



# MENTOR PUBLIC LIBRARY

## PUBLIC RECORDS

## SECTION 6.05

## Board Resolution #19-060, 6.19.19

A. Generally: The Employer will prepare and make available for inspection and/or copying “public records,” as defined in R.C. 149.43, upon the request of any member of the general public. The Board’s policy is to follow the law in striking the proper balance between the public’s right to certain records and the individual’s or agency’s right to privacy or duty to keep certain information confidential. The procedure below describes in more detail the process for requesting public records and those records that should not be released.

B. The Mentor Public Library recognizes, in accordance with Ohio law, that its circulation records and other records that link the names of library users with specific materials are confidential in nature.

No library records or patron information, as defined by Ohio law, shall be released except in the following situations:

1. To the parent, guardian, or custodian of a minor child;
2. In accordance with a subpoena, search warrant, or other court order;
3. To a law enforcement officer who is acting in the scope of the officer’s law enforcement duties and who is investigating a matter involving public safety in exigent circumstances;
4. Upon the request of or consent of a patron to the release of his/her information;
5. For various administrative library purposes; and
6. To document improper use of the internet at the library so long as any patron information is removed from those records (except for age or gender of an individual).

In the case of a subpoena or other process of law, such process shall be transmitted to the Director on behalf of the Board of Trustees. The Director shall thereupon release such information in compliance with such process, or seek judicial or administrative relief.

C. Public Records Requests: In order to accurately and promptly answer such requests, the Employer suggests that requestors comply with the following procedure:

1. Any individual or organization wishing to inspect or obtain copies of public records should submit a written request (in duplicate) to the Fiscal Officer prior to the inspection or release of such information. Such written request should include the following information:
  - (a) the name of the individual or organization making the request;
  - (b) the mailing address of the individual or organization making the request;
  - (c) a specific list of records the individual or organization wishes to inspect and/or have copied.
2. The Employer will charge a standardized fee per page determined by the Board for photocopy requests to cover the Library’s cost for copying the requested information. In addition, the cost of mailing said records shall be paid by the requesting party. The individual or organization requesting copies of records shall remit full payment of photocopy and mailing fees prior to the release of information by the Employer. The Employer shall forward copies of all requested records within a reasonable period of time from the date of the request.