

Sanibel Public Library District

Public Records Fee Policy

The Sanibel Public Library District (the District) is committed to providing prompt, courteous access to public records in accordance with Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes. This policy establishes uniform procedures and fees for responding to public records requests so that requesters are treated consistently and taxpayers do not bear the cost of unusually large or complex requests.

Right to Inspect Records at No Charge

Consistent with Section 119.07(1)(a), Florida Statutes, any person may inspect public records at the library during normal business hours at no charge. There is no fee to inspect a record unless the request requires extensive use of staff time or information technology resources as described below. Fees apply only when a requester asks for copies or when a request requires an extensive response.

Submitting a Public Records Request

Requests may be submitted verbally, in writing, by email, or in person to the Library Director or a designated staff member. The District does not require requests to be submitted in any particular form. Upon receipt, staff will acknowledge the request promptly and respond in good faith, consistent with Section 119.07(1)(c), Florida Statutes.

Public Records Custodian	Library Director
Mailing Address	770 Dunlop Road, Sanibel Island, FL 33957

Standard Copy Charges

Unless another statute establishes a different fee, the District will charge the following for copies of public records:

Copy Type	Charge
One-sided copies (8½ × 11 or 8½ × 14)	\$0.10 per page
Two-sided copies	\$0.20 per page
Certified copies	\$1.00 per document
Electronic media (USB drives, DVDs, etc.)	Actual cost
Postage and shipping	Actual cost

Special Service Charge for Extensive Requests

Pursuant to Section 119.07(4)(d), Florida Statutes, when a request requires extensive staff time, information technology resources, or other District resources to search for, retrieve, review, redact, prepare, or reproduce records, the District may assess a special service charge in addition to any applicable copying charges. The District will notify the requester before charges are incurred and will base the charge only on time and resources reasonably necessary to complete the request.

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Labor Charges

The special service charge is equal to 100% of the District's actual labor cost for the personnel required to complete the request. Actual labor cost includes:

- Wages
- Employer-paid benefits
- Payroll taxes
- Retirement contributions
- Any other actual employment cost attributable to the employee performing the work
- If more than one employee participates in fulfilling the request, each employee's actual hourly employment cost will be charged for the time actually spent.

Information Technology Charges

When information technology personnel or software resources are required to fulfill a request, the requester will be responsible for:

- Actual IT labor costs
- Vendor charges
- Software licensing costs directly attributable to the request
- Electronic processing costs

Legal Review Charges

When attorney review is necessary solely because of a public records request, including review to determine whether an exemption applies, the District will recover the actual cost of that legal review to the extent permitted by Florida law.

Cost Estimates and Deposits

Before beginning work on a request that will require a special service charge, the District will provide the requester with a written, good faith estimate of the cost. The District may require a deposit before work begins. The deposit may equal up to 100% of the estimated cost of fulfilling the request, and processing will not begin until the deposit is received.

Requests Estimated to Exceed Thirty (30) Minutes

If a request is estimated to require more than thirty (30) minutes of staff time, the District will require payment of a reasonable fee and will provide the requester with an estimate of the anticipated cost in advance including:

- A written cost estimate before work begins
- Invoice for 100% of estimated cost
- Approval by the Library Director or designee before processing begins

Final Payment and Refunds

Any remaining balance is due before records are released to the requester. If the actual cost of fulfilling the request is lower than the amount estimated or deposited, the District will refund the difference to the requester within a reasonable time.

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Accepted Payment Methods

Payment may be made by cash, check, or credit card, payable to the Sanibel Public Library District, at the front desk or by mail to 770 Dunlop Road, Sanibel Island, FL 33957.

Electronic Records

Electronic records that constitute public records will be processed under this policy in the same manner as paper records, including applicable special service charges for extensive search, review, or redaction.

Response Time

Florida law does not set a fixed deadline for responding to public records requests, but requires a reasonable time based on the circumstances, including the volume of records, the extent of review required, and current staffing. The District will acknowledge requests promptly and make a good faith effort to respond as soon as reasonably possible.

Library Policy
Sanibel Public Library District Board of Commissioners
Adopted September 24, 2026