

## **Freedom of Information Act Requests for Information**

The Kalamazoo Public Library adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA.

### **Recent Official Documents**

The library maintains copies of many official library documents for the current and previous fiscal years on the library's website. ([www.kpl.gov](http://www.kpl.gov)) These documents are available for review at any time.

These documents include: [minutes of library board meetings](#), [monthly financial reports](#), [approved library budgets](#), [approved library policies](#), the library's most recent [audited financial statements](#), and other documents.

All official documents are maintained in the library director's office which is open to the public between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.

### **Older Official Documents**

Similar official documents for previous years are available in the Library's [Clarence L. Miller Family Local History Room](#) and are available for review all [open hours](#) of the library.

### **Patron Records**

Pursuant to Michigan's [Library Privacy Act](#) (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

### **FOIA Requests**

The Kalamazoo Public Library is committed to complying with requests for library records in accordance with the provisions of the [Michigan Freedom of Information Act](#). Requests for information must be in accordance with Kalamazoo Public Library's written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act. The written public Summary of the Freedom of Information Act Procedures and Guidelines can be viewed [here](#). A complete copy of the Freedom of Information Act Procedures and Guidelines is also available at the Library located at 315 S. Rose St., Kalamazoo, MI 49007, or on the [website](#).