

[LIBRARY LETTERHEAD]

FREEDOM OF INFORMATION LAW POLICY

Purpose

The mission of the [LIBRARY NAME] is to [STATE LIBRARY'S MISSION]. Therefore, [LIBRARY NAME] has adopted this Freedom of Information Law (FOIL) Policy to ensure transparency of records and administration documents.

The primary goals of [LIBRARY NAME]'s FOIL Policy is to establish:

- The administrator of library records
- The process for requesting information from the library
- The library's process for responding to information requests

New York State's Freedom of Information Law allows members of the public to access records from certain agencies including municipal, school district, and special legislative district libraries. The full scope of Public Officers Law Article 6 §87 can be found on the New York State Committee on Open Government website.

Administration

The Director is the administrator of library records. The Director will receive, process, and respond to all inquiries relating to the availability of library records pursuant to the Freedom of Information Law.

Requests

- Shall be submitted to the Director in writing or via email and shall specify whether the requester wishes to see and read the requested record or to receive a copy.
- Shall include the name, mailing address, and telephone number of the requester and specific details to sufficiently identify the information requested.
- Shall be answered within five business days of the date the request is received.

Access

When access to records is granted, records may be inspected at the library in the presence of the Director during regular hours of operation and arranged in advance with the Director. If the

original of a record includes information, details, and/or particulars requiring deletion, the requester shall only be permitted to inspect a copy of the record with deletions. Copying of the record will be performed only by the Director. No original records may be removed from the custody of the library.

If the information is not available or a request for information is denied, the Director shall notify the requester in writing.

Appeals

Should a request be denied, the denial may be appealed in writing to the President of the Board of Trustees by the requester.

Compliance

As a Public Library, [LIBRARY NAME] is bound to conform to the requirements of the New York Freedom of Information Law. [LIBRARY NAME] strives to meet expectations of transparency and will consider all information requests under the provisions of the law.

Ongoing Use Evaluation

The Freedom of Information Law Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] and in accordance with all local, state, and federal laws and regulations by the Director and Board of Trustees. The Director and Board of Trustees may update or modify the FOIL Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees at an open meeting.

Questions or concerns regarding [LIBRARY NAME] records or this policy should be directed to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020