

**EDITH B. FORD MEMORIAL LIBRARY
OVID, NEW YORK**

Public Access to Files - Freedom of Information (FOIL) Policy Introduction

New York State's Freedom of Information Law (Public Law §87 et.seq.) allows members of the public to access records of public libraries. FOIL provides a process for the review and copying of a library's records. More information about the Freedom of Information Law can be found at:

<http://www/dos.state.ny.us/coog/foil2.html>.

Freedom of Information Requests for Edith B. Ford Memorial Library Public Records may be made by mail to: Library Director, Edith B. Ford Memorial Library, P.O. Box 410, Ovid, NY 14521.

Fee for duplication of records: Edith B. Ford Memorial Library charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). There is no provision in law or regulation for waiver of this fee. Payment must be made to the Edith B. Ford Memorial Library by check or money order. Payment should not be submitted until the request is granted and the person is informed of the charge for the request.

Inspection of Records: Edith B. Ford Memorial Library records are available for inspection at no cost to the public. Requests must be in writing and addressed to the address above. The Library Director will acknowledge receipt and schedule an appointment at a mutually convenient date and time for inspection. Records or portions thereof, which are prohibited from disclosure pursuant to FOIL, will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s). Inspection records are by appointment during library hours.

Examples of records that may be withheld from public inspection include those that

- Are specifically exempted from disclosure by state or federal law
- If disclosed would result in an unwarranted invasion of personal privacy
- If disclosed would endanger the life or safety of any person

FOIL Appeal Procedures: Any person denied access to a record may within thirty (30) days appeal in writing to: Library Board President, Edith B. Ford Memorial Library, P.O. Box 410, Ovid, NY 14521.