

ACCESS TO PUBLIC RECORDS POLICY

A request for access for a copy of library records must be submitted on the "Request for Access to Library Records" to the Library Director, as the Custodian of Records. Some records will be immediately available, but others will require compilation and copying and will be available within seven business days. If a requested document or copy is not a public record or cannot be provided within the seven business days, the Library will provide a response with that information within that time. There is no fee involved for inspecting a document during normal business hours.

Immediate access is ordinarily available for budgets, bills, vouchers, contracts and public employee salary and overtime information. Minutes of public meetings will be available after the minutes have been approved by the Library Board.

Records not readily available, or which require a search of records, will be made available as soon as possible and the applicant will be provided with an interim report within seven business days indicating the time required to provide the records. The fee for the duplication of a printed record is: first ten pages, \$0.75 per page; next ten pages, \$0.50 per page; all others, \$0.25 per page, except as otherwise provided by law or regulation

For a request in another format, a reasonable effort will be made to provide the information in the format requested. Cost will be based on the costs of producing the format requested.

Where a legal determination must be made as to whether records are "public records," the Library Attorney will review the request.

The term "public records" generally includes those records determined to be public in accordance with N.J.S.A. 47:1A-1. The term does not include employee personnel files, consultative or deliberative material or other material specifically exempted by law. N.J.S.A. 18A:73-43.2 specifically excludes library records which contain the names or other personally identifying details regarding the users of libraries. These records are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.



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Middlesex Public Library Request for Access to Library Records

Date Received: _____ Date of Response: _____

Name: _____

Address: _____

Telephone [Day]: _____

Information Requested:

Copy of Board of Trustee Minutes [specify date]

Copy of Policy or Resolution [specify date, number, or other identifying information]

Other [specify] _____

The information requested will be ready on _____

Estimated Number of Pages _____

Estimated Cost _____

Deposit (when the anticipated cost exceeds \$5.00) _____

Applicant _____ Date: _____

Library Official _____ Date: _____

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

NOTE: A separate receipt shall be issued by a library official for any deposit received.