

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Copying of Public Documents  
**POLICY NUMBER:** 1150

**1150.1** The Library District supports the public right to full access to the District's official records, and acts in full compliance with Federal and State laws and regulations covering public access to public official records and documents.

**1150.1.1** Any individual who requests a copy or copies of public documents will be charged a cost equal to the current price per page for the Library public-use copier plus an additional five cents (5¢) per sheet to defray the Library's expenses associated with complying with the request.

**1150.1.1.1** Requests must be made in writing, and must specify the document or documents requested. The Library has up to ten (10) business days in which to produce the requested item(s).

**1150.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Governing Board of Library Trustees and/or the Library Commission at open meetings will be made available to the public no less than seventy-two (72) hours prior to a regular, scheduled meeting. A limited quantity of such documents (based on normal audience attendance) will be copied in advance of each meeting and will be available at the Library Circulation Desk for in-library use; these meeting packets will also be made available to the public in attendance at the meetings.

Adopted 10/16/2006