

PUBLIC RECORDS REQUEST POLICY

In accordance with the Colorado Open Records Act (CORA), C.R.S. 24-72-201, et.seq., public records maintained by the Berthoud Community Library District (BCLD) shall be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise provided by law. These materials are different from the books and other items that make up the circulating stock of the Library. They are the internal management records of the Library.

The custodian of records is the Library CEO. The Library CEO shall establish alternate custodians for times when the CEO is not available.

A person who desires to inspect or to obtain copies of records shall submit a written request in accordance with the request form attached to this policy. Copies of the form shall be available on the library's website and in the administrative office. As a matter of policy, the library will endeavor to make the requested records available within one working day. If the records are not readily available on the day that they are requested, the custodian shall set a date and time for inspection or for providing copies. Under normal circumstances, this shall happen within a maximum of three working days of receiving the request. If there are extenuating circumstances, as provided in CORA, up to an additional seven working days may be required. Working days are any day the library is open to the public.

The custodian shall promptly review the request to determine the nature of the records sought, the time required to locate and make the records available, and whether there are questions concerning the release of any of the records or difficulty in providing the records within three working days.

If the custodian believes that any of the requested records are not to be released under CORA, or determines that there are extenuating circumstances that will require more than three working days to produce the records, or otherwise believes that the request cannot be met within the specified time frames, the custodian shall promptly seek review by the library's attorney and shall also inform the Library Board of Trustees to ensure the request is being fulfilled as accurately as possible and in accordance with CORA. After consulting with the library's attorney, if the requested record can be released, the custodian shall contact the requester to provide information as to when and where the records can be inspected or copies obtained.

The custodian of records shall determine whether to provide inspection of the original material or to provide a printed copy. The custodian may provide an electronic copy by e-mail if acceptable to the requester. Any inspection of original records shall be in the library and monitored by a library employee. The requester will follow instructions from the library concerning handling of records.

Except as otherwise stated in this policy, there is no charge for inspection of records. If the custodian determines to provide a copy, rather than access to the original record, there

shall be no charge for the copy. If the requester asks for a copy, rather than or in addition to inspection of the original, the library shall charge the current rate for copies. If copying facilities outside the library are required, the actual cost for those copies shall be charged. The library will provide the requester with an invoice for all charges. The invoice must be paid before the library will provide the copies.

Please refer to the Privacy Policy for information on confidentiality of user information and borrowing and loan records, per state and federal law.

Adopted 7/12/2012

Revised 6/8/16