

LAKEVIEW PUBLIC LIBRARY
1120 Woodfield Road
Rockville Centre, NY 11570-3323

FREEDOM OF INFORMATION POLICY

General Statement

It is the intention of the Board of Trustees of the Lakeview Public Library to comply fully with the Freedom of Information Law of the State of New York. The Library Director shall be the Records Access Officer.

Application to Examine Records

All persons entitled by law to examine the applicable records of the Lakeview Public Library shall make their request in writing on a form and in a manner prescribed by the Records Access Officer. Upon receipt of a written request to examine such records, the Records Access Officer shall initiate a search for the requested records and determine if such records are covered by the applicable law.

Denial and Right of Appeal

Any Person who is denied access to certain records may appeal the decision by filing an appeal in writing with the Library Director. The Board shall review the denial and consult with the attorney representing the library and respond in writing to the person appealing denial within seven (7) days.

Copying of Records

Copies of eligible records shall be furnished at the rate of twenty-five cents (25¢) per page, payable upon delivery. Additional charges may be incurred for extraordinary services incurred by the library. The maximum amounts may be amended from time to time as provided by legislation.

Adopted by the Board of Trustees – May 10, 2000

Amended by the Board of Trustees – November 10, 2004