

**LEWIS & CLARK LIBRARY SYSTEM**  
**THE ILLINOIS FREEDOM OF INFORMATION ACT POLICY**

- I. A brief description of our organization:
  - A. Our mission is to advance libraries in successfully serving the evolving needs of their communities.
  - B. Our organizational chart is attached.
  - C. The office is located at 6725 Goshen Road, Edwardsville, Illinois 62025.
  - D. We have approximately the following number of persons employed, 16 Full-time and 21 Part-time
  - E. The *Lewis & Clark Library System Board of Directors* exercises control over our policies and procedures. They meet monthly on the third Tuesday of each month, except August and December, 6:00 p.m., at the System. A list of the Board of Directors is posted at: <http://www.lcls.org/about/board-and-lac/board/>
  - F. The *Librarians Advisory Council* operates in an advisory capacity regarding our operation. A list of the LAC members is posted at: <http://www.lcls.org/about/lac>
  - G. We are required to report and be accountable for our operations to the
    - a. *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Jesse White (Secretary of State); Director of State Library, Anne Craig and various other staff.
  
- II. You may request the information and the records available to the public in the following manner:
  - A. Use request form (see attached).
  - B. Your request should be directed to the following individual, Charm Ruhnke, FOIA Officer.
  - C. You must indicate whether you have a “commercial purpose” in your request.
  - D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
  - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
    - There is a \$1.00 charge for each certification of records.
    - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
    - There is a \$.15 per page charge for copied records in excess of 50 pages;
    - The actual copying cost of color copies and other sized copies will be charged.
  - F. If the records are kept in electronic format, you may request a specific format and if feasible, they will be so provided, but if not feasible, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper whichever you select.

- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
  - H. Records may be inspected or copied. If inspected, an LCLS employee must be present throughout the inspection.
  - I. The place and times where the records are available is, Weekdays 8:30 a.m. to 3:30 p.m. at the Lewis & Clark Library System, Administrative Offices
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
  - B. Operating Budgets
  - C. Annual Audits
  - D. Minutes of the Board of Directors
  - E. System Policies
  - F. Annual Reports to the Illinois State Library

Approved by Board action: January 16, 2007  
Revised: February 16, 2010