**(Name of Municipality) Library Board**

**FOIP Policy**

***NOTE:*** *This is a sample policy for the fictional \_\_\_\_\_\_\_ Library Board, based on an existing policy received at Public Library Services Branch. Please adjust the specifics of this policy (i.e. position designated FOIP head) to suit your local needs. This policy is required under Freedom of Information and Protection of Privacy (FOIP) Act 95(a).*

The \_\_\_\_\_\_\_\_\_\_ Library Board shall take steps to manage FOIP requests and keep the personal information in its care confidential, except when required by law.

1. The Library Manager is designated as head of the local public body for the purposes of the *FOIP Act*.
2. When an applicant may be charged a fee for services under Schedule 2 of the *Freedom of Information and Protection of Privacy Regulation*, the maximum amount shall be charged.