

Mason County District Library  
Request for Public Records

The Mason County District Library (MCDL) provides public library records as part of its normal service. For citizens wishing to make a Freedom of Information Act request to MCDL, the following form provides information.

- Library patron records are specifically exempt from FOIA requests and are illegal for the library to give out without a warrant or written permission from the patron. This includes library card information, circulation records, written documents or notes from reference interactions (Michigan Public Act 455 of 1982 Michigan Library Privacy Act).

Please fill out the form below, make a paper copy of it, and mail or present it in person to:

Mason County District Library  
ATTN: Library Director  
217 E. Ludington Ave  
Ludington, MI 49431

Please type or print

Name/Organization	Phone:
Mailing Address	Fax
	Email

Describe the public record(s) requested as specifically as possible.

Do you want the records sent to you in <input type="checkbox"/> electronic or <input type="checkbox"/> paper?	
Signature	Date