

**FOIL (FREEDOM OF INFORMATION LAW) REQUESTS**

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

A person may request information and records available to the public by using the Request for Access to Public Records form (attached) and using the following procedures:

- Direct the request to the following address: Administrative Office - Records Request. Poughkeepsie Public Library District, 93 Market Street, Poughkeepsie, NY 12601.
- Specify the records requested to be disclosed for inspection or to be copied. If any records are to be certified, then they must be specified.
- **If the Library District receives a request for an employee's disciplinary records, the employee will be notified in a timely fashion.**
- Reimburse the Library the actual costs for reproducing and certifying (if requested) the records. The following fees shall be charged:
  - \$0.25 per page not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record.
  - The Library, upon notice to the individual requesting the record, may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare the copy, and will charge such amount only if at least two hours of Library employee time is needed to prepare the record.
  - The Library may also, upon notice to the individual requesting the record, charge the actual cost of engaging an outside professional service to prepare a copy of the record.

If the records can be scanned and transmitted via email, and doing so will not involve any additional effort to an alternate method of responding by the Library, then the Library will transmit the records via email and will not charge a fee. However, if more than two hours of employee time is needed to prepare an electronic record, upon notice to the person requesting the record, the Library may charge an amount equal to the hourly salary of the lowest paid Library employee who has the skill to prepare a copy of the requested record.

The Records Access Officer shall respond to a written request within five (5) business days or sooner if possible. If additional time is necessary, the Library will provide written acknowledgement of receipt of the request and a statement of the approximate date when such request will be granted or denied.

Records shall be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.

Any person denied access to a record may appeal, in writing, within thirty days to the President of the Board of Trustees.

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