

## **Freedom Of Information Law (FOIL) Policy**

The Olive Free Library, as a New York State governmental entity, complies with the New York Freedom Of Information Law (Public Officers Law, Article 6, Section 87, Freedom of Information Law).

The Library Director will be the Records Access officer. A person may request information and records available to the public in the following manner:

1. Use the Freedom of Information Law request form (attached).
2. Direct the request to the following address:  
Records Access Officer  
Olive Free Library  
PO Box 59  
West Shokan, NY 12494
3. Specify in detail the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
4. Reimburse us our actual costs for reproducing and certifying (if requested) the records. You may be charged the following fees: \$0.25 per page for employee-copied records and \$1.00 per page for certification of records.
5. The Library Director will respond to a written request within five working days or sooner if possible. An extension of an additional 15 working days may be necessary to properly respond and if so, the reason for this extension will be explained.
6. Records may be available for inspection in person at no cost and by appointment. An employee must be present throughout the inspection.
7. Appeals of the decision of the FOIL officer shall be made to the president of the Board of Trustees using the Freedom of Information Law Appeal form (attached). Appeals must be made within 30 days of receipt of the denial.

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

**Adopted by the Olive Free Library Board of Trustees, May 2023**