

Freedom of Information Act

River Forest Public Library Freedom of Information Officer:

Sue Quinn, Director
River Forest Public Library
735 N. Lathrop
River Forest, Illinois
sue.quinn@riverforestlibrary.org
708.366.5205 ext 319

The purpose of the Freedom of Information Act is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3).

Considered a public body, RFPL must generally comply with a request within 5 working days after receipt of the request, or 21 days if the request is for a commercial purpose.

The request must be in writing.

An extension of 5 days may be permitted under certain circumstances.

Fees and costs for supplying records may occur according to the following schedule:

The first 50 pages of black and white, letter, or legal paper are free of charge.

After the first 50 pages, the Library will charge .10 per page.

Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction.

Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the recording medium.

Certified copies are \$1.00.

Fees may be waived or reduced at the Director's discretion.

Approved by the RFPL Board on October 18, 2016