

**PIONEERLAND LIBRARY SYSTEM  
BOARD POLICY**

<b>Policy:</b> Access to PLS's Public Data	<b>Policy number:</b>
<b>Policy Date:</b> August 29, 2008	<b>Revision Date:</b> November 13, 2008
<b>Approved By Policy Committee:</b> September 11, 2008	<b>Approved by the Board:</b> November 13, 2008
<b>Distributed To:</b> Policy Committee, PLS Board, PLS Staff	<b>Number of Pages:</b> 3 (1 policy page plus 2 page form)

**Purpose:** Anyone has the right to see and copy Pioneerland Library System (PLS) data that is classified public. This policy addresses individuals access to that data.

**Policy:** Upon request (see attached form); a person may inspect Pioneerland Library System (PLS) data at a reasonable time and place. Inspection may include (1) having a copy printed if printing a copy is the only way to provide inspection of data and (2) being able to view and download or print PLS's data stored in electronic form and made available to the public on a remote access basis.

A person who requests a copy of public data or electronic transmittal of data may be required to pay the actual costs respectively of (1) searching for, retrieving, copying and certifying the copies or (2) electronically transmitting the data.

**Procedures:**

- 1) Pioneerland Library System Director is Pioneerland Library System's data practices compliance official. The public may direct to this individual questions and concerns about data access or other data problems.
- 2) Minnesota's Government Data Practices Act takes precedent over Pioneerland Library System's "Access to PLS's Public Data Policy."
- 3) For all requests, the requester is asked to complete and comply with Pioneerland's Information Disclosure Request Form. See attached copy.
- 4) Hourly rate for determining compiling fee (see #12 of the Information Request Form) is at the hourly wage of the lowest paid staff member who is qualified to complete the request.

PIONEERLAND LIBRARY SYSTEM  
INFORMATION DISCLOSURE  
REQUEST FORM

DATE OF REQUEST \_\_\_\_\_

A. REQUESTOR COMPLETE:

1. Requestor's Name: \_\_\_\_\_

2. Address: \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

3. Description of the Information requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Requestor's Signature:

\_\_\_\_\_

B. LOCAL LIBRARY OR LIBRARY DEPARTMENT COMPLETE:

5. Local Library or Library Department Name: \_\_\_\_\_

6. Request handled by: \_\_\_\_\_

7. Request Type: \_\_\_\_\_ In Person \_\_\_\_\_ Mail \_\_\_\_\_ Phone \_\_\_\_\_

8. Request: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Approved in Part

9. Authorized Signature \_\_\_\_\_

10. Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Copying Fees

- A. 8 1/2" x 11" or 11" x 17" = \$.10 each
- B. Maps or drawings greater than 11" x 17" = \$4.00 each
- C. Enlargements or Reductions \$1.00 each

12. Compiling Fees

Hourly rate \_\_\_\_\_ x \_\_\_\_\_ hours

13. VHS Videotape/CD/DVD fees

Device Cost \_\_\_\_\_

Recording fee \_\_\_\_\_

14. Postage Fees

Postage Rate \_\_\_\_\_

Pioneerland Library System reserves the right to require a 50% prepayment of the estimated total costs of over \$50.00