

## **FREEDOM OF INFORMATION LAW POLICY**

### **PURPOSE:**

To set forth the methods and procedures governing the availability, location, and nature of those records of the Jericho Public Library subject to the provisions of Article VI of the Public Officers Law of New York State, known as the "Freedom of Information Law."

### **RECORDS ACCESS OFFICER:**

The Director of Jericho Public Library shall be the custodian of the records and shall be the RECORDS ACCESS OFFICER. Deputy, in the event of the Records Access Officer's absence, shall be the Head of Administration.

### **RECORDS AVAILABLE FOR INSPECTION:**

The RECORDS ACCESS OFFICER shall make available the following records:

1. Board of Trustees members listed by name, mailing address, phone number, and date of term of expiration.
2. All policy, personnel, and procedure manuals that directly affect service to the public.
3. Agendas and minutes of Board of Trustees meetings.
4. Monthly Director's reports.
5. Monthly Financial Statements and Authorizations for Payments.
6. Audits completed by the New York State Department of Audit and Control and by the Jericho Public Library's designated accountant.
7. Circulation statistics.
8. Salary and wage schedules.
9. Names of employees, their Civil Service titles and job assignments.

### **INFORMATION NOT AVAILABLE FOR INSPECTION:**

The RECORDS ACCESS OFFICER, to prevent an unwarranted invasion of personal privacy, shall delete from public records to be made available, such details as may be required pursuant to Section 88, subsections 3 and 7 of the New York State Freedom of Information Law. An unwarranted invasion of personal privacy includes, but shall not be limited to:

1. Disclosure of such personal matters as may have been reported in confidence and which is not relevant or essential to the ordinary work of the Library.
2. Disclosure of employment, medical or credit histories or personal references of applicants for employment, except such records may be disclosed when the applicant has provided a written release permitting such disclosure.
3. Disclosure of items involving the medical or personal records of the employee.
4. The sale or release of lists of names and addresses in the possession of the Library if such lists would be used for private, commercial or fund-raising purposes.

5. Disclosure of items of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Library.

In the event one or more deletions are so made from any record, the RECORDS ACCESS OFFICER shall provide notice of that fact to the person given access to the record. If the record is such that the personal matters cannot be fully deleted without substantively affecting the record, or the identifying details cannot be effectively deleted, the Library shall deny access to such record.

#### PLACE, TIMES AND RULES OF INSPECTIONS:

1. Times of inspection shall be: Monday through Friday, between 9:30 and 11:30a.m., 2:00 and 4:30 p.m., so as to allow search and replacement of public records during the administrative office's normal hours.
2. The RECORDS ACCESS OFFICER shall designate the place in the Library where public records may be inspected.
3. Public records may be inspected Monday through Friday, between 9:30 and 11:30 a.m., and 2:00 and 4:30 p.m., provided the request is made at least three (3) business days in advance.
4. No person shall have the right to remove a public record from the supervision or control of the RECORDS ACCESS OFFICER.

#### FEES:

If copies of specified documents are required, a fee of \$ .25 for pages not exceeding 9 x 14 inches shall be charged. For other documents, the fee shall not exceed the actual reproduction cost which is the average unit cost for copying a record, excluding fixed costs.

#### VIOLATION OF COPYRIGHTS:

By making copies of records under a Freedom of Information Law request, the Jericho Public Library is acting for the person making such a request; it is his responsibility alone to determine whether or not any copyright laws are violated, and he shall alone be liable for this.

#### POSTING:

A copy of these rules shall be publicly posted in the Library.

#### PROCEDURES:

1. Complete Form: FOI-a, or make a request through electronic mail, provided it includes the information set forth on Form FOI-a.
2. Within five (5) business days (Monday-Friday) the RECORDS ACCESS OFFICER will notify you if the records you request are available for inspection; response shall be by e-mail to the extent possible if the request was sent by e-mail, or unless response is requested in some other form.

3. A denial of your request (Form: FOI-b) must include:
  - a. the reason for the denial
  - b. your right to appeal the denial and the person to whom to make the appeal.
4. If your request is denied, your appeal:
  - a. should be addressed to the designated person.
  - b. should be in writing and include when and where you requested the records; which records you requested; your name and address.
  - c. should be ruled on within seven (7) business days.
5. If the request for information is granted, but cannot be provided within twenty (20) business days, an explanation for delay shall be provided with the date the information will be available.

Adopted by the Board of Trustees of the  
Jericho Public Library      June 1976  
Revised                              November 1987  
Revised                              October 1997  
Revised                              September 2009  
Revised                              December 2020