

Access to Public Records

(Adopted 3/25/2014)

The amended Freedom of Information Law, which took effect on January 1, 1978, gives citizens the right to access many public records. The following rules govern the access of records generated and maintained by the Harborfields Public Library.

The Library Director is the custodian of all Library records and serves as the "records access officer."

The Minutes of the Library's Board of Trustees Meetings and the Library's Policies and Procedures Manual are available for viewing at any time the Library is open to the public.

Requests to view any other records must be made in writing to the Director.

Written requests should include the name and mailing address of the requestor as well as a reasonable description of the records being sought. A Freedom of Information form is available in the Business Office.

The Director will respond to all written requests within five business days.

If a request is granted the requestor may gain access to the records in one of three ways:

- 1) Records may be viewed at the Library from 9 a.m. - 5 p.m. Monday – Thursday and 10 a.m. - 5 p.m. on Fridays.
- 2) Photocopies of the records can be made for a fee of 25 cents per page.
- 3) Electronically, if the requested records exist in digital format.

If a request is denied the Director will inform the requestor in writing of the reason for the denial and inform the requestor of their right to appeal.

All appeals will be heard by the Board of Trustees at the next regularly scheduled meeting.



HARBORFIELDS PUBLIC LIBRARY
31 Broadway, Greenlawn, NY 11740
Phone: 631-757-4200 Business Fax: 631-757-4266
<http://www.harborfieldslibrary.org>

FREEDOM OF INFORMATION LAW REQUEST

Date: _____

Name of person making request: _____

Address: _____

Daytime Phone : _____ Alternate Phone: _____

email: _____

I, the undersigned request to see copies of the following documents. I understand that there will be a charge of \$0.25 per page for any material I request to have copied for my retention.

RECORDS REQUESTED: (Specify type of record, date and any other identifying information)

Signature _____

Direct your request to the attention of the Library Director. Requests will be processed by our administrative staff during normal business hours, Monday - Thursday, 9:00 a.m. to 5:00 p.m., Friday 10:00 a.m. - 5:00 p.m. Requests submitted outside of the normal business hours will be considered as received at the start of the next business day.

ACTION APPROVED _____ Documents Available (Date): _____

NOT APPROVED _____ (specify reason) _____

_____ Library is not an official depository of such records

_____ Restricted category _____ Other (Specify)

FOR OFFICE USE ONLY. Do not write in this area.

Date Received _____

Time Received _____

Records Access Officer