

# **NOTICE OF AVAILABILITY OF PUBLIC RECORDS PER WISCONSIN STATUTES**

**The Director of the Algoma Public Library is the legal custodian of all records of the Algoma Public Library. In the event the Director is not available, the Library Board President and the City Attorney must be consulted. Records will be made available as soon as practicable. Copies will be made at the set cost. Prepayment will be required by the custodian. If mailing is required, customer will be charged the postage.**

**If searching for the document takes over 30 minutes of staff time, after 30 minutes the cost of \$25 per hour of staff search time will be charged to the requestor.**

**New documents do not have to be created or additional analysis does not have to be done for an information request. Public records request are for current documents. If a document does not exist, it is not a public record.**

**An exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30).**