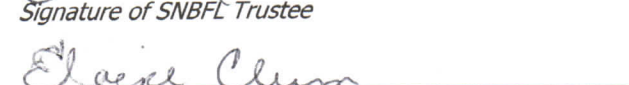
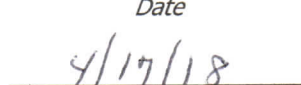
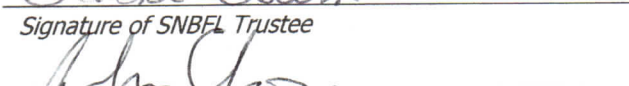
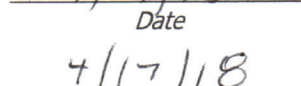
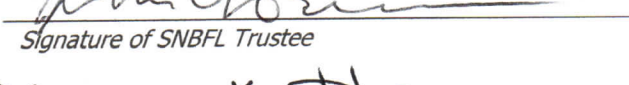
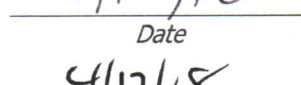
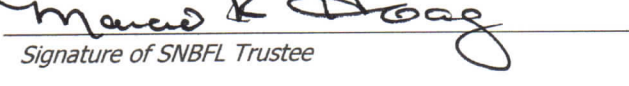
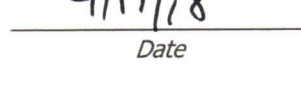

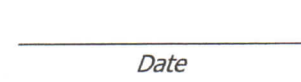
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Fees and Copier Accommodations:

(1) The fee for copying records shall be 25 cents per page or the going rate at the time. Photocopies may not exceed 8 1/2 by 11 inches.

(2) The Library has the authority to redact portions of a record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(3) The Library may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy. The Library Manager will notify the requestor when the copies are ready for pickup and the total cost of the copying.

 Signature of SNBFL Trustee	Vice PRE	 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date
 Signature of SNBFL Trustee		 Date

South New Berlin Free Library

Records Request Form

- Please print all information legibly.
- Records cannot be faxed or emailed to the individual or a third party.
- Request form may be mailed, faxed or emailed to the library.
- We cannot accept phone requests.
- Please allow up to 20 days to process.

Name of Requestor: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Date of Request: _____

Records Requested:

(Please describe the specific identifiable document you are requesting in detail.)

Library Use Only:

Date Received by Library: _____ Staff Initials: _____