

Open Records Policy Ripon Public Library

Acting in accordance with Section 19.33 of the Wisconsin Statutes, the Ripon Public Library Board of Trustees hereby designates the Library Director as the legal custodian of the records of the Ripon Public Library.

Individuals may request access to or a copy of public records from 9:30 a.m. to 4:30 p.m. Monday through Friday, except legal holidays, at the Ripon Public Library, 120 Jefferson St., Ripon, Wisconsin. If necessary, the library will charge 10 cents per single-sided page plus any actual mailing costs.

The Ripon Public Library will respond to all requests as soon as practicable and without delay. The Acting Director designated in the absence of the Library Director may act on the Director's behalf.

Records of the Ripon Public Library that indicate which of its documents or other materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law.

The Ripon Public Library has adopted, with minor modifications, the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems.

Information on requesting public records may be obtained by contacting the Library Director at 920-748-6160 during normal business hours.

Approved by the Ripon Public Library Board on January 30, 2007.