

PUBLIC RECORDS POLICY LOUISVILLE PUBLIC LIBRARY

This poster is a summary of the Louisville Public Library Public Records policy.

Public records will be available for inspection at all reasonable times during regular business hours. Public records are to be made available for inspection promptly. Copies of public records are to be made available within a reasonable period of time.

The determination of the terms “prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

The requester must at least identify the records requested with sufficient clarity to allow this office to identify, retrieve, and review the records.

Once we have received your request, we will provide our acknowledgment of the request, an estimate of when you should expect our response and an estimated cost if copies have been requested and the items (if any) that we expect may be exempt from disclosure.

Copies will be charged at 15 cents per page and actual cost of postage or other delivery may be charged.

You may make your public records request by completing a ‘Public Records Request’ Form at the Circulation Desk and submitting it to the Director.

Louisville Public Library
700 Lincoln Avenue
Louisville OH 44641
(330) 875-1696

Monday - Friday 9:00 a.m. to 5:00 p.m.