



Requests for Records of the Manchester District Library

-Approved by Library Board August 12, 2002-

The Manchester District Library supports the public's right to information regarding the affairs of Manchester District Library. This document outlines the Library's practices and policies in regards to citizen requests for Library records.

Recent Official Documents

The Library maintains copies of official library documents for the current and previous fiscal years at the Library circulation desk. These documents are available for review during normal Library hours.

These documents include: minutes of Library Board meetings and Committee meetings, monthly financial reports, monthly reports from the Library Director, the approved Library budget and proposed Library budgets, approved Library policies and proposed policies recommended by Committees, the Library's most recent audited financial statements, and other documents.

Unapproved minutes of meetings are made available within eight business days and approved minutes are made available within five business days of approval, as required by the Michigan Open Meetings Act.

Older Official Documents

Similar official documents for previous years are available in the Library's Historic Room and are available for review according to the Library's Historic Room policy.

Patron Records

Pursuant to Michigan's Library Privacy Act (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

The Manchester District Library is committed to complying with requests for Library records in accordance with the provisions of the Michigan Freedom of Information Act (FOIA). All requests will be processed according to the requirements of MCLA 15.231 et. Seq.

FOIA requests should be made in writing and addressed to:

FOIA Coordinator

Manchester District Library

912 City Rd., P.O. Box 540

Manchester, MI 48158-0540

Requests should be as specific as possible, so that the Library can identify the requested document(s). The written FOIA request must be dated, signed by the requester, and should include a time frame within which the requester would like to receive a response. It is also helpful to provide a phone number and/or email address, so that if necessary the FOIA Coordinator can contact the requester to clarify a request.

FOIA Responses

In accordance with Michigan law, the requester will receive a response within five business days which will do one of the following:

- provide the requested document(s);
- notify the requester of a estimated fee for providing the information;
- notify the requester of a 10 day extension in response time;
- deny the request, if the document is exempted under MCLA 15.231 et. Seq.;
- or a combination of the above.

The Library may charge a reasonable fee for the actual costs of copying, search, examination, review or redaction of public records, as allowed by MCLA 15.231 et. Seq.

FOIA Coordinator

The Library's Freedom of Information Act Coordinator is the Library Director. In the absence of the Director, staff will forward FOIA requests to a staff or board member who is authorized by the Director to respond to FOIA requests according to Michigan Freedom of Information Act provisions. The FOIA Coordinator will inform the Library Board of any requests denied.

FOIA Appeals

Denial of a request by the Library's FOIA Coordinator may be appealed to the Library Board by forwarding the request with a written notice of appeal to:

Board President

Manchester District Library

912 City Rd., P.O. Box 540

Manchester, MI 48158-0540