RULES AND REGULATIONS
PERTAINING TO THE ILLINOIS
FREEDOM OF INFORMATION ACT

The St. Charles Public Library retains records in accordance with directives from the Local
Records Unit/Records Management Section/Illinois State Archives/Springfield, Illinois. Records
of the St. Charles Public Library District are kept at the Library, One South Sixth Avenue, St.
Charles, Illinois 60174, and are available for supervised public inspection during administrative
business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.).

Any person requesting records of the Library District must make a request in writing (either in
person, by mail, email or telefax). Your request should include your name, your address, the
date and a daytime phone number, and a description of the information you are seeking. A
“Records Request Form” is available online or at the Library’s main circulation desk during
regular service hours*, but is not required. Written requests for reproduction or inspection of
Library records should be addressed to the Library Freedom of Information Officer, St. Charles
Public Library, One South Sixth Avenue, St. Charles, IL 60174.

The St. Charles Public Library Freedom of Information Officers is Edith G. Craig. Please email
the FOIA Officers by using foia@stcharleslibrary.org.

The St. Charles Public Library District will comply with or deny such written requests within
five (5) business days [twenty-one (21) days for requests for a commercial purpose] after receipt
of the written request.

Retrieval and reproduction of records will be done by Library personnel in order to preserve the
integrity of the Library records.

Any person who is denied access for reasons stated in the Illinois Freedom of Information Act
may appeal to the Public Access Counselor, Public Access Bureau, Office of the Illinois
Attorney General.

Payment for reproduction or certification must be in cash or by certified check and must
accompany the request for records, according to the following fee schedule:

- Free: The first fifty (50) pages of letter or legal size black and white photocopies
- After the first fifty pages: 15¢ per page
- Color photocopies and copies sized other than legal or letter size: 15¢ per page
- Photocopies in public interest: 5¢ per page
- Free: Electronic format if available
Cost of electronic records such as disks, diskettes, tapes, will be charged at the actual cost of the recording medium

Certification: $ 1.00 per certification

*LIBRARY SERVICE HOURS
Monday  9:00 a.m. - 9:00 p.m.
Tuesday  9:00 a.m. - 9:00 p.m.
Wednesday  9:00 a.m. - 9:00 p.m.
Thursday  9:00 a.m. - 9:00 p.m.
Friday  9:00 a.m. - 8:00 p.m.
Saturday  9:00 a.m. - 5:00 p.m.
Sunday  12:00 p.m. - 5:00 p.m.

Effective:  7/1/84
Reviewed:   4/19/89; 6/11/91; 4/1/97; 9/18/97;
           11/20/01; 4/30/03; 6/13/07; 5/14/08;
           12/9/09; 3/9/11; 3/13/13; 12/14/16; 3/13/19