



Public Records Policy

Updated and approved by the Library Board of Trustees May 18, 2017.

Franklin-Springboro Public Library has a public records policy pursuant of O.R.C. 149.43.

Public Access to Library Records

Public records are available during regular business hours. For assistance in reviewing the public records and/or obtaining copies of the public records, please contact the Director or the Fiscal Officer at 937-746-2665.

Public records will be promptly prepared and made available in a reasonable period of time. If a public records request requires research and/or review, you will receive a written response and/or the records within a reasonable period of time.

Public Records Defined

In accordance with the Ohio Revised Code and applicable judicial decisions, public records are defined as any item (1) that is stored on a fixed medium (i.e. paper, computer, film); (2) that is created, received, or sent by a public office; and (3) that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Franklin-Springboro Public Library.

Public Record Maintenance and Organization

The Franklin-Springboro Public Library shall organize and maintain all public records in a manner that serves both the administrative needs of the library, as well as the public's interest in the availability of those records for inspection and copying.

Record Requests

Although no specific language is required to make a request, the requester must identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review those records. If a request is not clear what records are being sought, the records custodian will contact the requester for clarification and assist the requester in revising the request by informing the requester of the manner in which the library maintains its records. A requester does not have to provide his or her identity or the intended use of the requested public record(s).

Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the form of the requested records; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Responses to public record requests will be completed in a reasonable time taking into account the scope of the request; the ease or difficulty of identifying, compiling and reviewing potentially responsive records; and the operational needs of the Franklin-Springboro Public Library.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the remainder released. If the request is in writing, the explanation must also be in writing.

Calculation of Costs of Public Records

Those seeking public records will be charged only the actual cost of making copies, including charges for the following:

- a) The charge for paper copies is 10 cents (\$.10) per 8½" X 11" page. Two-sided photocopies shall be charged at the rate of 10 cents (\$.10) per side.
- b) Documents which require copies larger than 8½" X 11" may require the payment of an additional fee which shall reflect the actual costs of copying.
- c) The charge for downloaded computer files to a USB drive or other media device will be at cost. The library will provide the device.
- d) There is no charge for documents e-mailed, except where third-party software and/or services are required to e-mail large electronic files.
- e) Requesters may ask that documents be mailed to them. They may be charged the actual cost of the postage and mailing supplies.

Advance payment may be required for all actual costs which are anticipated to exceed ten dollars (\$10.00).