



Clinton Community Library

FREEDOM OF INFORMATION LAW POLICY (FOIL)

The Clinton Community Library voluntarily complies with the New York Freedom of Information Law (Public Officer Law, Article 6, Section 8470, Freedom of Information Law).

A person may request information and records available to the public in the following manner:

- Request access to the documents in writing
- Direct the request to the Library Director
- Specify the records requested to be disclosed for inspection or to be copied

The Library Director will respond to a written request within five (5) working days. An extension of an additional fifteen (15) working days may be necessary to properly respond and if so the reason for doing this will be explained.

If the request is approved, you may inspect or copy the records in person. An employee must be present throughout the inspection which may occur during regular Library hours. Regular Library copier costs will apply.

If you ask that we copy the records for you, you are required to reimburse us our actual costs for reproducing and certifying (if requested) the records. The fee for Library copied records is \$.50 per page.

If your request is denied, you may appeal the decision in writing to the President of the Board of Trustees.

**Approved by the Clinton Community Library Board of Trustees on March 9, 2015.
Reviewed by the Clinton Community Library Board of Trustees on April 11, 2016.**