

## **BOARD OF TRUSTEES POLICY**

## **Public Access to Library Records**

### **Policy #14**

**Original: September 1, 2006**

**Revised: August 13, 2023**

**Tipp City Public Library  
11 E. Main Street  
Tipp City, OH 45371**

The Tipp City Public Library Board of Trustees recognizes that library records and patron information are subject to disclosure under the Ohio Public Records Act (ORC Sec. 149.43) and must be made available upon request for inspection to any person during reasonable business hours.

1. Requests for inspection of any records kept by the Tipp City Public Library shall be addressed to the Director or his/her designee. The Library may, for clarification, ask that the request be made in writing. No employee other than the Director or his/her designee is authorized to release any records. The Library will not ask about the identity of the requester or the intended use of any requested public document, except when necessary to facilitate compliance with a request.
2. The Director or his/her designee shall make the initial written response to the request within ten (10) business days of receipt of the request (including the cost of making copies and any mailing or delivery costs), supervise the record search review, and determine records that are to be disclosed or are exempt from disclosure. Any questions as to the exempt status of any record should be reviewed by the legal counsel of the Library (the Miami County Prosecutor's Office). The initial written response to the request must be made within ten (10) business days of the request unless awaiting a determination from the legal counsel as to the exempt status of a requested record.
3. Upon determining that the requested records are available and meet the standard for disclosure under Ohio Public Records Act, an appointment will be made with the requesting party to review the records. This appointment shall be during regular business hours.
4. The Director or his/her designee will make copies of the records requested. Copies will be made by the Library and provided to the requester at a duplication charge of \$0.10 per page. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within ten (10) business days after receipt of full payment for copying and delivery. The records will be available for the requesting party for pick up within a reasonable period of time. On-site review of original records is made in the presence of the Director or his/her designee.
5. The Tipp City Public Library reserves the right to modify, amend, or terminate this policy at any time.

By signing I, \_\_\_\_\_, as the records custodian of the Tipp City Public Library, acknowledge receipt of policy #14 entitled Public Access to Library Records pursuant to ORC §149.43(E)(2).

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