

FREEDOM OF INFORMATION LAW (FOIL) POLICY

The Connetquot Public Library as a New York State governmental entity complies with the New York Freedom of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

The Library Director will be the Records Access Officer. A person may request information and records available to the public in the following manner:

- Use the Freedom of Information Request Form (700-90b) or direct the request in writing to the following address:

Kimberly DeCristofaro, Library Director
Connetquot Public Library
760 Ocean Avenue
Bohemia, New York 11716

- Specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- Reimburse us our actual costs for reproducing and certifying (if requested) the records. You will be charged the following fees: \$.25 per page for employee-copied records, and \$1.00 per page for certification of records.
- The Records Access Officer will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.
- Records may be available for inspection in person, by appointment, at no cost. A library employee must be present throughout the inspection.
- An appeal about the decision of the Records Access Officer may be made to the President of the Library's Board of Trustees, using the Freedom of Information Law Appeal form (also available on the library's website and at the library).

Policy 700-90a

Adopted 7/17/2014