



SER 12

FREEDOM OF INFORMATION POLICY

POLICY

1. Any person wishing to obtain information about this library need only request such information from the current Library Director, preferably in writing. Requests should be addressed as follows:

Request: (Name)
Library Director
Antioch Public Library District
757 N. Main St.
Antioch, IL 60002

2. In the event that your request is denied you have the right to appeal the decision within 7 days to:

Appeal: (Name) President
Board of Trustees
Antioch Public Library District
757 N. Main St.
Antioch, IL 60002

3. Second Appeal: Further appeals must be placed through the court with the aid of a private attorney.

4. At the present time most records are maintained in a paper format. Board minutes and the general ledger are in PDF format but all other records are paper. The library reserves the right to charge fees for copying large requests at the rates prescribed by the Freedom of Information Act ILCS 140/6.

5. Administrative records may be viewed by the public in the presence of the Library Director. This action will take place by appointment with the Library Director.

6. A list of documents held by the Antioch Public Library District accompanies this policy.