

**FREEDOM OF INFORMATION ACT
REQUEST FOR INSPECTION AND/OR COPIES OF PUBLIC RECORDS**

Any request to examine and/or copy records of the Lemont Public Library District under the Freedom of Information Act should be made in writing. Prepared forms are available at the Library Administrative Offices, or by printing out the following form (Appendix N). A written request for specific records received by mail, fax, or email will also be accepted. All requests must include the requester's full name and contact information, including phone number and email if applicable, as well as a clear description of the records sought.

All requests for records should be addressed to:

Sandra Pointon, FOIA Officer
50 E. Wend Street
Lemont, IL 60439

Telephone (630) 257-6541
Fax (630) 257-7737
Email: spointon@lemonlibrary.org

Copies up to 50 pages of black and white, letter or legal size will be free of charge. Copies in excess of 50 pages will be charged at a rate of \$0.15 per page. The Library District reserves the right to charge the actual cost of reproduction for color or irregular sized copies.

**APPENDIX N
LEMONT PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION ACT REQUEST**

Date Requested: _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Records Requested: (Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.)

Note: Requests may be exempt under the provision of the Freedom of Information Act.

Do you want copies of the documents? Yes _____ No _____

-- Electronic Copies or Paper Copies? _____

-- If you want Electronic Copies, in what format? _____

-- Certification requested: Yes _____ No _____

Is this request for a Commercial Purpose? Yes _____ No _____

(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, if requested to do so by the public body. 5 ILCS 140/3.1(c)).

Are you requesting a fee waiver? Yes _____ No _____

(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public and is not for the principal purpose of personal or commercial benefit. 5 ILCS 140/6(c)).

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.