

Lyons Public Library
Freedom of Information Policy
Reviewed Triennially

The Lyons Public Library complies with the Illinois Freedom of Information Act (5 ILCS 140/1) Patrons may request the information and the records available to the public in the following manner:

1. Requests for inspection or copies shall be made in writing and directed to the public body. Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body. A public body may honor oral requests for inspection or copying. A public body may not require that a request be submitted on a standard form or require the requester to specify the purpose for a request, except to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver. All requests for inspection and copying received by a public body shall immediately be forwarded to its Freedom of Information officer or designee.
2. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional; five (5) working days may be necessary to properly respond. When additional time is required for any of the above reasons, the public body shall, within 5 business days after receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. Failure to respond within the time permitted for extension shall be considered a denial of the request. A public body that fails to respond to a request within the time permitted for extension but thereafter provides the requester with copies of the requested public records may not impose a fee for those copies.
3. To reimburse us our costs for reproducing, the patron will be charged 10 cents per page.
4. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are available for public inspection:

- A. Monthly Financial Statements
- B. Annual receipts and Disbursements Reports
- C. Budget and Appropriation Ordinances
- D. Levy Ordinances
- E. Operating Budgets
- F. Annual Audits
- G. Minutes of the Board of Library Trustees
- H. Library Policies, including Materials Selection
- I. Annual Reports to the Illinois State library

Policy approved on **January 14, 2014**