

Access to Public Records

Purpose

The principle of free access to public information permits all individuals access to public records including all those generated by the Library. An exception is the registration and circulation records of every public library that reveal the identity of a borrower, as discussed in M.G.L. c. 78 § 7

Guidelines

To ensure equal access without undue hardship to library employees, the Board of Trustees has established the following guidelines:

- All requests must be made in writing
- All requests must be specific in nature
- A charge of \$0.25 per page may be charged for each photocopy
- A charge of \$0.50 per page may be charged for each computer printout
- A prorated hourly charge will be assessed by the Director and will be determined by the hourly wage of the staff member completing the search. A written good faith estimate will be provided for the cost of complying with a request where the total cost is expected to exceed ten dollars.
- The first copy of requested documentation will be provided free of charge to Library Trustees.
- All requests shall be acted upon within ten (10) business days.

These guidelines and costs are consistent with the Secretary of State's Public Documents Division.