



ACCESS TO RECORDS

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

Requests to inspect records or to secure copies of such records must be submitted to the Library Director by completion of a requisition form. The following information must be included in the request:

- Name, address and daytime telephone number of the requestor
- Identification of the record, document or other data required with as much specificity as possible

The requisition form should be submitted to: Library Director/Records Access Officer, Longwood Public Library, 800 Middle Country Road, Middle Island, NY 11953. Requisitions may also be submitted via fax to (631) 924-7538.

The Library Director will respond to the request for records within five days of the request. The response will indicate whether the record request is:

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

Records made available pursuant to FOIL will be available for review, upon appointment, weekdays between 9:30 am and 4:30 pm at Longwood Public Library, 800 Middle Country Road, Middle Island, NY 11953. Any request for copying of material will be honored once the following fees have been remitted to Longwood Public Library:

- \$0.25 per page (for letter and legal-size pages)
- For larger sizes, the actual cost of reproduction

In the event of the refusal of the Library Director to provide library records or other data to which the requestor feels he/she is entitled, an appeal must be directed to the President of the Longwood Public Library Board of Trustees within 30 days of the denial. A decision on an appeal shall be rendered within seven business days of receipt of such appeal.

Policy 600-150
Adopted 8/90
Revised 9/17

LONGWOOD PUBLIC LIBRARY APPLICATION FOR ACCESS TO RECORDS

I Hereby Apply to Review or Copy the Record(s) Described Below:

Name of Applicant	Daytime Telephone Number
Name of Business Firm	Mailing Address
Name of Client Represented	City State ZIP
Signature of Applicant	Date of Application

Specific description of record(s) sought, including dates if possible:

To Be Completed by Library Records Officer Only

- Approved
- Records not maintained by library
- Records cannot be located after diligent search
- Denied. Reason for denial:

- Receipt of this request is acknowledged. Records will be delayed until _____. Reason for delay:

Signature of Records Officer	Title	Date
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You have the right to appeal a denial of this application in writing to the President of the Longwood Public Library Board of Trustees, 800 Middle Country Road, Middle Island, NY 11953. An appeal must be made within 30 days of denial.

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