

**Poplar Creek Public District**  
**Freedom of Information Act Policy**

The Poplar Creek Public Library District (PCPLD) complies with the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/2).

**A brief description of our public body is as follows:** PCPLD is a district library that provides services, programs and materials to its patrons in support of the diverse needs of the community. Information regarding PCPLD policies, PCPLD Board of Trustee meetings, FOIA, etc. may be accessed at [www.pclib.org](http://www.pclib.org)

Funding sources are monies appropriated through Cook County and DuPage County property taxes, state personal property replacement taxes, state and federal grants, fines and fees for services, and donations. Taxes are levied for:

- a. Corporate purposes
- b. Bond & Interest
- c. Illinois Municipal Retirement Fund
- d. FICA (Social Security)
- e. Audit
- f. Building and Sites
- g. Torts (public liability insurance)
- h. Worker s Compensation
- i. Unemployment

The PCPLD Main library building is located at 1405 S. Park Avenue, Streamwood, IL 60107-2997. PCPLD has a branch location named the Sonya Crawshaw Branch located at 4300 Audrey Lane, Hanover Park, IL 60133.

The PCPLD Board of Trustees exercises control over policies and procedures. The PCPLD Board of Trustees also appoints its members to committees. Current operating committees, including names of Trustees serving on each, may be obtained by contacting the Executive Director.

Agendas of Board Meetings & Committee Meetings are posted in PCPLD facilities and on PCPLDs website

Current operating budget and trustee names/photos are also available on the PCPLD website.

PCPLD is required to report and be answerable for operations to the Illinois State Library, Springfield, IL.

Submit requests for information and the records available to the public in the following manner:

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1. Request information from the Administrative Office, Poplar Creek Public Library District, 1405 S. Park Avenue, Streamwood, IL 60107-2997 (630-837-6800), {weekdays 9 a.m. through 5 p.m., excluding holidays, or mail to the same address to the attention of FOIA Officer-
  2. Alternately, fax requests to the attention of the FOIA officer (630-837-6823) or email to foia@pclib.org. A Form is provided below. Identify any request as being made under the Freedom of Information Act (FOIA).
  3. Commercial purpose \* requests must be identified within the request.
  4. Specify whether the records requested are to be disclosed for inspection or to be copied. Certification by notary may be requested for specific documents.
  5. The following fees may apply:
    - a. \$1.00 for certification per document
    - b. The first fifty (50) pages of black-and-white text, either letter or legal size are free.
    - c. \$.15 per page charge for copied records in excess of 50 pages.
    - d. \$1.00 charge per page for color copies and other sized copies.

6. Digital records may be requested in a specific format and, if feasible, provided. If not feasible, they will be provided in the electronic format in which they are stored. A fee will be charged for a USB drive or other format as requested.
7. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection. Records for inspection only are available by appointment Monday through Friday, 9 a.m. 5 p.m., in the Business Office.

The FOIA Officer(s) will respond to a request within five (5) working days of receipt of the request. An extension of an additional five (5) working days may be necessary to properly respond. A public body shall respond to a request for records to be used for a *commercial purpose*\* within 21 days.

PCPLDs response will be either the information requested or a notice for an extension under the Freedom of Information Act, or a denial of the request in writing. Denial of the request will occur if the public records requested fall within one of the specific exemptions of the Act. If only part of the request is denied, and access given to the remainder, such will be stated in the response. Any denial will include the reason or exemption. The person making the request will also be notified of the right to appeal the denial.

Denial of access by the FOIA Officer(s) may be appealed to the Public Access Counselor (PAC) in the Illinois Attorney General's office within 60 days. Upon receipt of an appeal, the PAC will review the public record, determine whether the record is open to public inspection, and respond in writing to the appeal within seven (7) business days. The Public Access Counselor may be contacted at the Public Access Bureau, 500 S. 2<sup>nd</sup> Street, Springfield, IL 62706; (217) 558-0486; [public.access@ilag.gov](mailto:public.access@ilag.gov)

The entire Freedom of Information Act is available at [www.ilga.gov](http://www.ilga.gov) under Illinois Compiled Statutes, Chapter 5 (General Provisions), ILCS 140 (5 ILCS 140).

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Commercial purpose is defined in the Act as the use of any part of a public record or records or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminating news, articles, or opinions of public interest, or research or education.

\*In the event a commercial purpose is involved, additional questions can be asked of the requestor by the public body FOIA officer(s) in order to determine the classification, then the public body has up to twenty-one (21) days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

## Poplar Creek Public Library District Freedom of Information Request

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address		certification requested: Yes    No _____
City	State	Zip
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act?      Yes _____ No _____		

**PCPLD Response (Requestor does not fill in below this line)**

Approved	<input type="checkbox"/> The requested documents are enclosed. <input type="checkbox"/> Pick up requested records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> <b>For commercial requests only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.
Denied	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act. <input type="checkbox"/> We are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:  _____  Individuals that determined request to be denied and title  _____  In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second Street, Springfield, IL 62705 OR you have the right to judicial review under Section 11 of FOIA <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA: _____ . You will be notified by the date of _____ as to the action taken on this request.  <b>NOTE This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.</b>

FOIA Officer:

Date of Reply:

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