

Mastics – Moriches – Shirley Community Library Freedom of Information Law (FOIL) Policy

The Mastics – Moriches – Shirley Community 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).

Requesting Records:

A person may request records in the following manner:

In order to route your request to the appropriate personnel, please submit your request to:
businessoffice@communitylibrary.org

For your convenience, you may use the Freedom of Information Law request form (attached). However, you are not required to use this form to make your request.

The Business Manager has been designated the Records Access Officer. The Records Access Officer will respond to a written request for records within five working days, acknowledging receipt of the request. Records that exist, and that are available to the public, will be made available within 20 working days of the acknowledgement of the request.

Denial of Access to Records:

Denial of access to records shall be in writing from the FOIL Officer and will state the reason for the denial. The Library Director has been designated the FOIL Officer. An appeal about the decision of the FOIL Officer may be made within 30 days of the denial to:

President, Board of Trustees
Mastics – Moriches – Shirley Community Library
407 William Floyd Parkway
Shirley, NY 11967

Reviewing and/or Copying of Records:

Review:

- Records may be available for inspection in person, by appointment, at no cost. An employee must be present throughout the inspection.
- Hours for inspection of records shall be Monday – Friday between the hours of 9:30AM and 4:30PM.

Copying of Records:

- Specify the records requested to be disclosed for inspection or to be copied.
- Reimburse the Library for our actual costs for reproducing the records. You will be charged the following fees: \$0.25 per page for employee-copied records.
- Some records may exist in digital format, and you may request this format if applicable/preferable.

Information about the Freedom of Information Law can be obtained from the Committee on Open Government: Committee on Open Government One Commerce Plaza 99 Washington Avenue, Suite 650 Albany, NY 12231 (518) 474-2518

Adopted by the Board of Trustees of the Mastics – Moriches – Shirley Community Library

December 03, 2021