

**ILLINOIS FREEDOM OF INFORMATION ACT
PALOS PARK PUBLIC LIBRARY**

REQUESTS FOR INFORMATION AND RECORDS

You may request information and records available to the public in the following manner: All requests are to be submitted in writing via personal delivery, mail, e-mail, fax or other means available. You may use the form attached for requesting materials. Requestors choosing not to use the provided form should provide their full name, current address, phone number, a detailed description of the documents they are requesting and whether or not they are requesting the documents for commercial use.

Your request should be directed to Library Director Jessica Rock, FOIA officer. In the absence of the Library Director, staff will forward FOIA requests to the staff member who is authorized by the Director to respond to FOIA requests according to Illinois Freedom of Information Act provisions. The FOIA officer will inform the Library Board of any requests denied. Requests for public records are fulfilled under the guidelines of the Illinois Freedom of Information Act (5 ILCS 140).

Mailing Address

Library Director/FOIA Officer
Palos Park Public Library
12330 S. Forest Glen Blvd.
Palos Park, IL 60464

Fax Number

708-448-3492

E-Mail Addresses

Please indicate "FOIA Request" in the subject line:

jrock@palosparklibrary.org

info@palosparklibrary.org

RESPONSES TO REQUESTS FOR INFORMATION AND RECORDS

Generally, requesters will be provided with the requested documents or notified of the denial of requested documents within five (5) business days after receipt of the request; twenty-one (21) days if the request is for a commercial purpose. At that time the requester will be advised of any fees associated with their request. For an additional charge of \$1.00 documents may be certified.

AVAILABLE RECORDS

The following types or categories of records are maintained under the library's control and are available for inspection:

Monthly Financial Statements
Budget and Appropriation
Levy Requests
Annual Audits
Minutes of the Board of Library Trustees Meetings
Library Policies
Adopted Ordinances and Resolutions of the Board
Annual Reports to the Illinois State Library

REQUEST FOR PUBLIC RECORDS

TO: FOIA Officer
Palos Park Public Library
12330 S. Forest Glen Blvd.
Palos Park, IL 60464

FROM:

Name_____

Address_____

City, State, Zip Code_____

Phone Number_____

Fax Number_____

E-Mail Address_____

Are you asking for these records for commercial use? _____

DESCRIPTION OF REQUESTED RECORDS

Please indicate what types of copies you would like to receive:

- Inspection Only Printed Copy Fax Copy
 E-Mail Copy Certified Copy Other Format

Date Received_____ Date Response Due: _____

Response Date_____