

## **DeKalb Public Library Policy on Compliance with the Illinois Freedom of Information Act**

### **POLICY STATEMENT:**

The DeKalb Public Library recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or "the Act"), and affirms that it is the policy of the Library to comply with FOIA.

The Board of Trustees has designated the Library Director and Business Manager as FOIA Officers. The Library Director may designate additional employees of the Library to serve FOIA officers at their discretion, and shall develop and implement administrative procedures to effect compliance with the Act.

*Approved by the DeKalb Public Library Board of Trustees 07/2025*

### **DeKalb Public Library Illinois Freedom of Information Act Procedures**

### **PROCEDURES:**

1. The DeKalb Public Library retains records in accordance with directives from the Local Records Unit/Records Management Section/Illinois State Archives/Springfield, Illinois. Records of the DeKalb Public Library are kept at the Library, 309 Oak St., DeKalb, IL 60115, and are available by appointment for supervised public inspection during administrative business hours.
2. A request for Library records must be made in writing. Requests must be dated and should include the requester's name, address and/or email address, a phone number, and a description of the records being sought. Requests must also state whether the information is requested for a commercial purpose.

Written requests for reproduction or inspection of Library records should be emailed to [foia@dkpl.org](mailto:foia@dkpl.org) or mailed to:

Freedom of Information Officer  
DeKalb Public Library  
309 Oak St.  
DeKalb, IL 60115

3. The DeKalb Public Library will comply with or deny such written requests within five (5) business days [twenty-one (21) days for requests for a commercial purpose] after receipt of the written request, with the next business day being Day 1. State and Federal holidays are not counted as business days for the purpose of FOIA response times. Requests submitted after 4:30 p.m. shall be counted as received on the following business day. The Library may extend its time to respond to a FOIA request in accordance with Section 3(e) of the Act.
4. The Illinois Freedom of Information Act allows the Library to recoup production costs incurred by supplying a response to requests. Payment for reproduction or certification must be in cash or by certified check and must accompany the request for records, according to the following fee schedule:
  - a. Letter or legal size black and white photocopies: pages 1-50: free, pages 51+: \$0.15 per page.
  - b. Color photocopies and copies sized other than legal or letter size: \$0.15 per page.
  - c. Photocopies in public interest: \$0.05 per page.
  - d. Records in electronic format (if available): free.

- e. The cost of providing electronic records such as disks, diskettes, and tapes will be charged at the actual cost of the recording medium.
  - f. Certification: \$1.00 per certified copy.
5. Retrieval and reproduction of records will be done by Library personnel in order to preserve the integrity of the Library records. For requests of records 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 electronic format in which it is maintained, or in paper format, at the option of the requester. If a copy is provided in electronic format no fee will be charged beyond the actual cost of the recording medium.
6. If the Library's FOIA Officer determines that all or any part or portion of any public records request are not subject to disclosure under the Act, the FOIA Officer will notify the Requester in writing of that determination, including: (i) a detailed factual basis for the application of any exemption claimed; (ii) the reason for the denial; (iii) the name and position of the person responsible for the denial; and (iv) the Requester's right to judicial review and review by the PAC, including the PAC's address and phone number ("**Notice of Denial**").

In the event that a Request is denied on the grounds that the records are exempt under Section 7 of the Act, the Notice of Denial will specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority.

Any person whose request for public records is denied may file a request for review with the Illinois Attorney General Public Access Counselor at (877) 299-3642, or 500 S. 2nd St., Springfield, IL 62701.