

OPERATIONS
Freedom of Information Law (FOIL) Policy

I. **STATEMENT** New York State's Freedom of Information Law (FOIL) allows members of the public to access records from certain agencies including municipal, school district, and special legislative district libraries. As a public library, the Red Jacket Community Library is bound to conform to the requirements of this law. The Library strives to meet expectations of transparency and will consider all information requests under the provisions of the law.

II. **PURPOSE** The Red Jacket Community Library has adopted this policy to ensure transparency of records and administration documents. The primary goals are to establish:

- (a) The administrator of Library records
- (b) The process for requesting information from the Library
- (c) The Library's process for responding to information requests

III. POLICY

A. ADMINISTRATION

1. The Library Director is the administrator of Library records. The Library Director will receive, process, and respond to all inquiries relating to the availability of Library records pursuant to FOIL.

B. REQUESTS

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

C. ACCESS

1. When access to records is granted, records may be inspected at the Library in the presence of the Library Director during regular hours of operation, and arranged in advance with the Library Director.
2. If the original of a record includes private or confidential information, details, or particulars requiring deletion, the requester shall be permitted to inspect a copy of the record only with deletions.
3. No original records may be removed from the custody of the Library. Copying of the record will be performed only by the Library Director. The Library's normal fees for copy services will apply.

D. DENIALS AND APPEALS

1. If the information is not available or a request for information is denied, the Library Director shall notify the requester in writing.
2. Should a request be denied, the denial may be appealed in writing to the President of the Board of Trustees by the requester.

E. ONGOING USE EVALUATION

1. The Freedom of Information Law Policy will be periodically evaluated in relation to the mission of the Red Jacket Community Library and in accordance with all local, state, and federal laws and regulations by the Library Director and Board of Trustees. The Library 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.

IV. REFERENCES

- A. The full scope of The New York State's Freedom of Information Law, Public Officers Law Article 6 §87, can be found on the New York State Committee on Open Government website.

Revision History	
Nov 2020	New document