

Public Records Request Release Policy Fee Schedule

I. Costs of locating documents

There will be no fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$50.00(Sec 19.35(3)(c))

Some of the public records of the Community Library are in off-site storage, archived, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior approval of the requestor before proceeding. In addition, the custodian will not be required to provide an estimate of the total anticipated costs for locating the record.

The Library will determine the cost of locating a record by using the hourly rate of the lowest paid employee capable of performing the task.

II. Reproduction and shipping expenses

1. Costs of copying and reproduction of public records where equipment is available.

- A. Copier cost is \$0.15/single sided page or \$0.30/double sided page for each page.
- B. There will be no cost charged for operational employees' time in photocopying any fewer than 25 pages in aggregate. If more than 25 pages are to be copied, then an hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded in ¼-hourly basis.
- C. There will be no cost charged for operational employees' time in scanning documents any fewer than 25 pages in aggregate. If more than 25 pages are to be scanned, then an hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded in ¼-hourly basis for the creation of an electronic record from any paper records (scanning).
- D. Existing electronic records will be provided electronically at no cost. Printing of electronic records will be subject to the photocopying cost structure.

- E. The actual cost to the Community Library of any medium used for reproduction shall also be paid by the person making the request. An hourly rate for the employee(s) involved shall be paid by the person making the request. Time shall be recorded on a ¼ hourly basis.
 - F. Staff time will be charged using the hourly rate of the lowest paid employee capable of performing the task.
- 2. Costs of reproduction of public records where equipment is not available within the Community Library.
 - A. If equipment necessary for any reproduction is not available within the Community Library, then the Library will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the Library to the third party vendor.
 - B. The actual cost to the Community Library of any medium used for reproduction shall also be paid by the person making the request.
 - 3. The actual cost of mailing or shipping will be charged.

III. Payment of fees

- 1. The official legal custodian of the public records of the Community Library may require the payment of costs provided herein in advance if they exceed \$5.00.
- 2. The official legal custodian of the public records of the Community Library may, in his or her sole discretion, elect to waive the imposition of the costs provided for herein.

By order of the Library Board: 7/24/17