

Freedom of Information Act

North Chicago Public Library
2100 Argonne Drive
North Chicago, Illinois 60064

Board of Trustees

Policy # 001

Illinois Freedom of Information Act (5 ILCS 140/1) Policy

Adopted: February 17, 2011

Revised: November 8, 2022

Freedom of Information Act

The Freedom of Information Act (FOIA) is a state statute that provides the public the right to access government documents and records. The premise behind FOIA is that the public has a right to know what the government is doing. The law provides that a person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act [75 ILCS 70/1 et. seq.] see [5 ILCS 140/7.5(b)]).

Location

The office is located at this address: 2100 Argonne Drive, North Chicago, Illinois 60064

FOIA Request Procedure

You may request the information and the records available to the public in the following manner.

1. Direct your request to our FOIA Officer. The Library Director is the default FOIA Officer for the library, but you can address requests to the FOIA Officer. Additional information on how to do a FOIA request can be obtained by going to our website or contacting the library directly.
2. Specify the records requested to be disclosed for inspection, to be copied, or to be furnished in electronic format. If you desire that any records be certified, you must specify which ones.
3. Reimburse the Library for reproducing records in excess of 50 pages and/or certifying records. For records to be copied, there is no charge for the first fifty (50) pages of "letter size" or "legal size" black-and-white copies. If you request copies in another size and/or color, you will be charged a \$1.00 per page, which is not more than the Library's actual cost for reproducing the records. If you request that records be certified, you will be charged \$1.00 per page to reimburse the Library for the actual costs for certifying the records.

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

You may request to inspect records rather than having them copied. The normal time to gather the requested information is the same as a request for copied records. If you wish to inspect records, an employee must be present throughout the inspection. The place and times where the records will be available are as follows: North Chicago Public Library Business Office, 2100 Argonne Drive, North Chicago, Illinois 60064, between 9:30 a.m. and 7:00 p.m. Monday through Thursday and 9:30 a.m. to 4:00 pm Friday and Saturday. These times exclude holidays.

The decision of the FOIA Officer may be appealed to the Public Access Counselor.