

Freedom of Information Act (FOIA)

The Freedom of Information Act (FOIA) is a state law that provides citizens with access to public records. Each City department is a separate agency responsible for maintaining its own records, so requests should be submitted to the department that maintains the records you want.

All Freedom of Information requests submitted to the Case-Halstead Public Library in the City of Carlyle must include the following information:

1. The **name, mailing address and contact information** of the requester;
2. A description of the records that are being requested.

Case-Halstead Public Library FOIA Information

If you are seeking any information about the Case-Halstead Public Library or the services offered, your request must be in writing.

Allow five business days to respond to a non-commercial request; commercial requests will be responded to in 21 business days. You must state in the letter that it is a commercial request.

For Case-Halstead Public Library FOIA requests, write to:

Email: casehalstead@gmail.com

Fax: (618) 594-8415

Mail: Attn: Library Director, 571 Franklin Street, Carlyle, IL 62231

Please be specific about the information you are seeking, and indicate the exact locations and dates. Indicate in your request how you would like the information sent to you (via email, mail or available to pick up at our office).

Case-Halstead Public Library FOIA Officer: Christine Gerrish, Library Director