



ELMA PUBLIC LIBRARY

FREEDOM of INFORMATION LAW (FOIL) POLICY

I. Purpose and Scope

This Policy provides information about how members of the public can access records of the Elma Public Library and applies only to the Elma Public Library. For information on how to access records of the Buffalo & Erie County Public Library or the records of Buffalo & Erie County Public Library System functions, please refer to the Buffalo & Erie County Public Library Freedom of Information Law (FOIL) Policy which can be found on the B&ECPL Website at B&ECPL FOIL Policy.

The Elma Public Library (EPL or Library) will furnish to the public the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90, of the Public Officers Law), and other applicable laws. FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <http://www.dos.ny.gov/coog/index.html>.

II. Designation of Records Access Officers

A. The EPL's Records Access Officer shall be the EPL Library Director.

B. The records access officer is responsible for insuring that EPL appropriately responds to public requests for access to Library records. The designation of records access officer shall not be construed to prohibit other Library officials, including those who may have been authorized to make records or information available to the public in the past, from continuing to do so.

III. Request for Public Access to Elma Public Library Records

A. All requests for records must be in writing, either in letter format or using EPL's FOIL Application Form. Requests can be:

- Mailed to the Records Access Officer(s) at the following address:

Library Director
Elma Public Library
1860 Bowen Road, Elma, NY 14059

or

- Faxed to (716) 652-0381; or

E-mailed to the Records Access Officer at elm@buffalolib.org.

- B. All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- C. All requests must include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, or any other information that will assist the EPL in locating the requested records.

IV. Elma Public Library Response to Requests for Public Records

A. Within five (5) business days of the receipt of a compliant written request, EPL will:

1. Make the record available to the requestor;
2. Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date when the information will be made available; or
3. Deny access in writing, and state the basis for denying access.

B. A denial of access to any record will be sent in writing, and will summarize the reason for the denial, and provide information on how to appeal such denial.

C. If EPL does not respond to a request in accordance with Section IV.A, the request should be considered to have been denied.

V. Appealing a Denial of Access

A. All appeals of a denial of a request for an EPL record must be submitted in writing within 30 days of the denied request, either in letter format or using EPL's FOIL Appeal Form.

An appeal may be:

1. Mailed to:

President
Board of Trustees
Elma Public Library
1860 Bowen Road, Elma, NY 14059

or

2. Faxed to (716) 652-0381; or
3. E-mailed to the FOIL Appeals Officer at elm@buffalolib.org

- B. EPL's FOIL Appeals Officer shall be the President of the Board of Trustees of the Elma Public Library.
- C. An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or information that will help the EPL to find the requested records, and the reason provided for the denial.
- D. The EPL FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The EPL FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.
- E. Copies of all appeals and the determinations will be sent by the EPL to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

IV. Fees

- A. The EPL reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- B. There shall be no fee charged for merely inspecting or searching for records.

Adopted Nov. 8, 2016
Amended Nov. 9, 2021