

Placentia Library District

POLICY MANUAL

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting Placentia Library District staff to make copies of public documents will be charged twenty-five cents (25¢) per sheet copied to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings will be made available to the public. A limited quantity of such documents (based on normal audience attendance) will be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting that District staff make additional copies of such documents prior to the Board meeting will be charged twenty-five cents (25¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

A current copy of the Library Board Agenda packet is available at the Reference Desk.