

**POLICY 370  
FREEDOM OF INFORMATION ACT**

**A. Overview**

The Illinois Freedom of Information Act (FOIA) provides that all persons are entitled to full and complete information regarding the affairs of government and official acts and policies of those who represent them as public officials and public employees consistent with the terms of the Act (5 ILCS 140/1). Access to public records promotes transparency and accountability within government. The Lisle Library District (LLD) is committed to providing citizens access to applicable public records under the FOIA.

The FOIA refers to all applicable records collected, assembled, or maintained by a public body in the course of its official business. The FOIA is not intended to cause an unwarranted invasion of privacy, to unduly burden public resources, or to disrupt the work of the public body. The FOIA requires disclosure of requested information as pragmatically and efficiently as possible with adherence to deadlines established in the Act.

**B. Procedures:**

1. Complete LLD FOIA Request Form, email FOIA request, or mail FOIA request by USPS. There is no FOIA obligation to respond to verbal FOIA inquiries. The LLD requires the request to be in writing or emailed.
2. FOIA Requests may be sent to either of the following addresses or delivered to the LLD in person:

Lisle Library District FOIA Officer 777 Front Street Lisle, IL 60532	EMAIL: foia@lislelibrary.org
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Requests must contain legitimate requester contact information to effectively supply the requested records and/or to clarify a request.

3. Requests should clearly specify what records are sought and if they are for commercial or non-commercial purposes.
4. The LLD will respond within the FOIA's applicable deadlines and/or deny the request in writing. Any denial will include the reason and/or exemption. The person making the request will also be notified of the right to appeal a denial.
5. If not provided digitally, applicable records may be inspected. If inspected, the LLD FOIA Officer or designee must be present during inspection.
6. Costs may be incurred by the requester pursuant to section 5 ILCS 140/6, Authority to

Charge Fees.

7. Certain records maintained by the LLD are exempt from inspection and copying (5 ILCS 140/7). However, a variety of records are readily available for public examination such as:
  - a. Monthly Financial Statements
  - b. Tax Levy Ordinance
  - c. Operating/Working Budget
  - d. Annual Audits
  - e. Approved Minutes of the LLD Board of Trustees
  - f. Library Policies
  - g. Organizational Chart
  
8. The LLD Director and Assistant Director are the Library's designated FOIA Officers.

Adopted 12/10/08

Revised 3/20/24