



## **FREEDOM OF INFORMATION LAW POLICY**

### **Purpose**

The primary goals of Pioneer Library System's FOIL Policy is to establish:

- The Administrator of system records
- The process for requesting information from the system
- The system'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. 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 Executive Director and Business & Personnel Manager are the Administrators of system records. The Administrators will receive, process, and respond to all inquiries relating to the availability of PLS records pursuant to the Freedom of Information Law.

### **Requests**

- Shall be submitted to the Administrators 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 system headquarters in the presence of an Administrator during regular hours of operation and arranged in advance with an Administrator. If the original of the 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 an Administrator. No original records may be removed from the custody of PLS.

If the information is not available or a request for information is denied, the Administrators 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 cooperative public library system and not a municipal, school district, or legislative district entity, PLS is not bound to conform to the requirements of the New York Freedom of Information Law. However, PLS 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 Pioneer Library System and in accordance with all local, state, and federal laws and regulations by the Executive Director, Business & Personnel Manager, and Board of Trustees. The Administrators may update or modify the FOIL Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees.

Questions or concerns regarding Pioneer Library System records or this policy should be directed to the Executive Director.

*Adopted: September 9, 2020*