

19 April 2018

Jonathan Sherriff  
[Fyi-request-7590-e270b531@requests.fyi.org.nz](mailto:Fyi-request-7590-e270b531@requests.fyi.org.nz)

Dear Mr Sherriff

**Local Government Official Information and Meetings Act 1987 (LGOIMA) request for information on the Dunedin Public Library new book purchase guidelines/policy/procedures.**

I am writing to acknowledge receipt of your official information request dated 10 April 2018 regarding information on the Dunedin Public Library new book purchase guidelines/policy/procedures.

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) we are required to make a decision on your request within 20 working days of you making your request. That decision could be to release all the information you have asked for unless there is a good reason for withholding part or all of it, for example, to protect the privacy of people.

If we decide to provide you with the information, we aim to provide it to you at the same time as we give you our decision. If this is not possible we will provide the information to you as soon as is reasonably practicable.

There may be times when we are unable to make a decision on your request within the 20 working days and therefore need to extend the timeframe for doing so. If this happens, we will contact you, letting you know of the time extension and the reason for it.

If your request is complex or requires a large amount of collation and research, we may contact you with a view to either refining your request or discussing the possibility of charging for aspects of your request in line with the DCC charging policy.

If you need to contact us about your request, please email [officialinformation@dcc.govt.nz](mailto:officialinformation@dcc.govt.nz) or call 03 477 4000. Please quote reference number 380779.

The timelines of our decisions and the reasons for them are reviewable by the Office of the Ombudsman. You can view the Ombudsman's guidelines for the processing of information requests at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or by calling Freephone 0800 802 602.

Yours sincerely



Rebecca Murray  
**Governance Support Officer**