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Reaffirmed 8/24/09  
Amended 1/25/10  
Reaffirmed 2/25/13  
Reaffirmed 4-25-16  
Reaffirmed 3-25-19

WPL Policy 2.4.1

## **LIBRARY DOCUMENTS (FOIA)**

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Library documents and records (other than user records covered by the Illinois Library Records Confidentiality Act), shall be available to the public in accordance with the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) (FOIA) upon a written request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a FOIA request.

Upon providing Westchester Public Library's FOIA Officer with a written request that describes a public record sufficiently to enable WPL to find the public record, the requestor has a right to inspect, copy, or receive copies of the requested public record.

A Westchester Public Library employee who receives a request for a public record shall promptly forward that request to the Library's FOIA Officer.

The Westchester Public Library may charge fees for the copying and certifying of public records pursuant to 5 ILCS 140/6. The Library may require at the time of the written request a deposit of not more than 50% of the estimated total fee.

The Westchester Public Library Board of Trustees authorizes the Library Director to serve as FOIA Officer and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled WPL Board of Trustees meeting.