

Hastings Public Library

FOIA Policy

Overview

The Hastings Public Library (HPL or the “Library”) adheres to the public policy set forth in the [Michigan Freedom of Information Act, 1976 PA 442](#) (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA.

Official Documents

The Library maintains copies of many official library documents for the current fiscal year on the library’s website. These documents are available for review at any time and may include: minutes of library board meetings, monthly Director’s Reports, monthly financial reports, approved library budgets, and some of the most commonly requested Library Board approved policies.

Many commonly requested policies are pre-printed and available at the Library service desks upon request. Any policy not pre-printed may be requested to be printed or emailed to the requester at no charge.

All official documents are maintained in the library director’s office and may be reviewed upon request and with at least one (1) day’s notice to the Director.

Patron Records

Pursuant to Michigan’s [Library Privacy Act](#) (1982 PA 455), a patron’s records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

As a department of the City of Hastings, all FOIA requests for Library records are managed through the City’s FOIA captain and follow the City’s procedures.

Requests for information must be in accordance with the City of Hastings’ written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act. The written public Summary of the Freedom of Information Act Procedures and Guidelines, the full Procedures and Guidelines, the FOIA Cost Worksheet, and a FOIA Request Form can be viewed online at the City’s website in the [Document Center](#). A complete copy of the Freedom of Information Act Procedures and Guidelines can also be requested at the Library located at 227 E. State St., Hastings, MI 49058 and is linked on the Library’s website.