



## Records Request Policy

### **Purpose**

The Mattituck-Laurel Library has adopted this Freedom of Information Law (FOIL) Policy to ensure transparency of records and administrative documents. This policy provides information about how members of the public can access records of the Mattituck-Laurel Library.

Primary goals of the Mattituck-Laurel Library's FOIL Policy is to establish:

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

### **Administration**

The Director is the administrator of library records, or records access officer. 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. An extension of an additional 15 business days may be necessary to properly respond, and if so, the reason for this extension will be explained.
- Reimburse the library our actual costs for reproducing and certifying (if requested) the records. The fees are \$1.00 per page for certification of records and .10 per page for black and white copies, .25 for color copies.

### **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 an Association Library and not a municipal, school district, or legislative district entity, Mattituck-Laurel Library is not bound to conform to the requirements of the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law). However, Mattituck-Laurel Library 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 / Records Request Policy will be periodically evaluated in relation to the mission of the Mattituck-Laurel Library 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 / Records Request Policy as necessary. Modifications must be reviewed and approved by the Board of Trustees at an open meeting. Questions or concerns regarding the Mattituck-Laurel Library records or this policy should be directed to the Director.

Adopted 8/8/2022