

Carroll County Public Library
Policy Statement Governing Production and Inspection of Public Records

The Carroll County Public Library Board of Trustees has adopted rules and procedures governing the public's right to access disclosable records regarding the general operations of the Carroll County Public Library. In compliance with the Public Information Act, State Government Article, Section 10-611 through 10-628 of the Annotated Code of Maryland procedures have been developed to allow for the production and inspection of public records in a timely manner without unnecessary cost.

General Guidelines

1. All inquiries for public records pertaining to the general operations of the Carroll County Public Library shall be directed to the Library Director.
2. Many of the Library's documents and records are available on the Carroll County Public Library website, making a written request unnecessary. All other requests, for the purpose of clarity, must be submitted in written form. Requests can be submitted either by email through the Carroll County Public Library website or by mailing or faxing a printed request form to CCPL headquarters.
3. All requests will be responded to in a timely manner. All requests approved based on the provisions of the Maryland Public Information Act will be fulfilled within thirty (30) calendar days of the request. If a request is denied based on the provisions of the Maryland Public Information Act, the requestor will receive notice within ten (10) business days of the original request explaining the grounds for the decision.
4. Requests for third-party information will be subject to the same provisions established in the Maryland Public Information Act as any request for information belonging directly to the library. In all cases, the library will attempt to inform the third-party of the request. If the third-party chooses to do so, it may attempt to intervene with the request under Maryland Rule 2-214.
5. Requests for electronic copies of records will not result in a copy fee. However, if an applicant requests a printed copy of the documents, the applicant shall pay twenty-five (25) cents per page for each page after the fifth (5th). There is no charge for the first five (5) pages produced. Additional fees may apply for copies of large or unusual documents.
6. A search fee will be charged to reimburse the Library for staff time spent researching and responding to a request. The rate of reimbursement shall consist of the hourly wage or salary rate of the staff members involved, multiplied by the number of hours spent in preparing the response. No charge will be assessed for the first two hours incurred.
7. If a response entails the assessment of fees against an applicant, the Director or the Director's designee will determine the fees and notify the applicant in advance. The notification will include a self-addressed and stamped envelope which the applicant will be required to return enclosed with the payment before the request is fulfilled. The requested information will be furnished after the associated fees have been paid.
8. For the purposes of calculating the number of hours the Library staff spends in responding to a single request, all requests for information by the same person or entity within any consecutive seven-day period shall be deemed a single request and calculated as such.
9. A complete list of procedures based on the Attorney General's model for filing and responding to requests under the Public Information Act is available at Carroll County Library Headquarters, 1100 Green Valley Road, New Windsor, MD 21776.

Adopted on September 25th, 1991.

Adoption Updated on November 17, 2010

THE CARROLL COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES



President