

Ann Arbor District Library
Requests for Access to Records from the General Public

These regulations and procedures are in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976, the "Freedom of Information Act."

An opportunity to inspect the records of the Ann Arbor District Library and/or receive copies of the records will be provided upon oral or written request from any person or group of persons. Every effort will be expended to provide public access to appropriate records in a manner conducive to good public relations.

Records specifically described in Section 13 of P.A. 442 shall be exempt from disclosure. Such records include, but are not limited to:

- Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- Records or information specifically described and exempted from disclosure by statute.
- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
- Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- Medical, counseling, or psychological facts, or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in P.A. 442, Section 13(n).
- Information the release of which would prevent the public body from complying with the Federal Family Education Rights and Privacy Act of 1974.
- Information or records subject to the attorney-client privilege, the physician-patient privilege, or the psychologist-patient privilege.

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The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny. The listing appears on the reverse side of the "Request for Records Form."

Units Involved

All Ann Arbor District Library units

Forms

The following forms shall be used to implement requests for disclosure of library records.

1. Request for Records Form.
2. Denial of Request Form Letter.
3. Request Compliance and Charge Slip Letter.

Procedure

- A. All requests to inspect the records of the Ann Arbor District Library shall be made to the central office of the library at 343 South Fifth Avenue. Whether oral or written, the requests shall be referred on the day received to a designated building administrator on the Request for Library District Records Form, for reply. Pertinent information or correspondence regarding their request shall be included. Requests shall sufficiently describe the record to enable library officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records. Nothing in this procedure shall imply that routine, day-to-day inquiries to the library for information must be subject to these procedures.
- B. The building administrator or designee shall maintain a file of requests received, showing the nature and date of the request, and manner and date of final response to the request.
- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than then business days has been issued a waiver of the time limits has been agreed to in writing by the requesting person, the building administrator or designee shall render one of the following responses:
 1. Grant the request. The "Request for Library Records Form" shall be sent to the person who maintains the record requested for response as directed on the form.
 2. Issue a written notice using "Denial of Request for Library Records Letter" to the requesting person denying the request. A denial of the request shall be signed by the administrator or designee and state the reason for the denial, including an explanation of the requesting person's right to seek judicial review of the decision. Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.

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3. Grant the request in part and issue a written notice to the requesting person denying such request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the non-exempt material offered for inspection. A general description of the separated or deleted information shall be provided to the requesting person.
- D. Upon receipt of "Request for Library Record Form," by the person maintaining the requested record the request shall be filled in one or more of the following ways:
 1. Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person. Original records shall not be removed from the area provided for inspection and note taking.
 2. Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates his/her inability to pay or receipt of public assistance.
 3. Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.
 4. Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.
- E. The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.
- F. The individual filing the request shall return the completed form, "Request for Library Records," to the building administrator or designee, indicating their request has been complied with.
- G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the library may also wish to publish them in the library newsletter).

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The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny. ~~The~~

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~~listing appears on the reverse side of~~ as part of the “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records” ~~f~~Form.”

Units Involved

All Ann Arbor District Library units

Forms

The following forms shall be used to implement requests for disclosure of Library records.

1. Ann Arbor District Library Freedom of Information Act Response to Request for Public Records ~~Form~~.
2. Denial of Request Form Letter.
3. ~~Request Compliance and Charge Slip Letter~~ Statement of Fees for Freedom of Information Act Requests.

Procedure

- A. All requests to inspect the records of the Ann Arbor District Library shall be made to the central office of the Library at 343 South Fifth Avenue. Whether oral or written, the requests shall be referred on the day received to ~~a designated building administrator the Library Director or AADL designee~~ Administration on the Request for Library District Records ~~From~~, for reply. Pertinent information or correspondence regarding the request shall be included. Requests shall sufficiently describe the record to enable Library officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records. Nothing in this procedure shall imply that routine, day-to-day inquiries to the Library for information must be subject to these procedures.
- B. ~~The building administrator~~ The Library Director ~~Administration~~ or designee shall maintain a file of requests received, showing the nature and date of the request, and manner and date of final response to the request.
- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than ~~then ten~~ business days has been issued, a waiver of the time limits has been agreed to in writing by the requesting person, ~~the building administrator the Administration~~ Library Director or designee shall render one of the following responses:
 - ~~C.~~
 1. Grant the request. The “Request for Library Records Form” shall be sent to the person who maintains the record requested for response as directed on the form.
 - ~~2.~~
 2. Issue a written notice using “Denial of Request for Library Records Letter” to the requesting person denying the request. A denial of the request shall be signed by the Library Director ~~administrator or~~ of designee and state the reason for the denial, including an explanation of the requesting person’s right to seek judicial review of the decision.

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Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.

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~~3.3.~~ Grant the request in part and issue a written notice to the requesting person denying ~~such the~~ request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the non-exempt material offered for inspection. A general description of the separated or deleted information shall be provided to the requesting person.

~~D.~~ Upon receipt of ~~“Request for Library Record Form,”~~ the request by the person maintaining the requested record the request shall be filled in one or more of the following ways:

~~D.~~

~~1.~~ Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person. Original records shall not be removed from the area provided for inspection and note taking.

~~1.~~

~~2.~~ Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates ~~his/her~~ inability to pay or receipt of public assistance.

~~2.~~

~~3.~~ Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.

~~3.~~

~~4.~~ Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.

~~4.~~

~~E.~~ The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.

~~E.~~

~~F.~~ The individual filing the request shall return the completed appropriate form(s), “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records Request for Library Records,” and/or “Statement of Fees for Freedom of Information Act Requests” - to ~~the building administrator~~ the Library Director or designee, indicating their request has been complied with.

~~F.~~

G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the Library may also wish to publish them in the Hlibrary newsletter).

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the “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records” form.

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