

Notice of Public Records Policy Portage County Public Library

The Portage County Library Board of Trustees, created in accordance with Chapter 43.57 (4) (b) Wisconsin Statutes, is responsible for overseeing the provision of county library services.

Pursuant to Sec. 19.33 (4) Wisconsin Statutes, the Portage County Library Board has designated the Library Director as legal custodian of all public records described in Sec. 19.32 (2) Wisconsin Statutes.

As provided by Sec. 43.30 Wisconsin Statutes, all records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library.

Records available include Library Board Meeting Minutes, agendas, financial records, etc.

The Library Director is vested with full legal power to render decisions and carry out the duties described in Subchapter II of Chapter 19 Wisconsin Statutes governing public records and property.

Interested individuals may request public records of the Portage County Public Library at the Librarian's Office, 1001 Main St., Stevens Point between the hours of 9:30 a.m. and 4:30 p.m. Monday through Friday, except for days when the office is closed pursuant to legal holidays established by county ordinance or pursuant to closures approved by the Library Board.

Copies of records on file may be obtained by specifying the document or documents desired. This office does allow persons to make their own copies provided the same can be done without disruption to the workings of the office. The self service cost of a copy of each page of a document is ten cents. Where the request is for a large number of pages, the billing will be for costs incurred in meeting the request including labor charges. One page is defined as one side of a single sheet of paper not larger than 8 1/2" by 11".

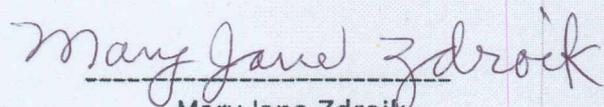
PORTAGE COUNTY

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CORPORATION COUNSEL

All requests to inspect or copy records should specify the particular document, identifying the same by its date, a description of the type of document and/or the title of the document. Where insufficient or misleading identification of the document is given to the office, a charge will be assessed for the actual costs incurred in locating the document if the costs thereof exceed \$50.

Passed by the Portage County Public
Library Board of Trustees
March 2, 2005



Mary Jane Zdroik
Library Board President