

**WESTCHESTER PUBLIC LIBRARY
LIBRARY RECORDS POLICY**

The Westchester Public Library supports the State of Indiana's policy of providing the broadest possible public access to information regarding the affairs of government and official acts of public officials and employees. In this spirit, the Westchester Public Library will provide copies of "library public records" upon request as provided in Indiana Code § 5-14-3-3. (a)¹ et. seq. Such a request must identify with reasonable particularity of the record being requested.

A "library public record" includes files concerning final Library Board actions on public matters. "Deliberative files" containing deliberative material about matters for which final Library Board action has not occurred or which concern matters for discussion at executive sessions of the Library Board are not available for public requests. Examples of deliberative material for which no final action has incurred include, but are not limited to, items submitted for Library Board consideration such as proposed budget information prior to the adoption of a budget for publication including salary information and studies, investment recommendations, and planning recommendations.

When copies of eligible "library public records" are requested as provided in Indiana Code § 5-14-3-3, a total of ten (10) pages per day of eligible public records will be copied free of charge by the Library for persons requesting copies. A fee of ten (10) cents per page, payable in advance, will be charged for each copied page over ten (10) made per day. The Library will make duplicates of computerized, eligible library public records. The actual cost to the Library of such copies will be charged to the requesting person.

Minutes Minutes of Library Board meetings after January 1, 2016 will be posted on the Library's website after their approval by the Library Board. If minutes are requested prior to Library Board approval, they will be provided when transcribed and stamped "Draft".

Agendas The Library Director shall endeavor to post agendas for Library Board meetings on the Library's website at least six hours prior to all non-emergency meetings of the Board.

From Statute Information provided cannot be used for commercial purposes, including to sell, advertise, or solicit the purchase of merchandise, goods, or services; or sell, loan, give away, or otherwise deliver the information obtained by the request to any other person for these purposes. Names and addresses, (including electronic mail account addresses provided), may not be used by any individual or entity for political purposes. The person who uses information in a manner contrary to this Library Records Policy may be prohibited by the Library from obtaining a copy of any further data.

Footnote added ¹ Indiana Code § 5-14-3-3. (a) Any person may inspect and copy the public records of any public agency during the regular business hours of the agency, except as provided in section 4 of this chapter. A request for inspection or copying must:

- (1) Identify with reasonable particularity the record being requested; and
 - (2) be, at the discretion of the agency, in writing on or in a form provided by the agency.
- No request may be denied because the person making the request refuses to state the purpose of the request, unless such condition is required by other applicable statute. If a request is for inspection or copying of a law enforcement recording, the request must provide the information required under subsection (i).