

**Information and Procedures for Obtaining Public Information from the
Freeport Public Library**

- A. The library's Director is designated as the library's Freedom of Information Officer with the library's Administrative Aide executing those duties of the Freedom of Information Officer in the Director's absences.

- B. Request forms and schedules of duplicate and certification fees (Form FOI1) are available from the library's administrative offices, Freeport Public Library, 100 E. Douglas St, Freeport, IL 61032 or by calling the Administrative Aide at (815) 233-3000 between 9:00 a.m. and 5:00 p.m., Monday through Friday, except on legal holidays or by writing the Freedom of Information Officer at the Freeport Public Library, 100 E. Douglas Street, Freeport, IL 61032.

- C. Completed request forms (FOI1) must be sent to the Freedom of Information Officer, Freeport Public Library, 100 E. Douglas Street, Freeport, IL 61032 or hand delivered to the Freeport Public Library administrative offices between 9:00 a.m. and 5:00 p.m., Monday through Friday, except on holidays.

- D. All properly completed request forms will be answered in writing by form FOI2, FOI3, FOI4, or FOI5 within 7 working days after receipt of written request (working days are classified as Monday through Friday with the exception of legal holidays).

- E. Records will be inspected or copies obtained as indicated on form FOI2 or FOI4.