

## **Requests for West Branch District Library Records**

The West Branch District Library supports the public's right to information regarding the affairs of West Branch District Library. This document outlines the Library's practices and policies in regards to citizen requests for library records.

### **Official Documents**

The library maintains copies of many official library documents for the current and previous fiscal years on the library's website ([www.westbranchlibrary.org](http://www.westbranchlibrary.org)). These documents are available for review at any time.

All official documents are maintained in the library's staff workroom, which is accessible to the public on request during regular library hours.

### **Patron Records**

Pursuant to Michigan's Library Privacy Act (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

### **FOIA Requests**

The West Branch District Library is committed to complying with requests for library records in accordance with the provisions of the Michigan Freedom of Information Act. All requests will be processed according to the requirements of the law.

FOIA requests should be made in writing on the FOIA request form and addressed to:

Library Director/FOIA Coordinator  
West Branch District Library  
119 North 4<sup>th</sup> Street  
West Branch, MI 48661

Requests should be as specific as possible, so that the Library can identify the requested document(s). The written FOIA request must be dated, signed by the requester, and should include a time frame within which the requester would like to receive a response. It is also helpful to provide a phone number and/or email address, so that, if necessary, the FOIA Coordinator can contact the requester to clarify a request.

### **FOIA Responses**

In accordance with Michigan law, the requester will receive a response within five business days which will do one of the following:

- provide the requested document(s);

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- notify the requester of an estimated fee for providing the information;
- notify the requester of a 10 day extension in response time;
- deny the request, if the document is exempted under MCL 15.231 et. Seq.;
- or a combination of the above.

The Library may charge a reasonable fee for the actual costs of copying, search, examination, review or redaction of public records, as allowed by MCL 15.234 et. Seq.

### **FOIA Coordinator**

The Library's Freedom of Information Act Coordinator is the Library Director. In the absence of the Director, staff will forward FOIA requests to a staff member who is authorized by the Director to respond to FOIA requests according to Michigan Freedom of Information Act provisions. The FOIA Coordinator will inform the Library Board of any requests denied.

### **FOIA Appeals**

Denial of a request by the Library's FOIA Coordinator may be appealed to the Library Board by forwarding the request with a written notice of appeal to:

Board President  
West Branch District Library  
119 North 4<sup>th</sup> Street  
West Branch, MI 48661

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