

A11. FREEDOM OF INFORMATION ACT

POLICY:

The Park Ridge Public Library complies with the provisions of the Illinois Freedom of Information Act as per [5 ILCS 140](#) ("FOIA"). The Library has established rules to implement the provisions of FOIA.

RULES:

1. FOIA Officer

The Library Director shall be the FOIA officer. In the absence of the Library Director, the Finance/HR Manager shall be the FOIA Officer. Staff designated as FOIA Officers must complete annual training mandated within thirty (30) days of appointment to the position.

Library Director/Freedom of Information Officer
Park Ridge Public Library
20 S. Prospect Avenue
Park Ridge, IL 60068
847-825-3123 - phone
847-825-0001 - fax
librarydirector@parkridgelibrary.org

2. Requests

FOIA requests must be made in writing and can be submitted in-person, via email or fax. The Library must respond to a request within 5 business days after receipt of the request, or 21 days if the request is for commercial purpose. An extension of 5 days may be permitted under certain circumstances. Failure to respond to a written request within 5 business days, or an extended date agreed to in writing between the parties, may be considered by the requester as a denial of a request.

Categorical requests creating an undue burden upon the Library shall be denied only after extending to the requester an opportunity to reduce the request to manageable proportions in accordance with FOIA.

The FOIA Officer shall make available to the public at no charge the following materials:

- A brief description of the Library, including a short summary of its purposes, operating budget, location, approximate number of full and part-time employees, organization chart and identification of and membership of the Library Board and its committees;
- A brief description of the methods for requesting information and public records, a directory of the Freedom of Information Officers, the address where requests for public records should be sent and any fees allowed by FOIA; and
- A list of types and categories of public records maintained by the Park Ridge Public Library

Fees and costs for supplying records may occur according to the following schedule:

- First 50 pages of black and white, letter, or legal paper are free of charge
- After the first 50 pages, the Library will charge \$0.15 per page
- Color copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.
- Cost of electronic records, e.g. disks, diskettes, tapes, flash drives, etc., will be charged at the actual cost of the reproduction including the cost of the recording medium.

The Library Director will report all FOIA requests to the Library Board of Trustees at its Regular meetings.

3. Denial of a Request

When a request for public records is denied on the grounds that the records are exempt under the Act, the notice of denial shall specify the exemption claimed to authorize the denial. When the Library denies a request for public records, it shall notify the requester in writing of that decision, the reasons for the denial, including a detailed factual basis for the application of any claimed exception in accordance with FOIA, and the names and titles or positions of each person responsible for the denial.

A notice of denial shall also inform the requester of their right to review by the Public Access Counselor ("PAC"), including the PAC's address and phone number. The requester shall also be notified of the right to seek judicial review pursuant to the Act. The Public Access Counselor can be reached at: 1-877-299-3642; Illinois Attorney General's Office, 500 South Second Street, Springfield, Illinois 62706.

Records of FOIA requests, including notices of denial, shall be maintained in the Library's Business Office. Records of requests shall be open to public inspection and copying.