

## PROCEDURES

Information and records available to the public may be requested in the following manner:

- Complete the Maywood Public Library District (FOIA) request form, *either* in print or electronically.
  - Request form is available at the Administrative Office weekdays 12:00 p.m. – 5:00 p.m., excluding holidays and is *downloadable* at: <https://www.maywoodlibrary.org/foia>
- Request forms must be completed legibly. There is no requirement under the Act to provide information other than what already exists in records.
- Requests must specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, they must be specified. Legal counsel may be consulted to advice as to the proper response to the request. This may necessitate extension beyond the five days requirement period.
- The first 50 pages of black and white, letter or legal paper are free.
- After the first 50 pages there will be a charge of \$.15 per page.
- Cost of electronic records, e.g., cd, flash drive, etc., may be charged at the actual cost of the recording. Any and all fees will be consistent with applicable subsections of the Act.
- The Library may not require the requester to specify the reason or purpose of the request “except to determine whether the records are requested for a commercial purpose.
- Request is to be returned either via fax 708-343-2115 or via email [faltamirano@maywoodlibrary.org](mailto:faltamirano@maywoodlibrary.org) to FOIA Officer, Administrative Office, Maywood Public Library District, 121 South 5<sup>th</sup> Ave, Maywood, IL. 60153
- Requests received after 3 p.m. will be dated as being received on the next consecutive business day.
- Within five (5) business days of receipt of the completed form request in the Administrative Office, the Library will respond with information regarding: access to the information, extension of response time under the Act, or denial of the request in writing.
- One (1) extension of an additional five (5) business days may be used if: records are stored in whole or in part at other locations; the request requires the collection of a substantial number of records; the request is a categorical one and to be responsive requires an extensive search; the requested records are not located in a routine search and additional effort is necessary to locate them; the requested records require examination and evaluation as to exemptions or require appropriate deletions from them; the requested records cannot be provided within the time limit

without unduly burdening the operations of the Library. The Library will, within the initial five (5) day period, notify the requester of the reason(s) and the date by which the documents will be available.

- Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act or in those situations where the public body does not have either a right of access or ownership of the information.
- If only part of the request is denied, and access will be given to the remainder, it will be stated in the response.
- Denial of access by the FOIA officer may be appealed to the Illinois Public Access Counselor in writing not later than sixty (60) days after the denial.
- For requests of a record maintained in electronic format, the Library will furnish the copy in the requested format if feasible. If not feasible, then the copy will be provided in the format in which it is maintained.