

# FREEDOM OF INFORMATION LAW POLICY

## Purpose

The Olean Public Library (hereafter referred to as Library) has adopted this Freedom of Information Law (FOIL) Policy to ensure access to records and administration documents as required by law.

The primary goals of the Library's FOIL Policy are 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. 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 Library 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(s) in person or receive a copy/ copies via mail or email.
- 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, or Assistant 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 or Assistant Director. No original records may be removed from the custody of the Library. Any printing or copies of materials will be charged at the current fee.

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.

## Ongoing Use Evaluation

The Freedom of Information Law Policy will be periodically evaluated 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 the Library records or this policy should be directed to the Director.