



# FREEDOM OF INFORMATION ACT

## POLICY

The Board of Trustees of the Highwood Library & Community Center recognizes the right of members of the public to have access to public records in accordance with the provisions of the Illinois Freedom of Information Act ("FOIA" or the "Act") and affirms that it is the policy of the Library to comply with the Act.

Please keep the following things in mind as you work on your request:

- We accept requests for records in writing. You do not have to complete a standard form, however, one is attached at the end of this policy. Submit your written request by mail or email to: Library Director/FOIA Officer, Highwood Library & Community Center, 102 Highwood Avenue, Highwood, IL 60040 or FOIA@highwoodlibrary.org.
- Be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions. If you want to ask questions of a representative of Highwood Library & Community Center, please call 847-432-5404 to be directed to the proper person.
- Please tell us whether you would like copies of the requested records or whether you wish to examine the records in person. You have the right to either option.
- There is no fee for up to 50 pages of standard, black-and-white paper copies. For pages beyond 50, there is a 15-cent per page charge (50-cent per page charge for color copies).
- Please indicate in the request whether the information requested is for a "commercial purpose" (as explained in footnotes 1 and 2).
- Please include your name, preferred telephone number(s), mailing address, and if you wish, your email address.
- The library will respond to a written request within five (5) business days. An extension of an additional five (5) business days may be necessary to properly respond. A business day is defined as a weekday in which the library is open to the public. The five business day response timeline begins the day after any employee or official receives the request.
- Certain types of information maintained by us are exempt from inspection and copying; however the following types or categories of records are maintained and may be requested



(Note that some of this information is available on the “About” pages of the library website [www.highwoodlibrary.org](http://www.highwoodlibrary.org)):

1. Monthly Financial Statements
2. Annual Reports
3. Operating Budgets
4. Annual Audits
5. Minutes of the Board of Library Trustees
6. Library Policies
7. Bids and Specifications
8. Annual Reports to the Illinois State Library

Pursuant to Illinois law (5 ILCS 120/7.3), a list of employees whose salary and benefit packages are \$75,000 or greater is available for inspection at Highwood Library & Community Center Director’s office.

(1) “Commercial purpose” is defined in the Act as “the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services.” However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

(2) In the event a “commercial interest” is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

**Approved: December 18, 2023**



## Freedom of Information Request Form

TO: FOIA Officer Highwood Public Library 102 Highwood Ave Highwood, IL 60040;  
director@highwoodlibrary.org

FROM: Name / Street Address City, State, Zip Code /Phone Number / Email Address

SPECIFIC DESCRIPTION OF REQUESTED RECORD(S)

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Please indicate what types of copies you would like to receive:

Printed Copy  Electronic Copy

Is this request being made for a commercial purpose? \_\_\_\_\_

Please note: It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose.

Date Received: \_\_\_\_\_ Date Response Due: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Approved: December 18, 2023**