

New Brunswick Free Public Library

Access to Public Records Policy

Approved Wednesday, June 12, 2002

A request for access to or for a copy of library records must be submitted on this form 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 any requested document or copy is not a public record or cannot be provided within the seven business days, we 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 generally available immediately after the minutes have been approved.

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. Except as otherwise provided by law or regulation, the fee for the duplication of a printed record is: first ten pages, \$0.75 per page; next ten, \$0.50 per page; all others, \$0.25 per page. 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 Municipal 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 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.

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 to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the library official shall constitute a receipt for any deposit received.

**New Brunswick Free 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: _____