



FREEDOM OF INFORMATION POLICY

The Glenwood-Lynwood Public Library District endorses the Freedom of Information Act (Public Act 83-1013, effective July 1, 1984) and will provide any documents requested (other than those deemed exempt through Section 7), as required by law. The District has adopted a Library Records Directory, as well as a fee structure for obtaining copies of requested records.

Any person requesting records of the Glenwood-Lynwood Public Library District may make such a request in writing to the Library Director at 19901 Stony Island Avenue, Lynwood, IL 60411. Written requests should specify particular records to be disclosed or copied. Appropriate time must be allowed for retrieval of such items. If certified records are desired, the need for certification must be specified in the written request.

The fees for the provision of requested records are as follows:

- \$.50 per page if library employees copy records
- \$.15 per page if the individual requesting the records make copies, using library equipment
- \$1.00 per copy if record is to be certified by the Board Secretary.

Any request denied by the Library Director may be appealed in writing to the Board of Trustees within 14 days of such denial.