

## Glenview Public Library FOIA Request

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request. The Glenview Public Library reserves the right to charge a fee for reproduction of public records consistent with the schedule of fees (5 ILCS 140/1, et seq.) on the reverse of this form. Payment for copying or certifying public records is due at the time records are copied or certified.

### Name and Address of Public Body Receiving Request: GLENVIEW PUBLIC LIBRARY

Date Requested: \_\_\_\_\_

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/County/Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ Email (Optional): \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Do you want copies of the documents?  YES  NO

Do you want  Electronic Copies  Paper Copies?

If you want Electronic Copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose?  YES  NO

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver?  YES  NO

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*