



# **Carbon County Library System**

## **Public Records Request Policy**

The Carbon County Library System follows the Wyoming Public Records Act, WSS 16-4-201 et seq, to respond to public records and document requests.

The Library Executive Director acts as the Custodian of all the Library's public records. All public records are open for inspection during the business hours of 12:00pm and 3:00pm, Monday through Friday, except approved CCLS closures.

Fees will be charged according to the CCLS Fee Policy per page or electronic copy, as well as a charge for all incidental expenses that may be incurred such as postage.

Any charges shall be paid by the requesting entity prior to delivery of the requested copies.

Certain public records are exempt from inspection under the Wyoming Public Records Act, such as library patron transaction and registration records, as well as any other records that supply personal identifying information; records that are not public, or which are exempt under the Wyoming Public Records Act. Refer to the CCLS Patron Privacy and Confidentiality of Library Records Policy.