POLICY 003

FREEDOM OF INFORMATION

1. Definitions
   The definitions contained in Public Officers Law sections 84-90 [Freedom of Information Law] shall apply to, and govern, this policy.

2. Access to Records
   All records within the intent and meaning of Public Officers Law Sections 86 [4] and 87 [2], and subject to the limitations and conditions specified therein and in Section 89 thereof, will be available for public inspection and copying. Such records will be available at the Administration Office of the Hewlett-Woodmere Public Library, 1125 Broadway, Hewlett, New York 11557, between the hours of 9:00 a.m. to 5:00 p.m. Monday through Friday. Records may be obtained from the Library Director or his/her authorized designee.

3. Procedures for Obtaining Inspections and/or Copies of Records
   Any person seeking to inspect and/or copy records available pursuant to Public Officers Law referenced above will make a written request, to the HWPL Director at the address in Section II using a form available at the location listed in Section II. Such requests must contain a reasonable description of the record sought, and the Library’s response to the request “shall be reasonable under the circumstances of the request.” Within five [5] business days of receipt of the written request, the HWPL will grant the request and make such record available for inspection to the person requesting it, or will deny the request in written acknowledgment of the receipt of the request, or will grant the request and, if the request requires extensive searching or copying, will inform the requester that more time is needed.

   When a request is granted but the HWPL is unable to provide the materials within 20 business days, the requester will be provided, within that time, with a written explanation for the delay accompanied by a date by which the materials will be furnished. If the library fails to do either, then the request is considered to be automatically denied, and the requester may issue an immediate appeal.

   Nothing herein contained shall give any person the right to remove a record from the supervision and control of the HWPL Director.

4. Appeal in the Event of a Denial of Access
A person denied access to a record or records may appeal such denial in writing to the HWPL Director within thirty [30] days of the date of the denial. If the Director further denies access, the reasons shall be detailed in writing to the person denied access within seven [7] business days of the date of the appeal. Such denial will be subject to review by the Board of Trustees of the HWPL. The Director will forward the appeal and the reasons for denial to the Board of Trustees in sufficient time that it may be reviewed at the next regular Board meeting.

5. Fees for Copies of Records

If copies of records are desired, the requester will pay a fee of twenty-five cents [$0.25] per photocopy not in excess of nine inches by fourteen inches. Such fee will be paid in cash or certified or bank check made payable to the HWPL, and it will be paid in advance of the preparation of the copies.

Fees for photocopies of any records larger than nine inches by fourteen inches, which can be photocopied by the HWPL, will be the greater of either the actual cost of reproduction or twenty-five cents [$0.25] per photocopy. Such fee will be paid in advance in cash or certified or bank check made payable to the HWPL.

Fees for photocopies of any records which cannot be photocopied by HWPL shall be the actual cost of reproduction, including time and travel expenses of HWPL personnel required to carry such documents to another location for copying, all payable in advance, in cash or certified or bank check made payable to the HWPL.

Adopted by the HWPL Board of Trustees, November 13, 2000
Amended to incorporate Chapter 22 of the Laws of 2005
Revised, BOT, June 20, 2005
APPLICATION FOR PUBLIC ACCESS TO RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT

To: William Ferro, Director
Hewlett-Woodmere Public Library
1125 Broadway
Hewlett, New York 11557

I HEREBY APPLY TO [ ] INSPECT COPIES OF THE FOLLOWING RECORDS:
[Inspection, if granted, must take place between the hours of
9 a.m. and 5 p.m. Mondays through Fridays when the library
is open to the public].

[ ] SECURE COPIES OF THE FOLLOWING RECORDS:

I agree to pay the fee of $.25 for each copy of a document [additional cost if document’s dimensions exceed 8 ½” X 14”]

Signature__________________________ Date__________________________

Representing__________________________ Mailing Address__________________________

Telephone Number__________________________

FOR LIBRARY USE ONLY

Application #__________________________ Date Application Received: __________

Approved:__________________________ Denied [for the reason[s] checked below:

____ Confidential Disclosure
____ Part of Investigatory Files
____ Unwarranted Invasion of Personal Privacy
____ Record cannot be found
____ Record is not maintained by this Library
____ Exempted by Statute other than the Freedom of Information Act
____ Other [specify] ___________________

Signature__________________________ Title__________________________ Date__________________________

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE PRESIDENT OF THE LIBRARY’S BOARD OF TRUSTEES, OR TO THE VICE PRESIDENT OF THE LIBRARY’S BOARD OF TRUSTEES IN THE ABSENCE OF THE PRESIDENT. THE RECIPIENT OF THIS APPEAL MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN [7] DAYS AFTER RECEIPT OF A NOTICE OF APPEAL.

I HEREBY APPEAL:

Signature__________________________ Date__________________________