

FREEDOM OF INFORMATION

PUBLIC'S RIGHT TO KNOW

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. The public has a right to view official Library documents such as the minutes of The Westhampton Free Library Board of Trustees, written policies, and its financial records. It shall be the policy of the Library to make available for public inspection all official records and reports subject to such inspection in accordance with the provisions of Article 6 of the Public Officers Law as it may be amended by the State Legislature from time to time. This policy exempts from disclosure those records protected by New York CPLR § 4509 that pertains expressly to association library records, as well as such other records protected by state or federal law. The Board of Trustees has adopted regulations governing when, where, and how an individual can view public records.

REGULATIONS

PUBLIC'S RIGHT TO KNOW

Sections:

1. Purpose and scope
2. Designation of Records Access Officer
3. Location
4. Procedure for making requests for records
5. Subject matter list
6. Fees
7. Public Notice

Section 1 PURPOSE AND SCOPE

These policy provisions provide the rules and procedures for making requests for library records pursuant to the Freedom of Information Law.

Section 2 DESIGNATION OF RECORDS ACCESS OFFICER

The Library Director or his/her designee shall serve as "Records Access Officer" as said position is defined in the Freedom of Information Law.

Section 3 LOCATION

Library records shall be made available at the Library located at 7 Library Ave. Westhampton Beach, NY 11978.

Section 4 PROCEDURE FOR MAKING REQUESTS FOR RECORDS

- a. A "Freedom of Information Request" letter must be completed and submitted to the Records Access Officer.
- b. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates or other information that may help describe the records.
- c. The Library shall respond regarding any request meeting the requirements of paragraph (b) within five (5) business days of receipt of same by making the subject record available; denying the request in writing and advising the person requesting the record of his/her right of appeal; or by furnishing a written acknowledgment of the receipt of such request and a statement of the approximate date when the request will be granted or denied.
- d. Any person denied access to records may, within thirty (30) days, appeal to the Director or the Board of Trustees, or their designee, who shall within ten (10) business days of the receipt of such appeal, fully explain in writing the reasons for the denial, or provide access to the record sought.

Section 5 SUBJECT MATTER LIST

- a. The Records Access Officer shall maintain a reasonably detailed current list by subject matter of all library records.
- b. The subject matter list shall be sufficiently detailed to permit identification of the category of record sought.

Section 6 FEES

- a. The fee for photocopies not exceeding 9x14 inches is \$.25 per page.
- b. Fees for copies of other records will be charged based upon the actual cost of reproduction.

Section 7 PUBLIC NOTICE

A notice containing:

- a. the title and business address of the Records Access Officer,
- b. the appeals body, and
- c. the location where records can be reviewed, shall be posted in a conspicuous location at the Library.

Date

Records Access Officer
Westhampton Free Library
7 Library Ave.
Westhampton Beach, NY 11978

RE: Freedom of Information Law Request

Dear Records Access Officer:

Under the provisions of the New York Freedom of Information Law, Article 6 of the Public Officers Law, I hereby request records or portions thereof pertaining to

(attempt to identify the records in which you are interested as clearly as possible)

If there are any fees for copying the records requested, please inform me before filling the request (or: please supply the records without informing me if the fees are not in excess of \$_____).

Sincerely,

(Signature)

Name

Address

City, State, Zip Code

SAMPLE APPEAL LETTER

Date

Name of Agency Official
Appeals Officer
Westhampton Free Library
7 Library Ave.
Westhampton Beach, NY 11978

RE: Freedom of Information Law Appeal

Dear

I hereby appeal the denial of access regarding my request, which was made on (date) and sent to (Records Access Officer, Westhampton Free Library, 7 Library Ave., Westhampton Beach, NY 11978.)

The records that were denied include:
(enumerate records that were denied).

Sincerely,
(Signature)

Name
Address
City, State, Zip Code

Adopted by the Board of Trustees: March 20, 2007
Amended: July 13, 2016