

The Belvedere Tiburon Library complies with the California Public Records Act (Government Code § 6250 et seq.) and is committed to providing access to public records in a transparent and timely manner.

Members of the public may request to inspect or obtain copies of public records maintained by the Library. Requests should be specific enough to allow staff to identify and locate the records being sought.

Requests may be submitted:

- In writing, by email, or by mail to the Library Director.
- In person at the Library's administrative office during regular business hours.

Your request should include your contact information, including the email or post address you would like the records sent to, and a detailed description of the records you are seeking. The Library will respond to requests within the timeframes required by law, generally within ten (10) calendar days of receipt, to determine whether the request seeks disclosable public records in the Library's possession. If additional time is needed, the requester will be notified.

Reasonable duplication fees may apply. Certain records may be exempt from disclosure under the California Public Records Act or other applicable laws; in such cases, the Library will provide a written explanation for any denial of access.