

ACCESS TO PUBLIC RECORDS

It is the policy of the State of Wisconsin that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. The City of Merrill is a political subdivision of the State of Wisconsin which exists and operates pursuant to Chapter 62, Wis. Stats.

Subject to §19.36, Wis. Stats., and applicable case law, the public may obtain information and access to records, make requests for records, or copies of records of the T.B. Scott Free Library in the following manner:

1. Location: T.B. Scott Free Library
2. Legal Custodian: Library Director
3. Alternate Custodians: Assistant Director & Head of Youth Services
4. Hours: Monday through Friday, excluding Holidays, 9:30 a.m. to 5:00 p.m.
5. Make your request orally or in writing (your choice) to the Legal Custodian/Alternate or department employee of the department you believe may have the records you want to see. A request must reasonably describe the record or information requested (§19.35(1)(h)). If the records are not kept there, ask for help in finding out where they are kept.
6. Once you make your request, the Custodian/Alternate will decide whether to approve your request by applying the standards set by state law, since not all records are open to public inspection under the law (§19.36).
7. If your request is approved, an employee will locate the records and provide a place for you to review them.
8. If your request is denied, the Legal Custodian/Alternate will explain why your request cannot be granted or granted exactly as you requested. You may also ask that the reasons for denial be written and given to you.
9. Cost:
 - a) If no other copy fee is set by state statute, the standard cost for each side of a photocopied page is 25 cents. The actual direct cost of any computer run, transcription, photographic work or postage/FAX will be charged. A custodian may provide copies of a record without charge or at a reduced charge where the custodian determines that waiver or reduction of the fee is in the public interest.
 - b) A location fee will be charged if set by law or if the actual cost of locating the record is \$50.00 or more.
 - c) Requester will be charged the actual cost of mailing requested records.
 - d) If costs exceed \$50.00, prepayment is required.

This notice is posted in compliance with §19.34, Wis. Stats.

T. B. Scott Free Library/Merrill, Wisconsin