

**Open Records Policy
Loudonville Public Library**

- Public records are any documents—electronic, email or paper—that relate to the business or activity of the office.
- Records are available Monday through Friday from 10 a.m. to 5 p.m.
- Please contact Director Charlie Hansen or Fiscal Officer Susan Burwell at 419-994-5531.
- Minimal charges may apply.
- If the records are readily available, they will be disclosed immediately.
- If the records need to be researched or reviewed, you will receive a written response and/or the records in no more than three business days.