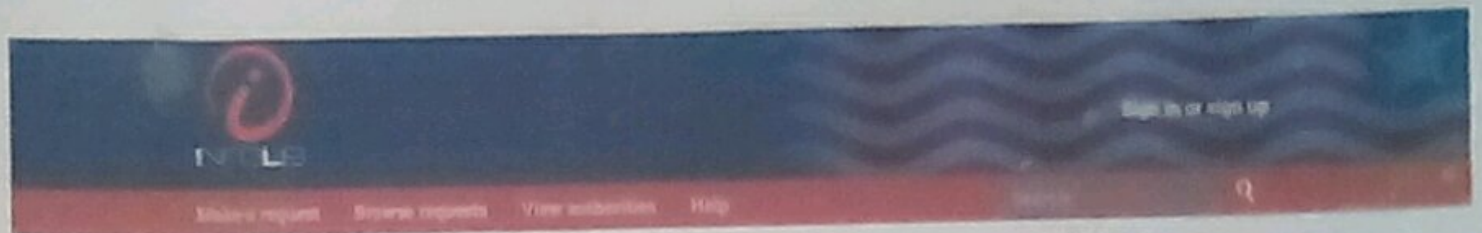


InfoLib.org.lr



Liberia's online

Freedom of Information service

How to use the InfoLib website to request information or documents from a public authority in Liberia.

<http://infolib.org.lr>

The Freedom of Information law

In 2010, Liberia's parliament passed the Freedom of Information (FoI) Act. This means you have the right to demand information from any public authority or any private authority that carries out government functions. They must respond with the information you asked for within 30 calendar days... or else explain why they are unable to. The law provides some valid reasons why your request might not be answered (if it would compromise national security, reveal trade secrets or prejudice the proper administration of justice, for example).

Every ministry has a Public Information Officer whose job it is to receive these questions and answer them for you.

You can make a Freedom of Information request in person. Or you can use **InfoLib.org.lr**, and we'll submit the request for you. This guide tells you how to use the website.

InfoLib.org.lr is a website which does two important things:

- makes it easy to make an FoI request
- publishes all the requests and their responses

We can also keep track of how quickly ministries are responding to everyone's questions, and the sort of things people like you are asking about.

Finally, Inlib.org.lr is part of Liberia's obligation to the Open Government Partnership¹. President Sirleaf has committed to supporting the OGP goals.

¹ <http://http://www.opengovpartnership.org> — OGP was launched in 2011 to provide an international platform for domestic reformers committed to making their governments more open, accountable, and responsive to citizens. Since then, OGP has grown from 8 countries to over 60. In all of these countries, government and civil society are working together to develop and implement ambitious open government reforms.

Who's behind InfoLib?

InfoLib is run by **iLab Liberia**.

iLab Liberia is a non-profit computer laboratory based in Monrovia providing access to cutting-edge technology, expert IT assistance and a community leveraging technology for the good of Liberia.

See more about us at <http://ilabliberia.org/>

InfoLib's website is powered by Alaveteli², which is a software platform that runs on similar sites all around the world to help people make Freedom of Information requests easily and publicly.

² <http://alaveteli.org/> — Alaveteli is free, open source software written by mySociety.

8. Tell InfoLib who you are (sign in)

Before the request gets sent you need to sign in. If you've done this before, you can just enter your email address and your password.

If this is your first time, you'll need to create an InfoLib account. Enter your email address, so InfoLib can send emails to you about this request. You also need to make up a password. Type it in twice, to show it's really the password you mean. A good password is hard for other people to guess, and contains a mixture of letters, numbers and symbols.

There's a "captcha" picture of a number: enter the number in the photo. This step stops programs logging in instead of humans like you. In this example, the number is 1516.

Finally, click **sign up**.

The screenshot shows a web form with a dark header containing navigation links: Home / Request, About requests, How to request, and Help. A search icon is in the top right. The main heading is "To send your FOI request, create an account or sign in". Below this are two columns of input fields. The left column is for "Create a new account" and includes fields for "Your name", "Your email" (with a note: "Your name will appear publicly (only if on the website and in search engines. You can't hide it unless you're logged in.)", "Your e-mail", "Password", and "Confirm password". The right column is for "Sign in" and includes fields for "Your e-mail" and "Password", with a note: "Remember to always log in on a public computer". A "Sign in" button is located below the right column. At the bottom left of the form is a "Sign up" button and a captcha image showing a red box with the number "1516".