

FREEDOM OF INFORMATION LAW POLICY

PURPOSE:

To set forth the methods and procedures governing the availability, location, and nature of those records of the Gold Coast 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 the Gold Coast Public Library shall be the custodian of the records and shall be the RECORDS ACCESS OFFICER. In the absence of the Director, the Librarian Assistant (Human Resources) shall act as Records Access Officer.

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 Trustee 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 Gold Coast 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 permitted 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 are 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 fundraising 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 INSPECTION:

- 1) Times of inspection shall be: Monday through Friday, between 10:00 and 11:30 A.M., 2:00 and 4:00 P.M.
- 2) The RECORDS ACCESS OFFICER shall designate the place in the Library where public records may be inspected.
- 3) Public records may be inspected for one hour at a time on a particular day and again for one hour on the next business day, upon request.
- 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 per page will be charged depending upon staff time required for duplicating.

PROCEDURES:

- 1) Anyone requesting records must complete form FOI-a.
- 2) Within five (5) business days (Monday-Friday) of receipt of Form FOI-a the RECORDS ACCESS OFFICER will notify you if the records requested are available for inspection.
- 3) A denial of the request (Form FOI-b) must include
 - a) the reason for the denial.
 - b) specify the right to appeal the denial and the person to whom the appeal should be addressed.
- 4) Any appeal will not be considered unless:
 - a) it is addressed to the designated person.
 - b) it is in writing and includes when and where the records were requested; which records were requested; name and address of the person making the appeal.
- 5) All proper appeals must be ruled on within seven (7) business days of receipt.

Adopted by the Board of Trustees of the
Gold Coast Public Library November 2006

GOLD COAST PUBLIC LIBRARY

APPLICATION FOR ACCESS TO PUBLIC RECORDS
IN THE GOLD COAST PUBLIC LIBRARY

I hereby apply to inspect the following records:

Purpose of inspection:

I hereby agree to the terms of the Library's Freedom of Information Law Policy.

Signature: _____ Date: _____

Representing: _____

Address: _____

LIBRARY USE ONLY

APPROVED: _____

DENIED (for the reason(s) checked below):

- | | |
|---|--|
| <input type="checkbox"/> Confidential disclosure | <input type="checkbox"/> Part of investigatory files |
| <input type="checkbox"/> Unwarranted invasion of personal privacy | <input type="checkbox"/> Record is not maintained by this library |
| <input type="checkbox"/> Record cannot be found by this Library's legal custodian | <input type="checkbox"/> Exempted by statute other than the Freedom of Information Act |
| <input type="checkbox"/> Other (specify): _____ | |

Signature Title Date

NOTICE TO APPLICANT

You have a right to appeal a denial of this application to the President of the Library Board of Trustees:

Name: _____ Business Address: _____

I hereby appeal _____ Date _____
Signature