

**CRYSTAL LAKE PUBLIC LIBRARY
FREEDOM OF INFORMATION ACT
POLICY**

REQUESTS FOR PUBLIC RECORDS

The Crystal Lake Public Library maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the "FOIA Rules"), which provide procedures, instructions, and forms for obtaining Library public records.

All requests to inspect, copy, or certify public records must be submitted to the Library in writing. The Library encourages Requestors to submit their requests on the convenient form provided by the Library, which is available at the Library and on the Library's website. The Library will review all written requests in any form. The Library will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Rules. If requested, copies of public records will be mailed after the Library receives payment of the actual cost of postage and copying.

Requests and other communications regarding Library records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Library's implementation of the Illinois Freedom of Information Act must be directed to:

Karen K. Migaldi
Crystal Lake Public Library
126 Paddock Street
Crystal Lake, IL 60014
Phone: 815-459-1687
Facsimile: 815-459-9581
E-mail: kmigaldi@crystallakelibrary.org

The foregoing information is provided pursuant to Section 4(b)
of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).

CRYSTAL LAKE PUBLIC LIBRARY ILLINOIS FREEDOM OF INFORMATION ACT POLICY

These Rules and Regulations (the “Rules”) include the procedures, instructions, and forms for requesting public records from the Crystal Lake Public Library and conform with those of the Library of Crystal Lake under the Illinois Freedom of Information Act (the “Act”).

The Library will respond to written requests for inspection, copying, or certification of public records in accordance with the Act, these Rules, and any other applicable law. Generally, under the Act, the Library will provide public records for inspection or copying as requested except for records (1) that would, if disclosed, violate individual privacy, or (2) whose production would disrupt the duly undertaken work of the Library, or (3) that are specifically exempted from disclosure by the Act or other applicable law.

Requests and other communications relating to public records must be sent to the Library’s Freedom of Information Officer:

Karen K. Migaldi
Crystal Lake Public Library
126 Paddock Street
Crystal Lake, IL 60014
Phone: 815-459-1687
Facsimile: 815-459-9581
E-mail: kmigaldi@crystallakelibrary.org

I. INTERPRETATION

A. Conflicts

These Rules do not supersede the provisions of the Act. If a provision of these Rules conflicts with the Act, then the provisions of the Act will govern.

B. Definitions

In addition to the definitions provided in the Act or elsewhere in these Rules, the following definitions apply:

1. Business Hours: 9 a.m. to 5 p.m. on a Business Day.
2. Business Day: Any day on which Administration Office of the Crystal Lake Public Library is open and staffed for regular public business. Business

Days generally are Monday through Friday, except federal and state legal holidays.

3. Freedom of Information Officer: The Freedom of Information Officer of the Library identified above and designated under Section 3.5 of the Act.
4. Public Access Counselor: The Public Access Counselor of the Office of the Illinois Attorney General.
5. Request: A request to inspect, copy, or certify public records.
6. Request Made for Commercial Purposes: A Request made with the intent to use the requested records (or the information derived from those records), in whole or in part, for sale, resale, or solicitation or advertisement for sales or services. However, a Request submitted by news media or by non-profit, scientific, or academic organizations will not be deemed to be made for commercial purposes if the principal purpose of the Request is (a) to access and disseminate information concerning news and current or passing events, (b) for articles of opinion or features of interest to the public, or (c) for the purpose of academic, scientific, or public research or education.
7. Requestor: A person, firm, or corporation that files a Request with the Library.
8. Response Time: The time for response by the Library to a request for public records, as calculated pursuant to Subsection III.A of these Rules.

C. Days; Measurement of Time

1. Days. In counting the number of days allowed for a response or a decision to be given by the Library under the Act and these Rules, the Library will not include the day on which the request or notice requiring the response or decision was first received.
2. Supplemental Requests. Supplemental, amended, or additional Requests will not relate back to the time of receipt of the initial Request. Supplemental, amended, or additional Requests will be considered new Requests for purposes of determining the applicable Response Time.
3. Response Date. All responses and decisions to be issued by the Library under the Act and these Rules will be deemed to have been given on the date of personal delivery to the person or to the residence of the person entitled to the response or decision or, if mailed, on the date of mailing, regardless of the date of actual receipt by that person.

II. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

The Freedom of Information Officer is the person administratively responsible for receiving and processing Requests.

The Freedom of Information Officer is the person with authority on behalf of the Library to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters. The Freedom of Information Officer may consult with Library staff, officials, and others as appropriate before responding to a Request.

The Library Director may, from time to time, appoint Deputy Freedom of Information Officers to assist the Freedom of Information Officer in the performance of his or her duties under the Act and these Rules. In the absence of the Freedom of Information Officer, the Deputy Freedom of Information Officers are authorized to grant or deny Requests, to extend the Response Time, and to issue the appropriate notices with respect to all related matters.

B. Form of Request

1. Required Information. A Request must be filed with the Library in writing and in English. The Library encourages Requestors to submit requests on the Request for Public Records Official Request Form or in a similar form that contains, at a minimum, the following information:
 - a. The Requestor's name;
 - b. Either the Requestor's mailing address, e-mail address, or telephone number;
 - c. A description of the public records requested;
 - d. A statement of purpose, indicating whether the Requestor intends to use the records, or the information derived from those records, for sale, resale, solicitation, or advertisement for sales or services;

Use of the Official Request Form is the most effective way to obtain a prompt, full, and complete response by the Library to a Request.

2. Supplemental Information. If a Requestor submits a Request on a form other than the Official Request Form, and the Request does not contain all of the information required pursuant to Paragraph II.B.1 of these Rules,

then the Requestor must complete a Supplemental Information form or similar writing.

3. Requests Must Be Complete. No Request will be deemed complete unless it contains, at a minimum, all of the information required pursuant to Paragraph II.B.1 of these Rules.
4. Subpoenas. Except as provided in Section 9.5(c) of the Act, these Rules will not apply to any subpoena for records received by the Library and issued by, or in accordance with the rules of, a court or agency of competent jurisdiction.

C. **Submittal of Request**

Completed Requests must be filed with the Library Freedom of Information Officer by mail, facsimile, overnight courier service, electronic mail, or in person, in accordance with the following:

1. In-Person Submissions. Requests submitted in person must be given to the Freedom of Information Officer or filed in the Administration Office of the Library.
2. Electronic Mail Submissions. Requests submitted by electronic mail must be sent directly to the Freedom of Information Officer at kmigaldi@crystallakelibrary.org and will be deemed received only upon actual receipt by the Freedom of Information Officer on a Business Day during Business Hours, regardless of date or time of submission.
3. All Other Submissions. Requests submitted by mail or other means must be addressed to the Freedom of Information Officer at the Library and will be deemed received only upon actual receipt by the Library on a Business Day, regardless of date of submission.

All Library officials and employees who receive a Request must immediately forward that Request to the Freedom of Information Officer.

D. **Processing of Request**

1. If the Freedom of Information Officer determines that the Request is not complete, the Freedom of Information Officer must mail a Notice of Incomplete Request form and a Supplemental Information form to the Requestor within five Business Days after receipt by the Library of the Request. If the Freedom of Information Officer determines that the Request is complete, the Freedom of Information Officer must indicate on each completed Request, the date and time of receipt and, if known, the date on which the Library must respond to the Request.

2. The Freedom of Information Officer must maintain an electronic or paper copy of the Request, including all documents submitted with the Request, until all matters related to the Request have been completed.
3. The Freedom of Information Officer must create an electronic or paper file for the retention of the original Request, a copy of the response by the Library, a record of all written communications with the Requestor regarding the Request, and a copy of other communications related to the Request.
4. The Freedom of Information Officer must keep all Notices of Denial in a single central office file, indexed according to the type of exemption asserted, and, to the extent feasible, according to the types of records requested.

III. RESPONSES TO REQUESTS

A. Time for Response

1. Requests Made for Commercial Purposes. The Library will respond within 21 Business Days to a properly completed Request Made for Commercial Purposes.
2. All Other Requests. For all Requests, the Library will respond within five Business Days after a completed Request is received by the Library, unless the Library has extended the Response Time pursuant to Paragraph III.A.3 of these Rules.
3. Extension of Time
 - a. If the Freedom of Information Officer determines that additional time is needed and allowed under the Act to respond to a Request, then the Freedom of Information Officer, using a Notice of Extension form or a similar written form, will notify the Requestor within the applicable Response Time of the determination, of the reasons requiring the extension, and of the length of the extension (which may not exceed five additional Business Days). The Freedom of Information Officer may not issue a Notice of Extension for Requests Made for Commercial Purposes.
 - b. The Requestor and the Library, using an Extension Agreement form or a similar written form, may agree in writing to extend the time for compliance for a period to be mutually determined. In his or her discretion, the Freedom of Information Officer may deliver to

the Requestor a Request for Extension Agreement form and an Extension Agreement form. The Freedom of Information Officer is authorized to execute, in his or her discretion, an Extension Agreement after it has been executed by the Requestor. The Freedom of Information Officer must respond to the Request within the applicable Response Time, unless and until the Requestor and the Library have executed the Extension Agreement.

B. Disclosure of Public Records

1. Notice of Approval. If the Freedom of Information Officer determines that the Act requires disclosure of all or any part or portion of the requested public records, then the Freedom of Information Officer will notify the Requestor in writing of his or her determination, using the Notice of Approval form or a similar written form.
2. Approval of Requests Made for Commercial Purposes. For a Request Made for Commercial Purposes, if requested records are not immediately available for inspection or pick-up, then the Notice of Approval will specify a reasonable date on which the requested records will be available for inspection or pick-up, based on the size and complexity of the Request.
3. Search of Library Files and Use of Library Equipment. Except as otherwise specifically authorized by the Freedom of Information Officer, only Library employees, the Library Attorney, and Library contractors are permitted to search Library files, records, or storage areas, or to use Library equipment in connection with any Request.
4. Removal of Original Records. Original public records may not be removed from the Library building at any time, except as authorized by the Library Director.
5. Inspection of Public Records. Public records approved by the Freedom of Information Officer for disclosure may be inspected, or copies of public records obtained, during Business Hours at the Library's Administration Office or another location designated by the Freedom of Information Officer.
6. Copies of Public Records. Copies of public records approved by the Freedom of Information Officer for disclosure may be obtained during Business Hours at the Library's Administration Office or another location designated by the Freedom of Information Officer, provided that the Requestor had requested copies in the Request and has paid any applicable fees.

7. Mailing of Requested Public Records. Copies of public records will be mailed to the Requestor, provided that the Requestor had requested that copies be mailed in the Request and has paid any applicable fees and postage.
8. Audio and Video Recordings. Requests for reproduction of any public records that are audio or video recordings will be honored in accordance with the provisions of the Act, the Illinois Open Meetings Act, any other applicable State law, and these Rules.
9. Records Maintained in Electronic Format. If the requested public records are maintained by the Library in an electronic format, then the Library will reproduce copies of the requested public records in the electronic format specified by the Requestor, if feasible. The Library may charge to the Requestor the actual cost of the medium necessary for that format.
10. Payment of Fees. The Requestor must pay all copying, certification, and postage fees in advance of receiving copies of any public records.

C. Categorical Requests

1. Notice to Meet and Confer. If the Freedom of Information Officer determines that a Request for all records falling within a category will unduly burden the Library, and that the burden to the Library outweighs the public interest in production of the public records sought, then the Freedom of Information Officer, using a Notice for Meeting form or a similar written form, will notify the Requestor in writing of the determination, of the reasons supporting the determination, and of the right of the Requestor to meet with the Freedom of Information Officer in an effort to narrow the Request.
2. Failure to Respond by Library. The Freedom of Information Officer may neither determine that a Request is unduly burdensome, nor issue a Notice for Meeting, if the Library has previously failed to respond to that Request within the applicable Response Time.
3. Agreement to Narrow Request. If the Requestor agrees to meet and confer with the Freedom of Information Officer regarding the Request, then the Freedom of Information Officer will respond to the Request, or to the Request as narrowed at the meeting, within the applicable Response Time, calculated from the date of adjournment of the meeting. That response may take any form specified in this Section III. If the Requestor agrees to narrow the scope of the Request, the Freedom of Information Officer will deliver an Acknowledgment of Narrowed Request form or a similar written form to the Requestor at the conclusion of the meeting.

4. Failure to Meet and Confer. If the Requestor does not agree to meet and confer with the Freedom of Information Officer regarding the request, then the Freedom of Information Officer will deny the Request on the fifth Business Day after the date of the Notice for Meeting, using the General Notice of Denial or Partial Denial of Request form or a similar written form.

D. Denial

1. If the Freedom of Information Officer determines that all, or some, or a portion of any requested public records are not subject to disclosure under Section 7 of the Act, then s/he must notify the Requester in writing of the intent to deny the Request using the Notice of Intent to Deny form or a similar written form. The Notice of Intent to Deny must include the reason(s) for the denial, the name and title(s)/position(s) of each person responsible for the denial. Each Notice of Intent to Deny shall inform the Requester of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor. Each Notice of Intent to Deny shall also inform the Requester of his/her right to judicial review.
2. Denials in Writing. Except as otherwise provided by the Act, all denials of Requests will be in writing.
3. Cooperation with Public Access Counselor. If the Public Access Counselor determines that further inquiry into any denied Request is warranted, the Freedom of Information Officer will comply with the directives of the Public Access Counselor, or seek appropriate review of those directives, in accordance with the Act.

E. No Obligation to Create New Records

Except as provided in Section V of these Rules, the Act and these Rules do not require the Library, in the course of responding to Requests, to create records that the Library does not already maintain in record form.

F. No Obligation to Interpret or Advise

Neither the Act nor these Rules require the Library to interpret, or advise Requestors as to the meaning or significance of, any public records.

IV. FEES

A. Fees Established

Unless fees are waived or reduced under to Subsection IV.C of these Rules, each Requestor must pay the following fees for copying, certification, and mailing of public records:

1.	Copies – 8½ x 11 or 8½ x 14, Black and White	
	First 50 pages	Free
	Additional pages	\$0.15 per side
2.	Other types of records with set fees	actual cost
3.	Certification	\$1.00 per record, plus copy cost
4.	Mailing	Cost of Postage

If the requested records are of a type not listed above, or when the services of an outside vendor are required to copy any public record that are not 8½ x 11 or 8½ x 14, Black and White, then the fees charged for copying the records will be the actual charges incurred by the Library, and the fees stated in items 1 through 4 above will not apply. The fees stated in items 1 through 4 will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

The Library has determined that the fees in this Subsection A are no more than necessary to reimburse the Library for the actual cost of reproducing, certifying, and mailing public records requested pursuant to the Act and these Rules.

B. Method and Time of Payment

Payment of all required fees must be made in cash, by cashier's or certified check, by money order, or other method accepted by the Library prior to the examination, copying, certification or mailing of any public record.

C. Waiver of Fees

The fees provided in Subsection IV.A of these Rules may be waived or reduced by the Freedom of Information Officer if the Requestor includes in the Request the specific purpose of the Request and establishes to the reasonable satisfaction of the Freedom of Information Officer that a fee waiver or reduction is in the public interest. Any request for a fee waiver or reduction must be indicated in the Request at the time the Request is filed. A subsequent request will not be considered.

A fee waiver or reduction will be considered to be in the public interest only if the principal purpose of the Request is to disseminate information regarding the public health, safety, and welfare or the legal rights of the general public. No fee waiver will be granted if the Request is for the principal purpose of personal or commercial benefit to the Requestor. The Freedom of Information Officer may consider the number of requested public records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

D. Waiver for Failure to Respond

If the Freedom of Information Officer does not respond to a Request properly submitted pursuant to Section II of these Rules within the applicable Response Time, then the Library will not require the payment of fees for any copies of records produced in response to that Request.

V. LIBRARY OBLIGATIONS

A. Organizational Description

The Freedom of Information Officer, at least once each fiscal year, will produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Library. The description must identify and describe the membership of the Library Board and of all of its standing and special committees and other advisory bodies and also must include:

- a short summary of the Library's purpose,
- a block diagram of the Library's functional subdivisions,
- the approximate number of the Library's full and part-time employees,
- the total amount of the Library's operating budget, and
- the number and location of each of the Library's offices

The Freedom of Information Officer must post the description required pursuant to this Subsection V.A to the Library's website.

B. Index of Public Records

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a current index of all types or categories of public records prepared or received, and maintained, by the Library after July 1, 1984. The index must be reasonably detailed in order to aid persons in obtaining access to the public records of the Library.

C. Records Stored by Electronic Data Processing

The Freedom of Information Officer must prepare and furnish, to any person requesting it, a description of the manner in which public records of the Library stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

D. Summary of Procedures

The Freedom of Information Officer must create, maintain current, and make available for inspection, copying, and mailing, a brief summary of the procedures established by these Rules. The Freedom of Information Officer must post the summary required pursuant to this Subsection V.D to the website.

E. Posting and Mailing of Information

The Freedom of Information Officer must keep posted at the Library, and will mail to any person making a request therefore, copies of the Organizational Description prepared pursuant to Subsection V.A of these Rules, the Index of Public Records prepared pursuant to Subsection V.B of these Rules, and the Summary of Procedures prepared pursuant to Subsection V.D of these Rules.

F. Filing of Notices of Denial

The Freedom of Information Officer must retain copies of all Notices of Denial and Notices of Intent to Deny in a single file at the Library's Administration Office that is open to the public and indexed according to the type of exemption asserted and, to the extent that categorization is feasible, the type of records requested.

FREEDOM OF INFORMATION ACT (FOIA) FORMS

- 1. Request for Public Records Official Request Form**
- 2. Notice of Incomplete Request**
- 3. Supplemental Information Form**
- 4. Notice of Approval**
- 5. Notice of Extension of Time**
- 6. Request for Extension Agreement**
- 7. Extension Agreement**
- 8. Notice for Meeting**
- 9. Acknowledgment of Narrowed Request**
- 10. Notice of Partial Denial of Request**
- 11. Notice of Denial**
- 12. Notice of Intent to Deny**