

## **FREEDOM OF INFORMATION POLICY**

### **Freedom of Information Law (FOIL) Requests**

The Middle Country Public Library responds to written requests for information under the Freedom of Information Law (FOIL). The Records Management Officer is designated as the Records Access Officer.

Requests to inspect records must be submitted to the Records Access Officer by completion of a Freedom Information Law (FOIL) form. Please include the following information in your request:

1. Name, address and daytime phone number, in case the Records Access Officer has any questions regarding your request.
2. Specifically describe the record(s) you are requesting, including as much of the following as possible: document title, date or approximate date range and other information that will enable the Records Access Officer to identify the requested record (s).

### **Requests can be submitted:**

By Mail: Records Access Officer  
Middle Country Public Library  
101 Eastwood Blvd.  
Centereach, NY 11720

By Fax: 631-585-6636

By Email: FOIL@mcplibrary.org

Records made available pursuant to FOIL will be available for review, upon appointment, weekdays between 9:30am-4:30pm at the Middle Country Public Library, 101 Eastwood Blvd., Centereach, NY 11720. An employee must be present throughout the inspection.

The Records Access Officer will respond to the request for records within five business days of the request. The response will indicate whether the record request is:

- a. Approved
- b. Unavailable because records are not maintained by the library, or cannot be located;
- c. Denied (reason must be specified); or
- d. Delayed (reason must be specified)

The fees for copying records shall be:

1. \$.25 cents per page (for letter and legal-size pages)
2. For larger sizes, actual costs of reproduction
3. Postage costs if copies are not picked up
4. Some records may exist in digital format, and you may request that format if applicable/preferable.

For more information about the Freedom of Information Law, visit the Committee on Open Government at: <http://www.dos.ny.gov/coog/>

You have the right to appeal a denial of this application in writing to: Library Director, Middle Country Public Library, 101 Eastwood Blvd., Centereach, NY 11720 within 30 days of the denial.

***Adopted December 18, 1974 by the Board of Trustees of the Middle Country Public Library  
Revised May 15, 2019, July 17, 2024***