

Public Access to Library Records

WRIGHT MEMORIAL Public Library

The Board of Trustees recognizes that all records generated by and for the operation of the library are public documents, including, but not limited to, Board of Trustees' Minutes and Library Director's Reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements. As such, the Board of Trustees recognizes that these public records are open to public review.

By law, records containing information on library patrons are not open to public review. See **Confidentiality of Patron Records Policy**.

A request to review public records is made to the Library Director who will respond within seventy-two (72) hours. If the Director will not be available within seventy-two hours, the Clerk-Treasurer, or the Office Manager will respond to the request within seventy-two (72) hours. On-site review of public records is made in the presence of the Library Director. Review may be made in the presence of the Clerk-Treasurer or the Office Manager if the Director will not be available within seventy-two (72) hours.

Copies of public records may be requested. Copies are made by the library and provided to the requester at a duplication charge equal to what is normally charged to the public for copies in the library. Full payment must be received before copies are given to the requester.

Mail requests to review public records are made to the Library Director who is to respond to the request within ten (10) business days, stating the cost of making copies available and any mailing or delivery costs. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within ten (10) business days after receipt of full payment for copying and delivery. A mail request for copies of public records is presumed to have been received by the library on the third (3rd) business day following the postmark of the request.

The library does not ask about the identity of the requester or the intended use of any requested public document, except when necessary to facilitate compliance with a request.

Adopted by the Board of Trustees August 16, 2004