**Purpose**

The Glenwood City Public Library is committed to the principles of Wisconsin’s Public Records Law (Wisconsin Statutes 19), which provides that almost all records of state and local government, including those of public libraries, must be available for inspection and/or copying by the public.

The Glenwood City Public Library is also committed to observing the statutory exception to the Public Records Law that prohibits the release of records that identify an individual who uses a publicly-funded library (Wisconsin Statute 43.30). Such information can be released only with the consent of the individual, to other libraries under some circumstances for the purpose of interlibrary loan, or under court order.

**Policy**

1. The records of the Glenwood City Public Library are housed in the library office at 127 Pine Street Glenwood City Wisconsin 54013.

2. Individuals may request access to or a copy of public records during regular posted library hours. Requests do not need to be in writing. The request must be reasonably specific as to the subject matter and length of time involved.

3. Public records requests received by an authority are themselves “records” for purposes of the public records law.

4. Access to records must be allowed as soon as practicable and without delay. Copies of public records shall be produced as promptly as practical without disrupting the regular work flow of the library or taking the Director away from her required daily duties.

5. The Glenwood City Public Library Board of Trustees designates the Glenwood City Public Library Director as legal custodian of all library records. The legal custodian must designate one or more deputy custodians to act in his/her absence.

6. Glenwood City Public Library staff and volunteers should refer all requests for access to Glenwood City Public Library records to the legal custodian or one of the deputy custodians.

7. The Glenwood City Public Library may impose a fee upon the requester of a copy of a public record. However, the fee may not exceed the actual, necessary and direct cost of complying with a public records request, including locating, reproducing, transcribing, photographing, mailing and/or shipping a copy of a record to the requestor (Wisconsin State Statutes 19.34(3)(a-f).

* The Glenwood City Public Library will charge a location fee limited to the actual, necessary, and direct cost of locating a record if the cost is more than $50. The Glenwood City Public Library calculates the location cost for a record by multiplying the number of hours needed to locate the record times the hourly pay rate, including benefits, of the Library Director or the Assistant Librarian (whoever actually locates the record).
* The Glenwood City Public Library will charge the current posted fees for copies of public records or scanning public records for e-mailing.
* Cost for one (1) to five (5) e-mails to be forwarded - $.25 per e-mail plus $.10 per attached page.
* Cost for more than five (5) E-mails to be determined by the actual amount of pages plus time required to forward, or in certain circumstances to print, scan and then send. Cost to be based on the Library Director’s hourly rate. (Minimum Charge $5.00)
* The Glenwood City Public Library will charge the actual cost of transcribing and/or photographing a record.
* The Glenwood City Public Library will charge the actual cost of mailing and/or shipping a record to the requestor.
* TheGlenwood City Public Library may require prepayment of a fee, but only if the total amount exceeds $5.00 (Wisconsin State Statutes 19.35 (3)(c,f).

8. Any record produced for an individual that contains patron information in addition to public information must first be edited to remove any personally identifiable information, such as a patron’s name, address or telephone number.

9. The Public Records Law does not apply to staff notes, drafts and similar items prepared for staff use; personal property having no relation to the owner’s public office; or material to which access is limited by copyright, patent or bequest.