



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. Any request honored shall carry the current fee charged per page on the copy machine used. Presently that fee is \$.10 per page. This fee shall be collected in advance of the copying work and the work shall be performed by a staff member. The requesting patron may watch as the work is performed.
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.