

Clark County Public Library  
Public Records Policy  
September 18, 2006

Ohio Revised Code 149.43 provides that all public records shall be promptly prepared and made available for inspection to any person at all reasonable business hours.

All requests from the public for the inspection or copying of the records of the library must follow these procedures:

1. Requests for inspection or copying of any public record kept by the Clark County Public Library shall be addressed to or forwarded to the Director. The Director may designate a Clark County Public Library employee to assist him/her in fulfilling any request for inspection or copying of any public record kept by the Clark County Public Library. No employee other than the Director or his/her designee is authorized to release any record for inspection or copying.
2. The Director shall make the initial response to the request, and will supervise the record search and review.
3. A review shall be conducted to determine if any document is within the exception to the public records law. Any questions to the exempt status of any record should be reviewed with the Clark County Prosecutor's Office.
4. If a request for inspection of public records has been made, upon determination that the requested documents are public record, an appointment will be made with the requesting party to review the records. This appointment will be made a reasonable period of time after the request has been made and will be made during a reasonable time (during regular business hours).
5. If a request for copies of public records has been made, upon determination that the requested documents are public records, the Director shall provide the copies within a reasonable amount of time. The copies will be made available by ordinary U. S. mail, if requested, or may be picked up at the Clark County Public Library. Copies will be made available on the same medium on which the record is kept, or any other medium specified, so long as the medium is available as an integral part of the Clark County Public Library's normal business operations. Copies will be made on a reimbursable basis at an established rate. The Clark County Public Library may ask for prepayment of the copying charges and may also ask for prepayment of postage charges if the requester asks for the copies to be mailed.