

## **V. Compliance**

### **A. Freedom of Information Act**

River Forest Public Library Freedom of Information Officer:

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The purpose of the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) is to provide public access to information maintained by public bodies. Unless information falls within an express statutory exemption, it must be disclosed under FOIA. Considered a public body, RFPL must generally comply with a FOIA request within 5 working days after receipt of the request or 21 days if the request is for a commercial purpose.

The FOIA request must be in writing. An extension of 5 days may be permitted under certain circumstances. Fees and costs for supplying records may occur according to the following schedule: The first 50 pages of black and white letter or legal paper are free of charge. After the first 50 pages, RFPL will charge \$0.10 per page. Colored copies and copies sized other than legal or letter size will be charged at the actual cost of reproduction. Cost of electronic records, e.g., disks, diskettes, tapes, etc., will be charged at the actual cost of the reproduction including the cost of the recording medium. Fees may be waived or reduced at the Director’s discretion.

### **B. Record Retention**

RFPL retains records in accordance with directives from the Local Records Unit/Record Management Section/Illinois State Archives/Springfield, IL 62756. (217.782.7075)

### **C. Copyright**

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend audiovisual materials. Any person who makes an unauthorized copy or adaptation of audiovisual materials, or redistributes the loaned copy, or publicly performs or displays the audiovisual materials, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

RFPL reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request could lead to violation of copyright law.

## **D. Disposal of Surplus Property**

Pursuant to the Public Library District Act of 1991 (75 ILCS 16/30-55.32), the Board has the authority to declare personal property “surplus” and provide for its disposal.

### **1. Definition of “Surplus Property”**

“Surplus Property” is any personal property with a monetary value owned by RFPL that is no longer needed for the provision of RFPL services. Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without being declared as surplus.

### **2. Property of Any Value**

The Board may vote to donate Surplus Property of any value to a tax-supported library or library system.

### **3. Value of Less than \$1,000**

The Director is authorized to declare as surplus RFPL materials with an estimated unit value of less than \$1,000 per unit. Surplus RFPL materials with an estimated unit value of less than \$1,000 shall be sold by the method that will most efficiently and effectively provide RFPL with the greatest net monetary return. The Director will report results of any sale to the Board.

### **4. Value of \$1,000 or Greater**

The Board is authorized to declare as surplus RFPL materials with an estimated unit value of \$1,000 or more. Surplus RFPL materials valued at \$1,000 or more shall be disposed of at a public auction; if no reasonable bids are received, they may be sold by the method that will most effectively and efficiently provide RFPL with the greatest net monetary return.

## **E. Prevailing Wage**

RFPL pays prevailing wages for required public works projects in accordance with the Illinois Prevailing Wage Act (820 ILCS 130).

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