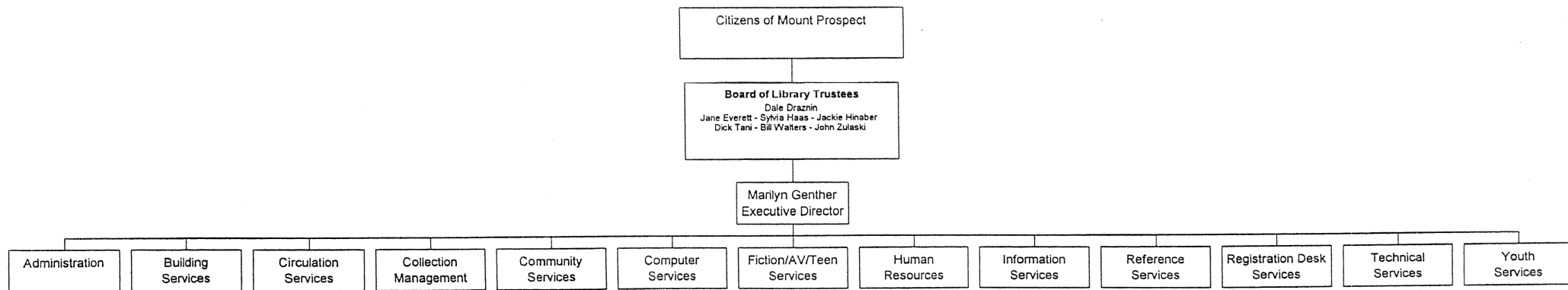


Mount Prospect Public Library Organizational Chart



Mount Prospect Public Library – Freedom of Information

Any person requesting records of the Mount Prospect Public Library may make such a request either in person, orally or in writing at the Executive Director's office located at 10 South Emerson Street, Mount Prospect, Illinois 60056. Requests in person or orally should be made Monday through Friday between the hours of 9:00 a.m. – 5:00 p.m. Such requests should be made to the Executive Director at such address. If she is not present in person requests will be directed to the Deputy Director for Public Service.

Requests may also be sent by mail to the Executive Director specifying in particular the records requested to be disclosed and copied. All written requests should be sent to the Library address.-Requests for certified records must be specifically indicated in the request.

Copying fees for any records, are as follows:

\$.20 per page (actual cost) if employee makes copies of the records.

\$.10 per page certificate (actual cost) if the copies are to be certified.