

## Blackwater Regional Library Fee Policy

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### Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act, the Library may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The Library may not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the Library. Any duplicating fee charged by the Library shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Virginia Code § 2.2-3704 (F).

- If the Library estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the Library may require payment of the past-due bill before it will respond to your new FOIA request.
- The Library's fees to respond to a FOIA request are as follows:

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| Less than 25 pages copied and less than thirty minutes of staff time required to compile records | No fee  |
| Twenty-five or more pages copied   | \$0.15 per page in excess of 24 (no charge for first 24 pages) plus Staff Time Fee, if any  |
| Unlimited pages, electronic copy only  | No charge per page; Staff Time Fee only, if any   |
| Staff Time Fee, if research and copy time is thirty minutes or less                              | No fee  |
| Staff Time Fee, if research and copy time exceeds thirty minutes                                 | Hourly rate of staff time, rounded to the half hour (i.e., 30 minutes), for time in excess of the first half hour. (No charge for first half hour of staff time.) |