



# Irvin L. Young Memorial Library

## **Public Records Requests**

The Library Director has been designated as the legal custodian of all public records maintained at the Irvin L. Young Memorial Library, except for Library financial records that are under the control of the City of Whitewater Financial Office.

The Irvin L. Young Memorial Library has normal service hours of 9:00 a.m. to 8:30 p.m. on Monday through Thursday, 9:00 a.m. to 5:30 p.m. on Fridays and 9:00 a.m. to 3:00 p.m. on Saturdays. Requests to inspect records or to receive copies of records should be made directly to the designated custodian at the Irvin L. Young Memorial Library during normal service hours or by mail or email addressed to the Library Director or the director's designee. Records that are readily available will be provided promptly. If a search by library staff is necessary to locate records, the requestor will be so advised and may be charged the actual, necessary and direct cost of location, if the cost exceeds \$50.

The photocopying fee is 10 cents per page. If mailing of records is requested, postal charges will be added to the copying charge. If the cost exceeds \$5, prepayment of all charges is required.